



TO: All Employees  
FROM: Apollo Professional Solutions, Inc.  
RE: Safety Procedures

We would like to welcome you to Apollo Professional Solutions, Inc.

Apollo Professional Solutions, Inc.'s Employees are very special to us and we want to insure you work in a safe environment. Please be aware of any safety hazards at our customer facilities. If, at any time, you see any safety hazards in your area, please report them to your supervisor immediately and call us. We may be able to help resolve the problem quickly. You may be instructed to leave the facility. At no time should you be in a hazardous environment.

Should you be involved in a workplace accident, please follow these steps:

1. Follow your worksite's immediate response protocol, whether that involves simple First Aid, or other instructions.
2. Apollo also requires you to complete an Accident Report Form and report the incident within 24 hours, whenever possible. The form should be filled out to the best of your ability (a supervisor or witness to the accident can help if you are unable.)
3. When at all possible, please bring the Accident Report to the treating facility so that they can fill out their portion.

As our employee, you are valuable to us and we are concerned for your safety.

Think Safety!!