

## Safety Expectations

### Personal commitments you can live and work by:

- I anticipate possible dangers in any given operation and make every effort to analyze and avoid them before starting work, including immediately communicating such to my direct report.
- I am careful when using tools and use them only for the purpose for which they were designed. I look for defects. If I discover a defective tool, I will turn it in for repair or replacement.
- At all times, I practice good housekeeping habits. I believe in the policy of a place for everything and everything in its place.
- I understand the importance of participating in company training, standard practice development, job hazard assessments and incident investigations to further enhance overall safety.
- When operating machinery, I follow all machine specific training and requirements, recognize the hazards involved and take necessary precautionary measures. Before starting a piece of equipment, I look it over to ensure that neither workers nor materials will be endangered. When I leave equipment unattended, I make certain that it is safely shut down. I take necessary precautions to prevent the equipment from being started by an unauthorized person.
- While driving, I obey all traffic rules and regulations. I am alert to the possible inadequacies of other drivers and am prepared to make necessary allowances for safety on the road.
- I take the necessary precautions to properly attend to cuts and scratches. I am aware that by doing this, I can avoid potential infections.
- I believe in wearing personal protective equipment (PPE). I am fully aware of the many times in the past when using PPE, such as safety glasses, safety shoes and gloves, has enabled workers to avoid injury.



### Safety Expectations

#### MOST COMMON WAYS TO BE INJURED ON THE JOB

▪ Not being properly trained	▪ Improper lifting
▪ Improper housekeeping	▪ Improper use of safety protection equipment
▪ Failing to warn others	▪ Using faulty equipment
▪ Unsafe positions	▪ Tripping

#### SAFETY – ON OUR TERMS

New employees should discuss work procedures with their supervisors before beginning their assignment.	Wear protective equipment (hard hats, eye guards, respirators, gloves, etc.) as required, for your own protection.
Wear suitable shoes in good repair.	Take advantage of safety training when available.
Back injuries are painful, know your limitations. To prevent pulled muscles, get help when lifting heavy loads.	Use proper positioning – keep your back straight, lift with your legs, and carry the load close to your body. Never twist your back while lifting or carrying a load.
Maintain your work area, keep it clean and organized. Watch footing to avoid slips and falls and wipe up spilled fluids immediately. Keep walkways clear of debris, tools and materials.	Watch your balance when pulling, pushing, or prying – especially in an elevated work area. Do not jump from elevated areas.
Know how to report a fire in your location, the location of the fire pull box, and proper evacuation procedures.	Secure ladders before climbing. Check for defects. Face the ladder when going up or down, and keep hand free of tools and material.
Be familiar with location and proper use of fire-fighting equipment.	Do not use unstable objects (buckets, chairs, tables, etc.) for work platforms or ladders.
No horseplay	Use the proper tools when doing any job.
Correct or immediately report any unsafe conditions or practices to your supervisor and suggest any improvements that could be made.	Obey traffic regulations while driving vehicles or equipment.
Properly ground all electrically powered equipment and make sure electrical cords are in good repair.	Read caution labels on cleaning agents, solvents or flammables. Understand the hazards involved, and take the necessary precautions. Adequate ventilation is a primary concern.
Do not operate, repair or adjust mechanical or electrical equipment unless you are authorized and qualified.	Know where smoking is permitted. Know emergency phone numbers, how to request emergency repairs and how to request help for any injured person.

## Safety Expectations

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Signature: \_\_\_\_\_

### CLASS PARTICIPANTS:

NAME:	SIGNATURE:
NAME:	SIGNATURE: