

General Safety Principles

General Safety Rules

- Report to work rested and alert.
- Wear appropriate clothing and footwear for the type of job.
- Jewelry should not be worn when working around machinery.
- Wear clothing that fits properly and not too loose.
- If injured, report it to your supervisor so that medical care can be provided.



Personal Protective Equipment (PPE)

- For certain jobs, PPE will be issued by the company. It's YOUR responsibility to wear it.
 - Examples: non-absorbent gloves, hard hats, hearing protection, safety glasses, face shields, respirators and steel-toed safety shoes.
- Wear safety glasses with a face shield for eye protection.
- Wear a respirator for protection from chemicals and harmful liquids.



Electrical Safety

- Always inspect electrical cables and cords for defects before using.
- Electrical tools or equipment must indicate "double insulated" on manufacturer's tag. They must be grounded with a 3-prong plug and a grounded cable.
- Always test equipment for safety before use.



Control of Hazardous Energy

- All workers need to be aware of lockout/tagout or control of hazardous energy.
 - Hazardous energy can be electricity, springs under tension, gravity, liquids or steam under pressure.
- To make sure the machine does not start accidentally, all hazardous energy must be locked out by attaching a tag which warns everyone the machine is down for maintenance.



Emergency Actions

- In case of fire, remain calm, exit the building, and report to your supervisor.
- In case of an earthquake or a tornado, get under a sturdy desk or object – "duck, cover and hold."
- There are assigned people to direct workers to safety or the appropriate action to protect yourself.



General Safety Principles

Workplace Housekeeping

- Housekeeping means:
 - check work area for materials that may cause trips and falls
 - check equipment for oil leaks that can cause slips and falls
 - Check closets and storage areas for debris
 - place tools where they belong after use
- Housekeeping is EVERY worker's responsibility.



Fire Prevention

- Everyone should know how to use fire extinguishers and where they are located.
- "PASS" helps you remember the proper procedure for extinguishing a fire:
 - P = Pull the pin
 - A = Aim the nozzle
 - S = Squeeze the handle
 - S = Sweep from side-to-side



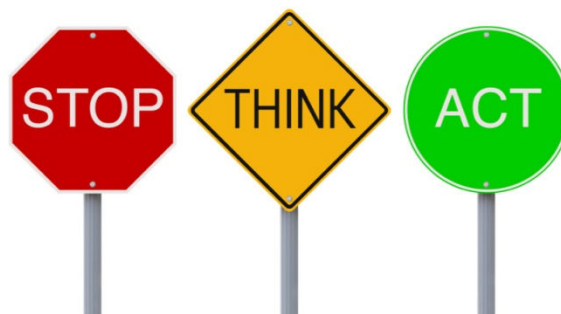
Causes of Accidents and Injuries

- 85% to 98% of all accidents and injuries are the result of an unsafe act; however physical hazards also contribute.
 - Ladder accidents are the result of how the ladder was used.
- Making safety a priority can make a difference.



Safe Lifting & Back Injury Prevention

- Doctors believe exercise and diet can reduce the chances of back pain or injury.
- Most back injuries are caused by strains and sprains.
- Use proper lifting techniques to reduce potential back injuries and pain.



**Safety is a moral obligation to yourself,
the company, co-workers and your family.**