GENERAL SAMPLE SAFETY RULES

- ◆ All accidents must be reported to your immediate supervisor.
- ◆ Do not store items on windowsills.
- Any unsafe conditions must be reported to your supervisor.
- ◆ Electrical controls or panels and fire extinguishers are to be kept clear at all times within all areas on, around, in front, and over.
- Your supervisor is responsible for having the conditions corrected.
- Keep all personal belongings in lockers or in the employee break area, not in work areas.
- Safety goggles and respirators must be used or worn in designated areas or for designated activities.
- Clean drinking fountains daily.
- Appropriate work clothing and shoes must be worn.
- Keep all work benches clean and clear of all personal belongings, fixtures, tools, spare parts, as well as odds and ends.
- No running, horseplay, or scuffling is permitted.
- ◆ Keep all machines clean and in proper repair and adjustment.
- ◆ Do not stand or walk under suspended loads.
- Clean caution and hazard signs regularly.
- Use of liquor or drugs is not permitted in the workplace and while performing workplace activities.
- ◆ Clean and service protective face shields regularly.
- Tripping hazards, such as air lines and electrical cords, should be moved to a safe location when not in use.
- Safety glasses, hard-toed, and other types of personal protective equipment must be worn in designated hazard areas.
- Only authorized items, including pictures and notices, are to be placed on any wall or bulletin board.
- Be aware of any chemicals and/or hazardous substances in the area.