

Code of Safe Practices

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. Your Supervisor is obligated to hold you responsible for your safety by enforcing these rules and providing you a safe place to work.

- a. I will immediately report to my supervisor any accidents or near misses, and injuries no matter how slight, that occur on the job.
- b. I will cooperate and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid in engaging in any horseplay and avoid distracting others.
- g. I will wear personal protective equipment when working in hazardous areas and/or required by my supervisor.
- h. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- i. I will submit any suggestions for accident prevention, which may assist in improved working conditions or work practices to my immediate supervisor.
- j. I will smoke in authorized locations only.
- k. I will not bring in my possessions. Use or introduce any kind of intoxicating liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- l. I will not bring onto job, have in my possession or in my car, any weapons or ammunition of any kind.
- m. I will obey all safety rules and follow published work instructions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

General Safety Rules

1. If you think something may be unsafe, more than likely it is. Report all hazardous Conditions and/or unsafe practices immediately to your supervisor for corrective action. If it is possible for you to correct the problem without injury this should be done.
2. Smoking is permitted only in designated areas outside the building.
3. Obey all warning signs: they are there for your protection.
4. Your supervisor must give authorization for all medical treatment, for on the job injuries before obtaining medical treatment.
5. Failure to report an injury that happened on the job, prior to the end of your work shift. Will mean grounds for disciplinary action up to and including discharge.
6. Failure to report an injury that happened on the job. Prior to the end of your work shift will mean grounds for disciplinary action up to and including discharge.
7. Horseplay is strictly prohibited.
8. Jewelry, including rings and bracelets, must not be worn when operating any type of machinery

or equipment.

9. Special safety equipment is provided for your protection. Use it when it is required. Keep it in good condition. Report any loss or damage immediately.
10. Do not tamper with operating machinery. Adjustments that are necessary must be performed by authorized personnel only.
11. Only qualified persons are authorized to make repairs on any equipment.
12. Warn other employees of the hazards created by your work activities. Don't allow others to be victimized by knowing hazards on the job.
13. When lifting bend your knees not your back. Lift with your legs, they are 10 times stronger than your back muscles. If the load is too heavy don't be bashful ask for help.
14. Keep out of hazardous areas or any job area where you have not been assigned or safety trained to work.

Hand Tools and Equipment

1. All hand tools must be kept clean and in good repair and used only for the purpose for which designed.
2. Tools having defects that will impair intended operation or render them in any way unsafe for use must be removed from service immediately.
3. When work is being performed overhead, tools not in use must be secured in or placed in holders.
4. Throwing tools or materials from one location to another, from one employee to another, or dropping them to lower levels is not permitted.
5. Power tools must be inspected, tested and determined to be in safe operating condition prior to use. Continued periodic inspections must be made to assure safe operating condition and proper maintenance.
6. Loose, fringed or frayed clothing, loose, untied, long hair, dangling jewelry, rings, chains, or wrist watches must not be worn while working with any power tool or machine.
7. Don't carry sharp tools in clothing. Always use the proper carrying case or tool kit.
8. All portable power tools must be grounded or double insulated.
9. Use only those power tools you are authorized to use.
10. All power tools must be equipped with guards as required.
11. Use tools only for the purpose for which they were intended.
12. Keep any personal tools and equipment in good condition at all times. They will be inspected just as company tools.
13. Inspect all impact tools for mushroomed heads.

Electric Tools

1. All electric tools must be grounded in one of the two methods: Either designed and clearly marked “double insulated” or by use of three prong plug.
2. All wiring must be kept in good repair and dry.
3. Electrical tools will not be used in controlled atmospheres such as but not limited to: flammable/combustible areas, areas where there is a possibility of explosion gases, corrosive areas, etc.
4. Electrical tools that are used in conjunction with an extension cord must have a cord that is a heavy-duty type construction. It must be secured to the tool using a three-prong coupler. The extension cord should not be kinked, broken, showing exposed wires or having loose plug ends.
5. Extension cords should not be fixed to objects such as ladders rails, cabinets, walls, etc. The length of the cord must not extend more than 50 feet.
6. When grinding, chipping, filing, etc. employees must wear industrial Grade Safety Glasses and/or proper face protection.

Hammers

1. Make sure the hammerhead fits tightly.
1. Replace deformed heads and loose or split handles.
2. Grip the handle close to the end: don't choke-up on it: you will be doing its work rather than letting it do the work for you. Never use hammer handles to pry or to tap objects.

Knives and Razors

1. Knives must be outfitted with a secure handle.
2. Knives must be inspected and repairs made if they have:
 - A loose or broken handle
 - A cracked or broken blade
 - Blades are worn or correct angles are missing
3. Do not cut toward yourself or put any part of your body in the line-of-fire to be struck by the blade.
4. Retract blades on retractable knives when not in use.
5. Keep your blades fresh. Sharp blades make smoother cuts than dull ones which could jump and then cut you.

Employee Acknowledgement Form

Code of Safe Practices

I _____ (PRINT) hereby acknowledge that I have received, read and understand the "Code of Safe Practices (a.k.a Safety Handbook), SDS Sheets and Flow chart for "What to do when an accident/injury occurs," and the First Aid and CPR Manual.

I agree to conform to all practices, safety rules and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.

I am encouraged to inform my immediate superior of any hazards on the job without fear of reprisal. And that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Coordinator or management by phone or mail.

Signature or employee

Date

Signature of Supervisor

Date

Copies to: Office (original), Safety Coordinator, Employee