

# SAFETY RULES

## Assembly Area 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.
- Do not climb on racking or shelving.
- Keep emergency eyewash stations clear.
- Keep fire exits clear, unblocked and unlocked.
- Fire exit and emergency lighting should be lit and battery backups should function.
- Keep fire extinguishers and fire alarm pull stations clear.
- 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 of liquid and water.
- Do not run.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and desk 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 to team lift heavy objects like supplies, components or tools.
- Operate forklifts only if you are trained and authorized.
- Wear your seat belt when operating forklifts.
- Report security concerns, door locks or security system components that don't function.
- 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