

SAFETY RULES

Machine Guard / Shield 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

- Workers driving for the company or on company business must wear seat belts.
- Report incidents or injuries in writing to your supervisor before the end of your work shift.
- Report damage or maintenance needs in writing to your supervisor before the end of the shift.
- When exposed to potential eye injuries, workers must wear eye protection.
- Do not operate any machines unless trained and authorized.
- Do not perform maintenance on any machine unless trained and authorized.
- Do not use unsafe machinery, tools or equipment.
- Tuck in loose clothing or long hair.
- Do not wear jewelry.
- Keep shoes tied.
- Do not bypass machine safety guards, shields or devices for any reason.
- Turn off, lock out and tag machines before performing service.
- Turn off, lock and tag air and hydraulic supplies before service or adjustment.
- Emergency stops must function correctly.
- Keep all glass shields or machine glass windows / viewing ports clean.
- Do not remove guards or shields.
- Do not operate machines with guards or shields that are malfunctioning or out of adjustment.
- Do not alter the performance or fit of guards or shields.
- Do not alter the opening or adjustment of guards or shields.
- To avoid entrapment or amputation, do not place hands in the point of operation without blocking and bracing the load.
- Lock and tag power supplies OFF whenever workers must place their hands inside the machine or point-of-operation.
- Do not remove saw safety guards, shields or kickback devices.
- Do not bypass machine activation switches or double-palm switches.
- Bench grinder tongue guards must be adjusted to ¼ inch of the wheel, and the tool rest adjusted to within 1/8-inch of the wheel.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments