



1. Employees of Kudzu Staffing are required to follow all client safety and security procedures while working at client sites.
2. If your client host does not advise you regarding safety hazards consider the following:

**-Emergency exit location(s)**

**-Keep your eye on the path you are working and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);**

**-When visiting manufacturing on construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the Kudzu Staffing employee and not provided by the client.**

**If you are working at factory or construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constructive or too loose; loose clothing be get caught in machinery or other equipment.**

### **Reporting Injuries**

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to Kudzu Staffing.
2. Kudzu Staffing will issue a detailed report regarding the injured employee to take to the treating medication practitioner. The employee must return this form to Kudzu Staffing by the next business day.
3. After each practitioner appointment, the employee must report to his/her supervision and Kudzu Staffing to review his/her process.
4. Kudzu Staffing provides light duty work for employees recovering from injury. Employees are required to return to work immediately upon release.



5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
  
6. Employees are urged to report hazardous conditions and “near miss” incidents to their supervisors before injuries result.
  
7. Any attempt to defraud Kudzu Staffing with false worker’s compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

It is our goal to prevent work-related injuries from happening. We are concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Kudzu Staffing and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

**Employee Procedures:**

-All work-related injuries should always be reported immediately to your supervisor and Kudzu Staffing no later than the end of the shift on which the injury occurs.

-You must complete and sign a Report of Injury or Illness form.

-When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Kudzu Staffing will not accept a general note stating that you are only to be off of work.

-If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers’ compensation program, and may result in disqualification for certain employee benefits and, up to and including termination from employment.

-If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.

-Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to performance of essential job functions. No permanent light duty positions will be created.

-Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact Kudzu Staffing’s employee relations department.



**Emergency Contact Information**

If you become injured at work you are first to contact Kudzu Staffing- 864.272.0181 and report the injury. Should the injury not be severe you will be asked to report to Kudzu Staffing's office located at:

**108 Clair Drive  
Powdersville, SC 29673**

An accident report and authorization to treat form will be given and you will be sent to a Medical Physician.

If you need immediate medical assistance you will need to report to:

DOCTOR: Workwell Occupational Health  
ADDRESS: 135 Commonwealth Drive Suite 120 Greenville, SC 29615  
TELEPHONE: 864-675-4600

If you have any questions regarding safety issues at you client site please report them to Kudzu Staffing's Safety Manager.

If you have any questions regarding Worker's compensation coverage please contact Kudzu Staffing's Employee Relations.



**Employee Safety Handbook**

**Employee Acknowledgement Form**

Everyone at Kudzu Staffing must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Kudzu Staffing's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

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**Employee's Signature**

**Date**

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**Kudzu Representative Signature**

**Date**