

GENERAL SAFETY RULES

All items are minimum standards for usual conditions. Your supervisor will answer any safety questions you may have.

Work Habits:

1. It is mandatory that you know and follow all safety regulations pertaining to your job.
2. Let your supervisor know if you feel you do not have adequate safety protection in any work activity.
3. Before starting any task, make sure you know exactly what is to be done and how to do it safely. Be sure you work properly to protect yourself and others.
4. Make sure all tools and equipment are in proper working order. Do not fix anything yourself unless you are authorized to do so. Report unsafe equipment to your supervisor immediately. Don't take chances.
5. Absolutely no horseplay is ever permitted.

Work Areas:

Work areas must be kept clean and in order at all times.

1. Materials and supplies must be stored carefully. This will eliminate there falling on someone or resulting in a tripping hazard.
2. All chemicals and solvents must be kept in safety containers and properly labeled.
3. Flammable and highly combustible materials must be in metal safety containers with metal lids.
4. All rags must be kept in metal containers with metal lids.
5. Trash receptacles will be emptied on a daily basis.
6. Excess water on the floor or other spills should be removed as soon as possible.

Smoking:

Smoking is permitted in specified "Smoking Areas" only. These are clearly marked throughout the building. Smoking is prohibited in all other areas.

1. In "Smoking Areas" you must use the provided and approved ashtrays.
2. No smoking is ever allowed in elevators, production areas, warehouses, loading docks, and while walking through corridors and stairways.
3. Smoking in unauthorized areas is a serious offense. Since most fires are caused by careless smoking, you must strictly adhere to the smoking regulations to protect the safety of yourself, others and the company.

Clothing:

1. You must wear appropriate clothing and shoes for your work activities. If special garments are assigned, these must be worn. No shorts are permitted.
2. Safety shoes must be worn where designated by job description.
3. Do not wear loose or dangling jewelry, key chains, or other metals when working on or near operating machines.

Date