

# SAFETY RULES

## ASSEMBLY AREA

### Employee Safety

*An assembly area can be a dangerous place for employees if safety isn't a priority. Use these safety tips as a guide for maintaining assembly areas and preparing employees for workplace emergencies.*

#### WorkSAFE Tips

- Employees must wear seat belts when driving on company business or operating forklifts.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Horseplay is prohibited.
- Do not run.
- Do not climb on racking or shelving.
- Keep emergency eyewash stations clear.
- Keep fire exits, extinguishers and alarm pull stations clear, unblocked and unlocked.
- Fire exit and emergency lighting should be functional, and battery backups should be tested regularly.
- Do not bypass safety devices on hand or power tools.
- Wear eye protection to protect your eyes from flying objects.
- Wear hearing protection when exposed to loud machines or noise.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Get help when lifting heavy objects like supplies, components or tools.
- Operate forklifts only if you are trained and authorized.
- Report security concerns, door locks or security system components that do not function.
- Wear proper footwear.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

For more information:



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