



CODE OF SAFE PRACTICES

These rules have been adopted to help you make safety a regular part of your work.

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| WORK SAFELY | <ul style="list-style-type: none">✓ Safety is everyone's business.✓ Help fellow employees use proper work methods.✓ Accidents can be prevented.✓ Report unsafe conditions or practices. |
| WHEN LIFTING | <ul style="list-style-type: none">✓ Hold your back straight, bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, exerting the lifting force with your strong leg muscles, not the weaker back muscles. |
| MATERIAL HANDLING | <ul style="list-style-type: none">✓ Do not throw objects- always carry or pass them.✓ Use hand trucks or other equipment when possible.✓ Get help with heavy or awkward objects. |
| TRASH DISPOSAL | <ul style="list-style-type: none">✓ Keep sharp objects and dangerous substances out of the trash can.✓ Dispose such items in approved containers. |
| CLEAN UP | <ul style="list-style-type: none">✓ Remove refuse promptly to prevent slips and tripping. |
| PREVENT FALLS | <ul style="list-style-type: none">✓ Keep aisles, workplaces, and stairways clean, clear and well-lighted.✓ Report slippery or faulty floor surfaces. |
| WALK-DON'T RUN | <ul style="list-style-type: none">✓ Watch your step.✓ Wear safety-soled shoes. |
| TOOLS | <ul style="list-style-type: none">✓ Handle and store knives carefully.✓ Do not use burred, defective or greasy tools.✓ Use the right tool for the job. |
| FALLING OBJECTS | <ul style="list-style-type: none">✓ Handle objects and tools carefully.✓ Store them where they will not fall. |



WORK AREA

- ✓ Protruding nails, torn or sharp corners can cause CONDITIONS that result in serious cuts and bruises.
- ✓ Remove or pad the nails or sharp corners.
- ✓ Close all drawers.

PERSONAL PROTECTIVE EQUIPMENT

- ✓ Wear it when you are supposed to.
- ✓ Maintain it to the job it should.
- ✓ Replace it when it can no longer protect you as intended

LADDERS

- ✓ Use a safe ladder, NOT a box, chair or any makeshift item.
- ✓ Place ladders securely.

MACHINE GUARDS

- ✓ Keep guards in place at all times.
- ✓ Don't clean machinery while it is running.
- ✓ Lock all disconnected switches while doing repairs or cleaning.

ELECTRICAL HAZARDS

- ✓ Do not stand on a wet floor while using any electrical apparatus.
- ✓ Keep extension cords in good repair.
- ✓ Don't make unauthorized connections or repair.
- ✓ Do not overload outlets.

GAS FIRED APPARATUS

- ✓ Be sure fire box is clear of gas before lighting.
- ✓ Use paper or cloth on a long wire or stick to light burner.
- ✓ Stand to the side to avoid flashback.

COMPRESSED AIR

- ✓ Use the correct pressure.
- ✓ Wear eye protection when used for cleaning.

PREVENT INFECTION

- ✓ All punctures, cuts and scratches are dangerous.
- ✓ Get first aid at once.

INJURED

- ✓ Report all injuries, no matter how slight.

HORSEPLAY

- ✓ Scuffling, practical jokes and tricks are not allowed.



EMERGENCIES

- ✓ Know what procedures have been planned.
- ✓ Know where fire extinguishers are located and how to use them.
- ✓ Know where first aid supplies are located.

SAFETY TRAINING

- ✓ Attend safety training and share information with fellow employees.



LOOK, THINK, KNOW, AND CARE!!