

SAFETY RULES

Maintenance Shop 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.
- Horseplay is not permitted.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Lock and tag machines that are being serviced.
- Block and lock machines that could fall during service or maintenance.
- Control hydraulic or mechanical energy that could suddenly release during maintenance.
- Use jack stands when working beneath machines.
- Wear protective eyewear whenever exposed to flying objects or dusts.
- Keep tongue guards and tool rests properly adjusted on bench grinders.
- Do not remove shields or guards provided on shop machinery.
- To reach items, use a proper foot stool or ladder and never stand on chairs or machines.
- Material safety data sheets must be stored and made available for chemicals used on a regular basis.
- Do not run in the work area.
- Pick up trip hazards when they are discovered.
- Clean up slip hazards once discovered.
- Do not smoke near chemical storage or forklift charging or refueling stations.
- Do not smoke during any maintenance activities.
- Turn off oxy-acetylene torches when not in use.
- Remove air or torch hoses that are damaged.
- Do not use damaged, worn, kinked extension cords.
- Remove extension cords that are damaged.
- To prevent fire keep oily rags and towels in approved metal safety hampers.
- 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.
- Keep emergency eyewash stations clear.
- Clean up spills of liquids, lubricants or water.
- Do not clean parts with gasoline. Use approved parts cleaning fluids and protective gloves.
- Know severe weather shelter locations within the building.
- Get help to team lift heavy objects like supplies, components or tools.
- Use pallet jacks, dollies or carts to move heavy objects.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments