

Industrial Safety Rules

SEPTEMBER 2021

Always wear a hard hat in designated areas; wear safety glasses or goggles, safety gloves, safety belts, etc., where advised or mandatory.

Wear safe work attire:

- ✦ Shoes- Wear appropriate hard soled shoes; safety shoes are recommended. No open-toed shoes, flip flops or sandals are permitted at any time. Canvas or nylon sport-type shoes cannot be worn on any industrial assignments. Industrial shoes with hard toes must be worn on all jobs that require lifting.
 - ✦ Clothes – Do not wear loose fitted or baggy clothes around moving machinery. Loose ribbons and dangling jewelry are a safety hazard and prohibited.
 - ✦ Hair – long hair must be kept behind the neck and shoulders to prevent entanglement with machinery.
1. Remove rings before working around moving machinery or electrical equipment and while handling heavy objects.
 2. If you are involved in any accident that results in personal injury, immediately get first aid, inform your on-site supervisor and call our office as soon as possible to report the accident.
 3. Do not operate any equipment, which, in your opinion, is not safe to operate. Call your service representative for instructions.
 4. Obey all work-site rules, governmental regulations, signs, markings and instructions. Become familiar with those that apply directly to you. If you don't know, ask!
 5. When lifting, use approved lifting techniques (i.e. bend your knees, grasp the load firmly and then raise the load keeping your back as straight as possible). Straightening the legs does the lifting.
 6. Do not become involved in horseplay. Horseplay and practical jokes frequently cause serious injury and are prohibited.
 7. Never lift while your body is twisted. This puts the entire weight of the load on the muscles of one side of your body. Ask for help when it is necessary to lift or move any



object, which, because of its weight or shape, is difficult for one person to lift safely. Seek assistance to lift any load of 35 pounds or greater.

8. Do not distract or startle fellow workers
9. Avoid unnecessary talking, shouting or other loud noises that may take attention from other employees from their work; it creates additional safety hazards.
10. Always use the right tools and equipment for the job.
11. When working with lumber, remove or bend all protruding nails.
12. Do not run.
13. Pick up and remove any object that could be a tripping hazard.
14. Immediately report any spilled liquids to your supervisor.

Employee Citations and Written Warnings

Just as your job demands your full attention, so does your safety. Constantly be alert for hazardous or dangerous situations. Accidents don't always happen to "the other guy"!

Failure to follow safety guidelines or failure to follow any safety rules (even if not specific herein), could result in a documented notice of unacceptable behavior and may be grounds for immediate reassignment or dismissal. Such notices of unacceptable behavior will be placed in the employee's permanent personnel file. Two such notices in an employee's personnel file within a six (6) month period will result the employee's immediate termination.

