



CUT OUT TEMPORARY CARD AND KEEP WITH YOU UNTIL THE LAMINATED CARD IS RECEIVED; RETURN THE BELOW ACKNOWLEDGMENT FORM WITH THE REST OF THE NEW HIRE PAPERWORK.

JSG SAFETY LETTER AND WALLET CARD ACKNOWLEDGEMENT

Our goal of having ZERO on the job incidents can only be achieved through your safe work habits!

How can you help?

- Observe safety rules, practices and procedures.
- Exercise caution in all work activities.
- Report any unsafe conditions to the appropriate supervisor.
- Understand that you are responsible for your own safety and working safely is a condition of your employment.
- In the event an incident takes place, follow the instructions indicated on the green wallet card.
- Keep the green wallet card on you at all times!

Important Info:

- If medical treatment is necessary, the Safety/Risk Management Team will guide the process.
 - **Seek immediate care for life or limb threatening situations!**
- JSG has a zero workday loss policy:
 - If possible, JSG expects you to return to work immediately following medical treatment.
- Any medical reports or bills are to be faxed to (866)552-6153 (24/7) Safety/Risk Management Team.
- A detailed report of incident is needed for all incidents and will be provided to you for completion at time of alleged incident.
- A full investigation of an alleged incident is required before the acceptance of an incident claim.
- Unsafe acts could result in disciplinary action.
- **PLEASE NOTE: Failure to follow these procedures may jeopardize coverage of your claim.**

For more information visit www.jsginc.com, click on “employee toolbox” and then “safety and worker’s compensation” or contact Safety/Risk Management Team (24/7), at (888)659-8388 or by e-mail at safety@jsginc.com.

By signing this form I acknowledge receipt of the safety letter and understand Johnson Service Group’s process of reporting incidents.

Employee Signature	Date
	XXX-XX-
Employee Name Printed	Last 4 Digits of SSN



JOHNSON SERVICE GROUP

To All Johnson Service Group Employees:

We here at JSG have always been concerned about safety. We believe in Safety First, Safety Always.

Working safely is a condition of employment and each employee is responsible for their safety.

SAFework is GREATWORK.

JSG is committed to an “incident free” work environment. Our goal of ZERO incidents can only be achieved by the success of our employees' safe work habits...it depends on YOU!

Each employee is expected to observe safety rules, practices and procedures and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

If an incident occurs, we have an immediate response plan that enables the employees to receive the necessary medical attention they need, gets them back to work in a timely manner and proactively manages the claim.

INFORMATION FOR REPORTING ANY INCIDENT

- All employees are given a neon green **wallet card** at time of hire. Contact **888-659-8388 (24/7)**, JSG Safety/Risk Management Team if you do not have a card.
- Keep neon green wallet card with you at all times.
- In the event that an incident occurs on the job, follow the steps on the wallet card.
- Immediately call 888-659-8388, (24/7) and notify your supervisor at the job site. In addition, please notify your point of contact at your JSG branch location.
- A First Report of Incident is required to be completed immediately for ANY incident. This form will be provided for your detailed completion upon your notification to **888-659-8388, (24/7)**.
- The JSG Safety/Risk Management Team will direct and guide all medical care. (Life or limb threatening situations need to get immediate care.)
- JSG has a zero workday loss policy. If possible, JSG expects you to return to your job immediately after medical treatment. JSG **will** provide transitional work if needed.
- Any medical reports/bills must be faxed to the Safety/Risk Management Team at 866-706-4570 or 866-552-6153.
- Full investigation by the Safety/Risk Management Team of all incidents is required before acceptance of any claim.
- Unsafe acts could result in disciplinary action.
- Failure to follow JSG proper procedures may jeopardize coverage of your claim.

Please direct any questions to the Safety/Risk Management Team, at **888-659-8388, (24/7)** and speak with Cheri Schweiger/Karly Eubanks-Safety/Risk Management Coordinators or Patty Rhoads-Risk Manager
Safety@jsginc.com

Visit our website at www.jsginc.com → Employee toolbox → Safety → Workers' Compensation
“SAFE WORK is GREAT WORK”