

XYZ Company General Safety Rules

SUBJECT: GENERAL SAFETY

- Dress appropriately, loose clothing is not allowed in the plant.
- Check the condition of all safety protection equipment and machinery daily.
- Inspect your equipment before each use and lubricate machine when needed.
- Do not remove safety guards from equipment. Do not operate equipment without a safety guard.
- Obey all warning tags and signs posted throughout the facility or affixed to equipment.
- Do not attempt to do an unfamiliar job until you have been properly trained. Operate only that machinery or equipment that you are properly trained on.
- Do not attempt to lift or move heavy loads or objects if you believe it will cause a strain. Ask for assistance and always lift properly, with your leg muscles and not with your back.
- Running, practical jokes, horseplay are not allowed on company property (plant, shop, yard, parking lot, etc.).
- No employee shall ride on a forklift or climb on a lumber pile for the purpose of tipping scrap boxes or accessing for repairs, etc. Proper scaffolds and platforms must be used at all times.
- The use or possession of controlled substances (intoxicants or drugs) on company property is prohibited.
- Any one using a respirator must have a physical and fit tested for each respirator they use.
- Long hair; i.e., shoulder/collar length must be pulled back so as not to get caught in machinery.

SUBJECT: ACCIDENT REPORTING

- Any injury occurring at work, however minor, must be reported to your supervisor at once.
- All near misses must be reported.
- Report unsafe work practices or hazards immediately.

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety glasses are required at all times in all areas of the plant and yard, except the following designated areas; office, restroom and lunchroom. Non-prescription safety glasses are available from your supervisor. All glasses worn must be approved safety glasses, with side shields.
- Sunglasses, photogray and tinted lenses are not allowed while in the building.
- Safety glasses are primary protection and a face shield is secondary protection, safety glasses must always be worn with face shields.
- Footwear appropriate for the job (steel toed boots) is required per company policy. Safety shoes must meet ANSI standards, and are required in the plant and yard.
- Hearing protection must be worn in designated production areas at all times by all personnel.
- Gloves are only allowed in certain areas. Get permission from your supervisor before you use gloves.
- Personal protective equipment that is required for the job must be worn properly at all time while performing the job.
- Inspect personal protective equipment before use replace as needed.

SUBJECT: COMPRESSED AIR

- Cleaning clothing with compressed air is not permitted. Under no circumstances shall compressed air be directed at anyone or at you.
- Only use compressed air to blow down equipment if no other alternative exists. If you use compressed air, it can be done only at scheduled times and can not interfere with other associates on the floor.

SUBJECT: HOUSEKEEPING

- Keep all areas neat, orderly, and free from accumulations of sawdust, scraps, and debris to prevent fire and tripping hazards.
- Keep aisles and walkways clean and unobstructed.
- Never obstruct an emergency exit.
- Keep lunchroom and restroom clean and orderly.

SUBJECT: ELECTRICAL EQUIPMENT

- Electrical disconnects and breakers are required to have 42” clearance of access.
- Extension cords must be inspected prior to each use. If any defects are present, the cord shall be taken out of service. Never use a cord that has been repaired with tape.
- Never remove ground wires from electrical tools. Unless it is a part of your regular job, never attempt to make electrical repairs. All equipment must have an industrial three-prong plug.
- Cords must not be directly attached to metal structures.
- Extension cords can not be used as permanent wiring. Cords can be used up to 90 days as temporary wiring.
- Extension cords can not be run through holes in walls, ceilings, floors, or through doorways, windows or similar openings.
- Do not connect multiple cords to reach the work area, use one extension cord that is the correct length.
- Only maintenance personnel are allowed to open and work in electrical cabinets.

SUBJECT: FIRE PREVENTION

- Never block an exit or fire door, either inside or outside the building. Never block an aisle leading to an exit.
- Know the location of fire extinguishers. Do not tamper with fire extinguishers.
- When you use a fire extinguisher, you must get a replacement from the supervisor.
- When you see an extinguisher missing from a location, you must report it to the supervisor.
- All fires must be reported to a supervisor so that corrective action can be taken.
- The use or possession of flammable liquids is prohibited anywhere on company property, except as needed and directed by a supervisor.
- Storage of used rags that can ignite must be confined to the Engineering Department in an airtight, UL approved container.
- Hot Work (cutting, welding and heat generating processes) is only allowed in the approved welding area unless the Engineering Department issues a hot work permit.
- Know the sound of the plant’s FIRE ALARM, when the alarm sounds all personnel must evacuate immediately and meet in the designated area. Know the sound of the plant’s SEVERE WEATHER ALARM; all personnel are to in-vacuate and gather at your designated area.

SUBJECT: LIFT TRUCKS

- Only certified XYZ Company employees are allowed to operate XYZ Company fork trucks and the mechanical lifts.
- Operators must complete the inspection checklist and clean the truck at the beginning of each shift.
- Drivers must always look before backing the fork truck.
- The maximum speed limit for all industrial powered vehicles is a fast walk.
- Pedestrians must not walk alongside of a fork truck traveling through the plant.
- Anytime a pedestrian is required to stand within 3 feet of a running forklift; the parking brake must be set on the fork truck.
- Sound the horn at all intersections, corners, and blind areas.
- Seat belts must be worn at all times when operating a fork truck.

SUBJECT: MSDS

- Employees must know where the MSDS book for their area is located.
- All primary and secondary containers must have hazard information label attached.
- The plant Safety Representative, engineering department and Production Manager must approve all new chemicals before they can be used.

SUBJECT: SMOKING

- No tobacco products of any kind are allowed. Smoking is not allowed. Extinguish cigarettes before entering company property and do not light up until after leaving company property.
- Wooden or SAW (strike anywhere) matches are not allowed on the premises.

SUBJECT: LADDER

- Always inspect ladders before use, defective ladders must be taken out of service. Report the ladder to your supervisor immediately.
- On an extension ladder never step higher than the third rung from the top.
- On a stepladder never step higher than the second rung from the top. A stepladder must be opened fully before it is utilized. Never climb a stepladder that is leaning against a wall and never climb up the back of any ladder.
- Choose the right length ladder. Work within your arms reach, do not lean.
- Only one person on a ladder at a time.
- Always face the ladder when ascending or descending.
- Reposition the ladder while you are on the ground.
- Tools are not to be stored on a ladder, wear a tool belt. Do not throw tools.
- Never lean a ladder against unstable objects or use a ladder in front of a door unless the door is secured.
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.

SUBJECT: TOOLS

- Inspect all tools before use, faulty tools must be taken out of service.
- Use only the proper tool or equipment for the job you are doing.
- Tools must be stored properly when not in use.
- Tools are not to be stored on a ladder, wear a tool belt. Do not throw tools.

SUBJECT: CUTTING/WELDING

- Inspect cutting/welding equipment before putting it into service.
- Cutting torches are required to have back flow protection devices.
- Torch lines shall be properly drained when finished using.
- Only employees determined competent by the Maintenance Supervisor are allowed to use a cutting torch/welding equipment.
- When welding care must be taken to protect you and other personnel in the area from the welding rays. Protection includes welding helmets and goggles, non-combustible screens or an enclosed area.
- Welding helmet shields need to be the proper shade and safety glasses must be worn under the welding helmet at all times.

- Coiled welding cable shall be spread out before use to avoid serious overheating and damage to insulation. The welder shall not coil or loop welding electrode cable around parts of their body.
- When cutting, brazing, grinding, soldering, thawing pipe or welding outside of the Maintenance shop a Hot Work permit is required; the permit procedures must be followed.
- Electrodes must be removed from the holder when not in use.
- Electric power to the welder must be shut off when no one is in attendance.

SUBJECT: CYLINDERS

- Gas cylinder (bottle) must be stored in designated areas when not in use. Cylinders must be secured with a chain during transporting and storage.
- Cylinders shall not be stored near radiators or other sources of heat.
- Empty cylinders shall be stored with their valves closed.
- Valve protection caps shall always be in place; hand tightened, except when cylinders are in use or connected for use.
- Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil, grease, or reserved stocks of acetylene), a minimum distance of 20 feet.