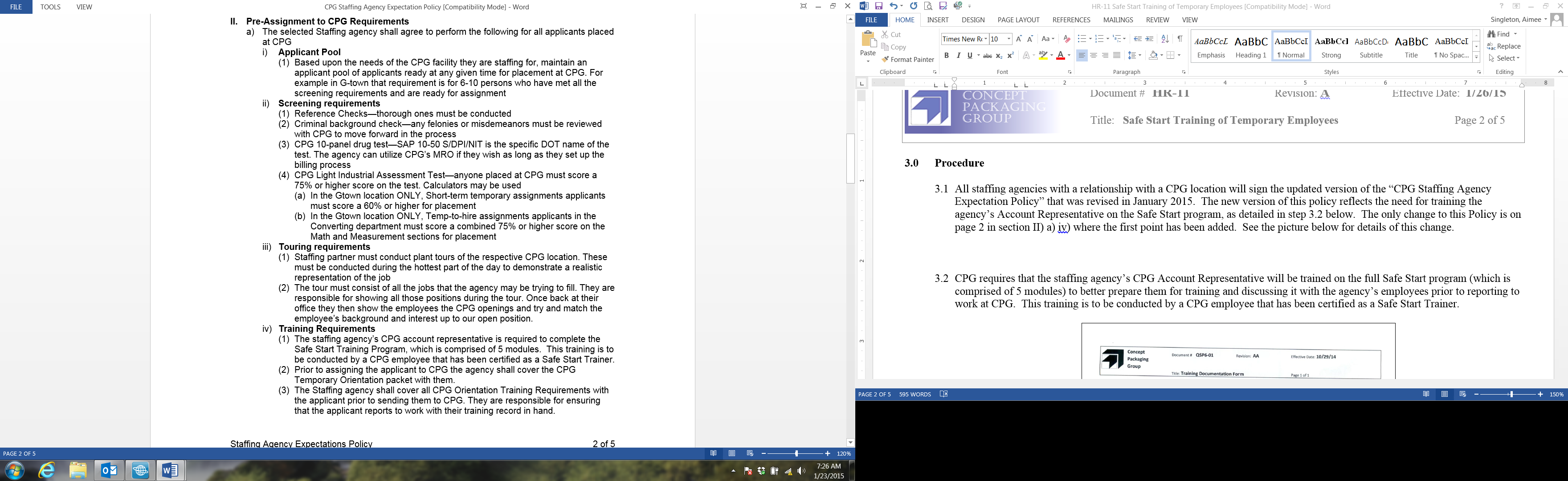
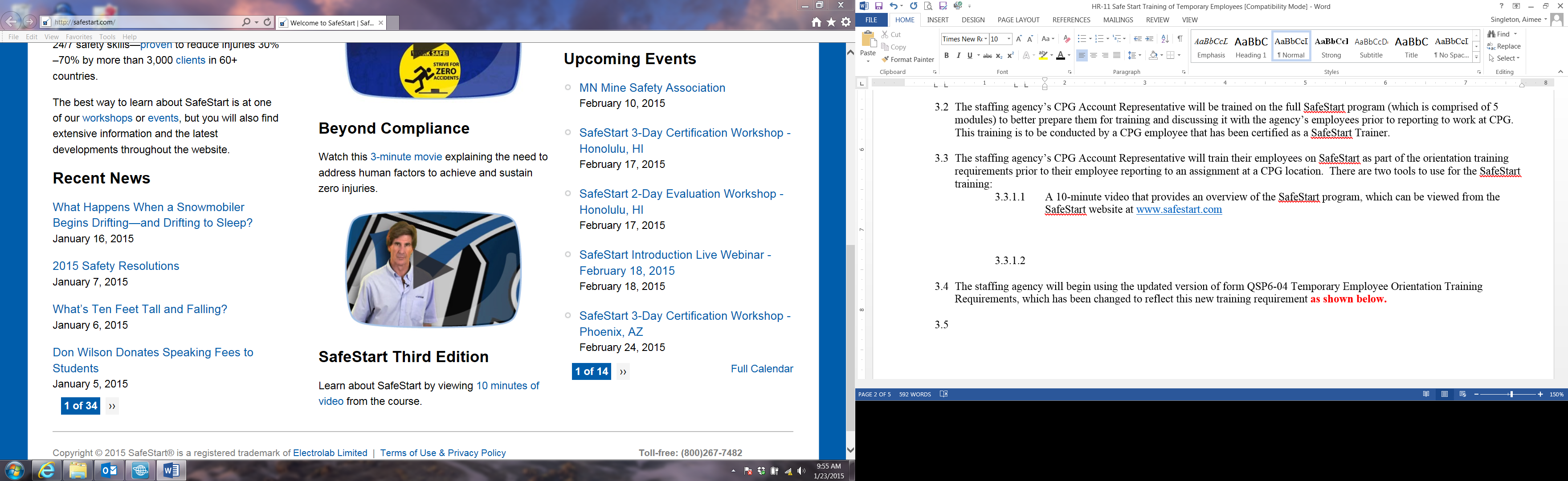
1. **Purpose**
   1. The purpose of this procedure is to provide a detailed set of instructions for all CPG locations and contracted Staffing Agencies on how and when temporary employees will be trained on the SafeStart training series.
2. **Scope**
   1. The scope of this procedure encompasses the SafeStart training requirements for all temporary employees reporting to work at any CPG location. It details the type of SafeStart training they will receive, when they will receive it, and who is responsible for providing their training.
3. **Procedure**
   1. All staffing agencies that provide temporary employees to a CPG facility will sign the “CPG Staffing Agency Expectation Policy” that was revised in January 2015 (version 2). The new version of this policy reflects the need for the agency’s CPG Account Representative to be trained on the SafeStart program, as detailed in the next procedure step 3.2. The only change to this Policy is on page 2 in section II-a-iv where the first point has been added. See the picture below for details of this change.

Point 1 under Section II-a-iv has been added.

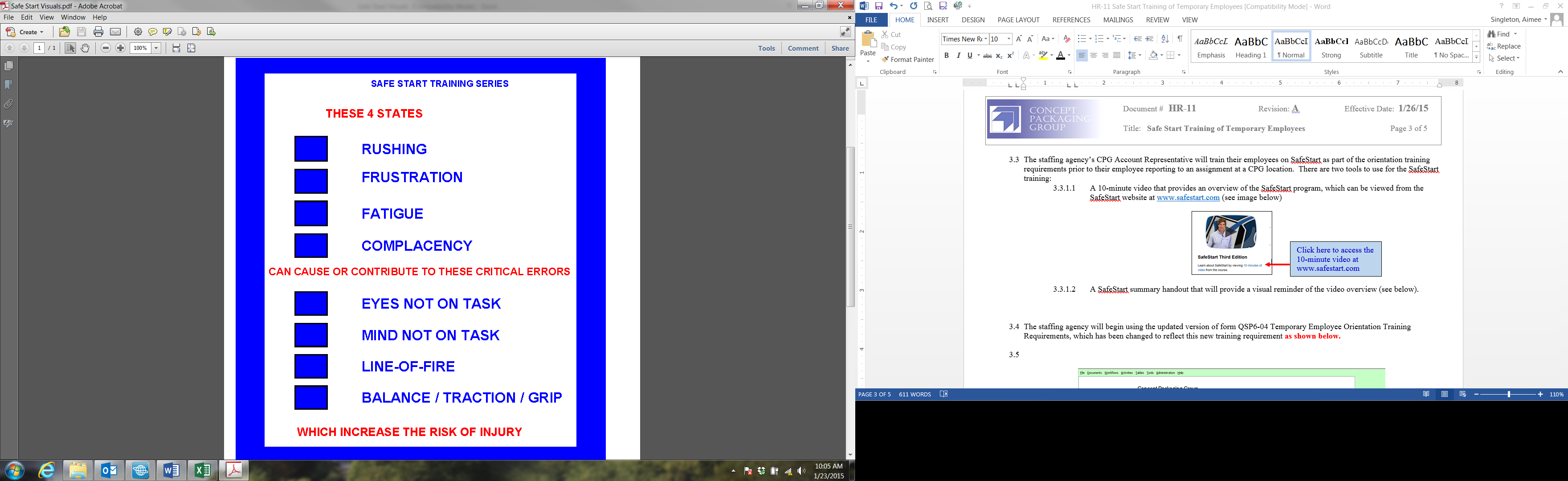


* 1. The staffing agency’s CPG Account Representative will be trained on the full SafeStart program (which is comprised of 5 modules) to better prepare them for training and discussing it with the agency’s employees prior to them reporting to work at CPG. This training is to be conducted by a CPG employee that has been certified as a SafeStart Trainer.
  2. The staffing agency’s CPG Account Representative will train their employees on SafeStart as part of the orientation training requirements prior to their employees reporting to an assignment at a CPG location. There are two tools to use for the SafeStart training:
     1. A 10-minute video that provides an overview of the SafeStart program, which can be viewed on YouTube at <https://www.youtube.com/watch?v=ZiykAW_jH7Q> (see image below)

Click here to access the 10-minute video at www.safestart.com



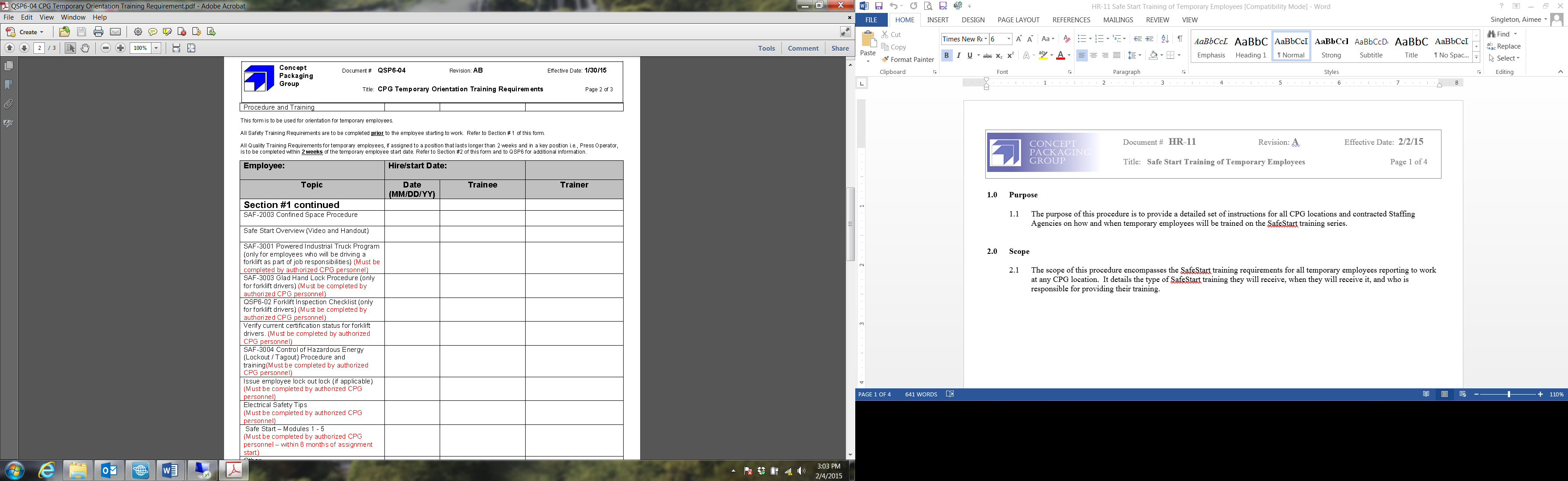
* + 1. A SafeStart summary handout that will provide a visual reminder of the video overview (see below)



* 1. The staffing agency and CPG will begin using the updated version of form QSP6-04 Temp EE Orientation Training Requirements, which has been changed on page 2 to reflect this new training requirement as shown below.

Added training requirement for Staffing Agencies

Change specifies when full SafeStart training must be completed



* 1. Once a temporary employee has completed six (6) months of their CPG assignment, they will be trained on the full SafeStart Training Program by a CPG employee who is a certified SafeStart Trainer (as reflected in the training form above). If it helps with scheduling, trainers may choose to train temporary employees that have completed either 5 or 6 months of an assignment at one time. This will eliminate the need to schedule SafeStart training every month and they could choose instead to offer the training bi-monthly. However, scheduling the SafeStart training is at the discretion of the trainer at each CPG location.

1. **Responsibility**
   1. CPG’s Human Resource department will be responsible for providing the following items to all Staffing Agencies:
      1. This work instruction (HR-11)
      2. The CPG Staffing Agency Expectation Policy (version 2), ensuring it is promptly signed and returned
      3. Form QSP6-04 Temp EE Orientation Training Requirements (version AB)
      4. The SafeStart summary handout as discussed in section 3.3.2 above
   2. Each Staffing Agency’s CPG Account Representative will be responsible for the following:
      1. Review this work instruction (HR-11)
      2. Review, sign, and promptly return the CPG Staffing Agency Expectation Policy (version 2)
      3. Coordinate their training on the complete SafeStart program with a CPG employee that is a certified SafeStart trainer
      4. Include SafeStart training as outlined in Section 3.3 (video and handout) as part of their employee orientation, and begin using the updated Form QSP6-04 Temp EE Orientation Training Requirements
   3. Certified SafeStart Trainers at each CPG location will be responsible for the following:
      1. Train each Agency’s CPG Account Representative on the full SafeStart Training Program
      2. Train temporary employees on the full SafeStart Training Program as outlined in Section 3.5