



Loan Administration Network, Inc.

Safety In The Workplace

Name: _____ Date: _____

EMPLOYEE: Below are LANI's safety guidelines. Please follow these guidelines on any assignment in which you are placed by LANI. In addition, each employee must understand and comply with the safety policies of the Client company.

GENERAL SAFETY RULES:

1. If you are asked by the Client to perform duties which are different than, or in addition to, your original assignment, call your LANI representative;
2. Your safety is important to LANI. Please DO NOT lift any boxes, office furniture and/or equipment, etc. If you are asked to do so, please call LANI and speak with your manager immediately;
3. When ascending or descending steps or stairs, use the handrail to give yourself support and balance. Be particularly careful when wearing high heels and/or if the surface is wet. Walk, do not run, in the halls, rooms, passageways, or on steps/stairs;
4. Avoid working at your desk in a chair that is placed on slick plastic;
5. Avoid leaning back on chairs;
6. You are not permitted to operate machinery, automotive or truck equipment;
7. You are not permitted to handle cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables;
8. You are not permitted to drive your own vehicle or the client's vehicle in the conduct of a client's business;
9. Report immediately any working condition or practice which you think may cause injury to yourself and/or other employees;
10. Under no circumstances are you to perform an assignment which may cause you undue physical or mental discomfort. It is your responsibility to report immediately an uncomfortable situation to your LANI representative;
11. If you are involved in an accident, and it results in personal injury or damage to property, you must report the accident to your LANI representative immediately.

Certification by Employee:

I, _____, certify that I have read LANI's Safety in the Workplace guidelines and I agree to comply with these safety rules.