

CODE OF SAFE PRACTICES

Compliance with this company Code of Safe Practices is mandatory. Personnel in violation of any or all of these codes are subject to the company progressive disciplinary policies.

1. All persons shall follow these safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rules, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. These shall be given at least once a month.
4. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well-being of others shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and to report all deficiencies promptly to the foreman or supervisor. At no times will guards be removed or tampered with.
9. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
10. Lifting and carrying injuries are among the most serious of all work related injuries and most frequent. To minimize this potential, do the following:

*Whenever possible, eliminate manual lifting by using mechanical lifting aids.

*Follow this procedure before you start to lift:

Size up the load estimating the weight, size and shape. If the load is too much, get help.

Inspect for splinters, jagged edges, burrs, rough or slippery surfaces, protruding nails.

Hands should be clean and free of oil and grease.

Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.

Wear appropriate protective clothing such as slip resistant safety shoes and gloves.

Keep fingers away from pinch points.

Get a firm grip on the object being lifted or carried.

Keep your feet parted one alongside, one behind the object.

Keep your back straight, but not necessarily vertical.

Tuck your chin in.

Grip the object with the whole hand.

Tuck your elbows and arms in.

Keep your body weight directly over your feet.

Stand close to the object, keeping your feet 8-12 inches apart for good balance.

Bend the knees to a comfortable position and get a good handhold.

Using both the leg and back muscles, lift the load straight up. Move smoothly and easily pushing with the legs and keep the load close to the body.

Lift the object to the carrying. Avoid twisting and turning until the lift is completed.

To turn the body, change foot positions and check to see the path of travel is clear before moving.

To set the load down, bend the knees using the leg and back muscles. When the load is securely positioned, release it.

11. Appropriate footwear shall be worn at all times.
12. Do not block aisles, traffic lanes or fire exits.
13. All exits and exit ways shall be free of obstructions and other objects that may impede personnel when exiting.
14. Electrical panels must be accessible at all times.
15. Obey all "No Smoking" signs.
16. Fire extinguishers will be available and accessible at all times.
17. Personal protective equipment like glasses will be worn when there is a potential for flying objects.
18. Power equipment, tools and machinery shall be operated only by trained and authorized personnel.
19. All tools and equipment shall be maintained in good condition.
20. Damaged or defective tools shall be promptly removed from service and tagged "Defective".
21. Portable electric tools shall either be double insulated or equipped with a ground plug to minimize the potential for shock.
22. Electric cords shall not be exposed to damage and shall be adequately covered to prevent tripping hazards.