

CODE OF SAFE PRACTICES GENERAL

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or safety coordinator.
2. Report accidents, injuries and illnesses to your supervisor or safety coordinator.
3. Persons known to be under the influence of intoxicating liquor or drugs shall not be permitted to be on the job.
4. Horseplay and other acts that have an adverse influence on the safety or well being of other employees are strictly prohibited.
5. Means of egress shall never be blocked, shall be well lighted and unlocked during working hours.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
8. ONLY trained workers may attempt to respond to a fire or other emergency.
9. All exit doors shall comply with fire safety regulations during business hours.
10. There shall be no storage of any type permitted in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
11. All work areas shall be maintained in a safe, clean, neat and orderly manner.
12. All spills shall be cleaned up promptly.
13. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.
14. Never stack material on top of lockers, file cabinets or other high places. Do not store any material in an unstable manner.
15. Report frayed electrical cords or exposed wiring to your supervisor immediately.
16. Never use a metal ladder when working on or near electrical components and systems.

17. Do not use electrical tools or equipment that is not properly grounded.
18. All electrical equipment and appliances shall be plugged into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
19. All electrical cords installed in or across traffic areas shall be installed in appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
20. Do not use compressed air for cleaning off clothing.
21. Do not store compressed gas cylinders in areas that are exposed to extreme heat sources, electric arcs or high temperature lines. All cylinders shall be chained in an upright position to prevent falling or tipping over.
22. All pipelines shall be identified and appropriately labeled as to their contents.
23. Hearing protection shall be worn in all areas identified as having high noise exposure.
24. Goggles or face shields shall be worn when performing grinding operations.
25. Report all faulty or excessively worn hand tools to your supervisor. Do not use.
26. Do not enter confined spaces unless tests for toxic substances and oxygen deficiency have been provided.
27. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
28. Consuming food in areas where hazardous chemicals are present is prohibited.
29. Poisonous solutions not intended for consumption shall be appropriately labeled and stored.
30. A written Lock-out-Tag-out program must be complied with at all times.

