SAFETY RULES

General Manufacturing Safety Rules

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.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- 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.
- Keep emergency eyewash stations clear.
- Keep fire exits clear, unblocked and unlocked.
- Keep fire extinguishers and fire alarm pull stations clear.
- Know severe weather shelter locations within the building.
- Clean up spills of liquid and water.
- Clean up trip hazards once discovered.
- Straighten floor runners or rugs that could trip fellow employees.
- Do not run.
- Wear gloves when handling pallets.
- Use two hands to handle pallets.
- Wear eye protection to protect your eyes from flying objects.
- Wear hearing protection when exposed to loud machines or noise.
- Do not bypass machine safety guards, shields or switches.
- Do not use tools or machines that have been locked or tagged out.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Get help to team lift heavy objects like supplies, components or tools.
- Do not overload pallet jacks.
- Do not pull - push pallet jacks.
- Stay clear of all operating forklifts.
- Operate forklifts only if you are trained and authorized.
- Do not approach forklifts unless the operator has signaled that it is safe.
- Wear proper footwear on the job and during winter weather.
- Scan for trip hazards in the parking lot.

Employee _____ Date ___/___/___

Supervisor_____ Date ___/___/___

WorkSAFE
Smart, Accident-Free Environments