

Workplace Safety

Workplace Safety Begins With You! To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for your job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his or her own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury. • Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc. appropriate to the task.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such safety equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. Fire Doors and Aisles Must be Kept Clear!
- Report any unsafe condition or acts to your supervisor.

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