

GENERAL SAFETY RULES

Company Name _____ Date _____

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

- Employees must wear seat belts whenever driving for the company.
- Employees must report to work free from the effects/aftereffects of drugs or alcohol.
- To prevent falls, workers must not run in the work area.
- When/where required, employees must wear personal protective equipment—protects you from injury.
- When using knives remember to cut away from the body and keep your off hand out of the line of fire.
- Employees must report hazards, accidents or maintenance needs by the end of the work shift.
- Prevent knee and ankle injuries - do not jump from loading docks, vehicles or elevated walkways.
- Clean up spills or water that can create slip hazards.
- Keep floors clear of trip hazards like strapping, boxes, cardboard and pallets.
- Keep fire exits, fire extinguishers, emergency eyewash stations clear of obstruction.
- Exit signage and emergency floodlighting must be functional at all times.
- Keep any stacks of material clear of fire sprinkler heads.
- Verify the Material Safety Data Sheet (MSDS) is available for any chemicals stored in the building.
- To prevent back injuries when lifting materials or packages, remember to lift safely.
- Use material handling devices like dollies, carts, pallet jacks or forklifts to move heavy packages.
- Prevent falls from ladders by using three-point contact when climbing ladders.
- Be familiar with the location of the first aid kit and how to contact local emergency services.
- Be familiar with the location of severe weather shelters within the facility or jobsite.

Employee Name	Date of Training
Supervisor Name	Date of Training