



4756 Hwy. 377 South  
Ft. Worth, TX 76116

Phone 866-614-2840  
Fax 866-614-2841

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### Job Safety Information

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As an employee of Aviation Personnel, you are committed to not only exercise common sense practices in your everyday job assignments, but also to follow all of the client's Safety Policies and Procedures as presented to you in the job reporting process.

If an on-the-job injury occurs, the steps to follow are:

1. If you are involved in a work-related accident or injury, regardless of the extent, you should immediately report the event and circumstances to your supervisor at your client company so that they can complete the appropriate accident report. Failure to do so may result in benefits being denied, as corroboration is imperative when reporting workplace injuries.
2. For any minor injuries, seek first aid treatment from the client's medical facilities, if available.
3. Should further treatment be required, you should go to the nearest Minor Emergency Center or, as a last resort, the Emergency Room of any local hospital. Your Workers' Compensation Insurance is through Aviation Personnel.
4. For any injuries requiring treatment, it is imperative that you contact Aviation Personnel immediately. You need to report the injury to our office. This reporting procedure is necessary to avoid any delay or denial of claim payments and/or benefits.

**To report a work-related accident or injury:  
Call 1-866-614-2840**

5. If you are involved in a work-related accident or injury, you may be subjected to a drug and/or alcohol test and should therefore make yourself available for post-accident testing. Your failure or refusal to take a drug and/or alcohol test for any work-related accident or injury is a violation of the policy and will be grounds for disciplinary action, up to and including termination of employment. Under certain States laws, if you have a confirmed positive test, you may be ineligible for workers' compensation benefits.
6. You will be expected to cooperate fully in any accident investigation that may be conducted by the client, Aviation Personnel, and/or our insurer.
7. Client company has the responsibility to inform and train you concerning potential exposure to any safety or health hazard in their workplace. This includes, but is not limited to, information and training on potential exposure to hazardous chemicals or substances. When an Aviation Personnel employee is assigned to an area where such hazardous chemicals or substances are present, Client company is required under the Occupational Safety and Health Act ("OSHA") law to inform you at the time of your initial assignment and whenever a new hazard is introduced into the work area.
8. Client company is responsible for providing any personal protective equipment (PPE) that may be stipulated in the Material Safety Data Sheet (e.g. Respirators). In the event you feel that you have been inadequately informed or trained, or have not received any information or training on any hazard present, call your Aviation Personnel office so that we can provide you with such information and training and/or take other appropriate action.

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### ACKNOWLEDGMENT

I have read and received a copy of the above policy on job safety.

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Employee Signature

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Date