

Associates, Inc.

Employee Training Policy Statement

It is the policy of Associates, Inc. to train their employees thoroughly. We will accomplish this goal with the regularly scheduled safety meetings, supervisor/employee conferences and employee on-the-job training.

It will be the responsibility of management to hold regularly scheduled safety meetings. These meetings will address a specific on-the-job safety hazard and will be documented. They will be held on company time, 5-15 minutes in length and focused on one specific hazard.

Before any new employee starts work there will be a supervisor/employee conference. During this conference the supervisor shall discuss the objective, organizational structure, policies for Associates, Inc. and their work unit. This conference will cover specific procedures and hazards relating to safety, methods of reporting unsafe working conditions, making safety suggestions and reporting injuries. Furthermore, all safety rules will be discussed.

On-the-job training will be ongoing for all employees. When starting a new job the supervisor should take the time to follow these steps: 1) Inform employee why the task needs to be performed. 2) Instruct the employees step-by-step how to perform the job. 3) Demonstrate how to perform the job. 4) Have the employee perform the job in the supervisor's presence. 5) Observe the employee at a later date to ensure the task is performed properly 6) Correct all unsafe working procedures.

No employee at Associates, Inc. will be allowed to work unless they have been properly instructed and trained how to do the job.

The following have the authority and responsibility for implementing and maintaining the Associates, Inc. injury and illness prevention program: Johnny Ray, Sarah Aichele, Paul Alvarez (916) 974-9307.

Safety Regulations Under California (T8 CCR 3202) LLPP:

As of July 1, 1991, all offices of Associates, Inc. shall adhere to the following Injury and Prevention Program, as required by California Law T8 CCR 3202.

- 1-No employees shall lift, wrestle, or push any object or group of packages weighing more than 25 lbs. Without securing the assistance of at least one (1) fellow worker.
- 2-In the event of injury of any type, you are to report to the office manager immediately for dispatch to a proper health care facility, i.e. Doctor, Hospital, Outpatient Clinic.
- 3-Any employee with a contagious illness (other than a minor common cold) shall notify his/her office manager immediately and shall remain off the job until such contagious period has passed.
- 4-Manager shall conduct a monthly meeting with personnel to discuss safety and health programs.
- 5-All new employees, at the time of employment, shall be instructed as to the Health and Safety Training Programs of the company.
- 6-Managers shall maintain written records of any and all injuries, including person involved, time of injury, date, and disposition of the problem (where patient was sent, what care was required, etc.). These records shall be kept available for inspection by California OSHA for a period of three (3) years.
- 7-Manager shall assign sales persons to inspect specified work places monthly for evaluation on safety conditions. Sales person shall report any hazard identified to the office manager immediately.
- 8-Upon receipt of a field report of an unsafe condition at a customer facility, Associates, Inc. office manager shall notify said customer of our findings. Customer shall be notified in writing, (delivered by FAX if possible) that said unsafe conditions must be corrected within 48 hours and if not, any employees assigned to said facility by Associates, Inc. shall be withdrawn.

EMPLOYEE NOTICE OF WORKER'S COMPENSATION RIGHTS AND OBLIGATIONS

To All Employees:

You are insured for any on-the-job injury or work-related illness by State Compensation Insurance Fund; P.O. Box 254700, Sacramento, CA., 95865-4700, (916) 924-5100.

Work related injuries must be reported to you immediate supervisor on the job site, as well as your representative at Associates, Inc.. An Employee Claim Form will be provided and must be completed and returned to associates, Inc. promptly. Failure to report an injury may result in a delay or loss of benefits.

California law provides certain benefits to the employees for job-related injury or illness. These benefits are:

- Medical care: Should you require the services of a doctor for a work-related injury, you must report to one of the medical facilities as directed by associates, Inc.. Any injury requiring emergency medical attention should be treated at the nearest hospital emergency room. Call 911 for assistance if necessary. If you need a medical specialist, you must request this from by Associates, Inc.. If you go to any other medical facility without prior request from by Associates, Inc. or State Compensation Fund, your billings may not be paid and will become your responsibility. After 30 days you may select a physician of your choice. (NOTICE: You can be treated immediately by your personal physician if, at the time of hire or prior to an injury, you notify Associates, Inc. in writing of the physician's name, address, and phone number.) Should the doctor restrict you from performing your regular job, immediately contact your representative at by Associates, Inc.. To accommodate your restrictions modified work may be provided.
- Payment for lost wages: If you are hospitalized or unable to work for more than three days, you will receive disability income equal to two-thirds of your average weekly salary up to a legal maximum set by state law, until your doctor says you are able to return to work. If your injury results in a permanent handicap, additional payments will be provided. It is illegal to collect worker's compensation disability income while employed. If you return to any work while you are receiving disability income, you must contact State Compensation Fund.
- Rehabilitation: If your injury prevents you from returning to your usual job, you may be eligible for vocational rehabilitation benefits.
- Death Benefits: If an injury results in death, benefits will be paid to your dependents.

Worker's Compensation fraud is a felony in California. Any person who files or contributes to the filing Of a false claim is committing a crime punishable by a prison sentence and/or penalty fine.

Please see your representative at by Associates, Inc. if you have any questions.

I have read the above information and agree to comply with the stated policy.

Employee Name	Employee Signature	Date
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Drug Screen Release Form

I, _____, further known as employee, hereby give consent to by Associates, Inc. to test any employee for drug and alcohol substance abuse for any reason, without cause while on the job. Let this notice serve and hold by Associates, Inc. harmless of liability, pending verification of positive results. I agree that the results of this drug screen may and will be subject for review in case of a worker's compensation benefit filed with State Fund Insurance.

Employee Name	Employee Signature	Date
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Associates, Inc.

SAFE PRACTICES AND OPERATIONS POLICY

It is the policy of this company that everything possible will be done to protect our employees from accidents and occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured through an accident. Therefore, all operations must be planned to prevent accidents. To carry this out the following policy will apply:

1. All employees shall follow these safe practice rules, render every possible aid to safe operation, and report all unsafe conditions or practices to the proper authorities.
2. Suitable clothing and footwear will be worn at all times. Personal Protective Equipment (hardhats, eye protection, etc.) will be worn where needed.
3. All employees will participate in a safety meeting conducted by their supervisor.
4. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees is prohibited.
6. Work shall be well planned and supervised to forestall injuries in the handling of heavy materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose or others to injury.
8. No drinking liquor on the job.
9. Employees should be alert to see that all guards and other protective devices are in proper place and adjusted and shall report deficiencies promptly to the foreman or superintendent.
10. Workers shall not handle or tamper with any electrical equipment, machinery, air, or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries will be reported promptly to the Supervisor so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, use the large muscle of the legs instead of the small muscles of the back.

Machinery and Vehicles

Do not attempt to operate machinery or equipment without special permission unless that is one of your regular duties.

As our employees are our most valuable resource, we hope that you will continue our company's safety awareness and safe practices when you are away from the job as well as while you are at work.

Each member has the responsibility for his/her safety as well as the safety of his/her fellow employee. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to ensure their safety that our company can achieve the safe working conditions deserved by all its members, as stated in the Occupational Safety and Health Act.

Employee Name

Employee Signature

Date