

## Manpower Safety Mission and Statement

Manpower is committed to and will make every effort to ensure the safety of our student associates. Concern for our student associate's health and wellbeing is and will remain a top priority at all levels. To accomplish this goal, Manpower will not knowingly assign or allow a student associate to work in an unsafe work environment. Toward that end, and to the extent that Manpower has the ability to do so, Manpower will abide by all safety regulations and guidelines set forth in federal, state and local statutes and will integrate good safety practices and programs into our operational activities and procedures throughout the organization.

### If a student associate is injured on the job, please follow the guidelines below:



#### Call Manpower immediately: 207-942-6178

Our office is staffed Monday through Friday from 8:30 am to 5:00 pm. Please leave a detailed message on our voicemail system if reaching out after regular business hours. A Manpower representative will return the message at the first available opportunity. You can also email penny.picard@manpower.com.



#### If it is an emergency, get the student associate immediate medical attention

Should an emergency situation arise, the student associate should seek medical attention at the nearest urgent care center or emergency room.



#### Ask the student associate to contact Manpower as soon as possible

It is imperative for record keeping and injury management purposes that as the employer we obtain details of the incident/injury from the worksite and associate in a timely manner. Although we instruct our student associates to contact us immediately, should a work-related injury occur, we ask that you assist in this process.



#### Manpower will arrange non-emergency treatment at an approved occupational health provider

Should a non-emergent situation occur that requires medical evaluation, Manpower will arrange timely treatment for the student associate at an approved occupational health provider.

## Manpower Safety Program Contacts

If you have any questions regarding our safety program, policies, or procedures please reach out to either of the contacts below.

#### **Penny Picard**

Safety Manager/Managing Director  
207-944-5188  
penny.picard@manpower.com

#### **April Clark**

President  
207-333-8704  
april.clark@manpower.com