



All Johnson Service Group Employees:

At JSG we are always concerned about Safety! **SAFE WORK is GREAT WORK**.

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

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!

Please ensure to observe all safety rules, practices, procedures and to exercise caution in all work activities! Immediately report any unsafe condition to the appropriate supervisor! ***If you See something, Say something!***

Please ensure to practice all JSG and JSG clients safety requirements regarding COVID-19 at all times. Ensure you are practicing social distancing, utilizing face masks, proper hand washing, utilization of hand sanitizer, and following all directional signs or postings.

Should an incident occur, we have an immediate response plan that enables our employees to receive the necessary medical attention they need and return them back to work in a timely manner!

INFORMATION FOR REPORTING ANY INCIDENT

- All employees are given a neon green **wallet card** at their time of hire. Please contact the JSG Safety/Risk Management Team at **(888) 659-8388 (24/7)**, if you did not receive one!
- Keep the neon green wallet card with you at all times! Take a photo of the card to keep on your phone, or the card can be sent to you via text message as well!
- In the event that an incident occurs on the job, just 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 for any incident. This form will be completed with you by the JSG Safety/Risk Management Team upon your notification to **(888) 659-8388, (24/7)**.
- The JSG Safety/Risk Management Team will assist with ALL medical treatment. (Life or limb threatening situations need to get immediate medical treatment!)
- JSG has a zero workday loss policy. If possible, you should return to your job immediately after medical treatment. JSG **will** provide transitional/modified work if needed!
- Please fax any medical reports/bills to the Safety/Risk Management Team at (866) 706-4570.
- Full investigation of all incidents by the Safety/Risk Management Team is required prior to the acceptance of any incident.
- Unsafe acts could result in corrective action, up to and including termination.

Please direct any questions to the Safety/Risk Management Team, at **888-659-8388, (24/7)**, or e-mail us at Safety@jsginc.com

Visit our website at www.jsginc.com → Employee toolbox → Safety → Workers' Compensation

"SAFE WORK is GREAT WORK"



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 all safety rules, practices, and procedures.
- Exercise caution in all work activities.
- Report any unsafe conditions to the appropriate supervisor AND the JSG Safety Team at (888) 659-8388 or Safety@jsginc.com
- Understand that you are responsible for your own safety and that working safely is a condition of your employment.
- In the event an incident occurs, follow the instructions indicated on the green wallet card.
- Keep the green wallet card on you at all times! Take a photo and save it on your phone, or a copy of the card can be text to you!
- Ensure to practice all JSG and JSG clients safety requirements regarding COVID-19 at all times. Ensure you are utilizing face masks properly (over your nose & mouth), properly washing your hands, practicing proper utilization of hand sanitizer, and following all directional signs or postings.

Important Information:

- **CALL (888) 659-8388 IMMEDIATELY FOR ANY INCIDENT**
- The Safety/Risk Management Department will assist with ALL medical care.
 - **Seek immediate care for life or limb threatening situations!**
- JSG has a zero workday loss policy:
 - If possible, JSG will have you return to work immediately following medical treatment.
 - Modified work options are available and need to be reviewed with the JSG Safety/Risk Management Department.
- Please fax or email any medical reports or invoices to (866)706-4570 / Safety@jsginc.com
- A First Report of Incident is required to be completed immediately for Any Incident. This form will be completed with you by the JSG Safety/Risk Management Team upon your notification to (888)659-8388.
- A full investigation of an alleged incident is required prior to the acceptance of any incident.
- Unsafe acts could result in corrective action, up to, and including termination.

For more information visit www.jsginc.com, click on "employee toolbox" and then "safety and workers' compensation" or contact the Safety/Risk Management Department at **888-659-8388** or email the Safety/Risk Management Team 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