

# SAFETY ORIENTATION

Remember: Help is always available.



## 1 HAND TOOLS:

Storing tools on benches, near machines, on floors and on ladders can cause serious injury. Return tools to their proper storage place immediately after each use.

Repair and clean defective tools to keep them in good working condition



## 3 FIRE:

Report all fire hazards immediately

When contacting 911 or the local response team for help, be sure to give the operator specific information, including the location of the fire.



If the fire alarm sounds, go to the nearest fire exit, per our company evacuation plan. Do not take personal belongings with you.

## 5 LIFT TRUCK OPERATION:

Only licensed and certified operators are authorized to operate a lift truck or powered industrial material handling device.

Lift truck operators must stop at blind intersections and before passing through doorways. All operators should be able to recognize traffic flow and areas of congestion.



## 7 HOUSEKEEPING:

Practice good housekeeping in your work area. You are responsible for keeping your area organized.

Report areas in need of attention to your supervisor or a member of the safety committee.



Return tools and other equipment to their proper storage place and use.

## 9 SLIP, TRIP AND FALL:



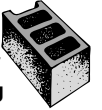
Report dangerous walking and working surfaces, like damaged flooring, uneven surfaces, loose boards, etc.

Keep power cords out of walkways and stairwells. If it's necessary to string a cord across a walkway, tape it down securely and put a cone or warning sign nearby.

## 2 LIFTING AND CARRYING:

Do not lift or carry heavy materials alone. Ask someone to help you or use mechanical lifting devices to assist you.

It is critical that you fully understand how to operate mechanical lifting and hoisting equipment before you start. In doubt, contact your supervisor.



## 4 ELECTRICAL SAFETY:

Assume that all electrical circuits and equipment are live. Do not attempt to adjust or repair any electrical equipment unless it is part of your job description and a regular job assignment.

Notify your supervisor or maintenance personnel of any electrical hazards or maintenance needs as soon as possible. Contact the supervisor if a severe safety hazard exists.



## 6 MACHINE OPERATIONS:

To make sure machines are not reactivated by another employee while conducting service or repairs on machinery or equipment, you should follow all procedures in our company lockout/tagout program

Never clean, repair or adjust any machinery while it is in operation. Keep your fingers away from points of operation and other exposed moving machine parts.



## 8 MATERIAL STORAGE:

Only stack objects to a safe height and ensure that the stack will remain steady. Maintain at least 18 inches between the stack and any sprinkler heads.

Be sure to maintain a minimum 3-foot clearance around electrical panels and service entries



## 10 GENERAL SAFETY PROGRAM



English