



CODE OF SAFE PRACTICES: GENERAL

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 24”.
2. Floor shall be kept clean and dry.
3. Floors and platforms shall be kept free of projections, obstructions, holes and loose boards.
4. Machinery and equipment shall be arranged to maintain a 24” wide aisle for safe egress from the building, or a warning sign shall be posted.
5. Exits shall never be obstructed.
6. Fire extinguishers shall not be obstructed at any time.
7. Safety devices and guards shall not be removed, and/or be replaced before operating any machine.
8. All control buttons and switches shall be identified according to their functions.
9. All unsafe work conditions shall be reported to a Supervisor or the Administrative Director.
10. Report all accidents, injuries, or illnesses to a Supervisor or the Administrative Director.
11. Report any safety device that is missing or inoperative.
12. Return tools and equipment to a proper storage place after use.
13. Maintenance of equipment shall be performed by qualified personnel. Do not attempt to fix it yourself unless authorized to do so by your Supervisor.
14. No jewelry, long hair, or loose clothing is allowed while operating machinery.
15. Horseplay and running shall be forbidden.
16. Tobacco is unauthorized in this facility.
17. Proper hygiene shall be used when leaving or returning to work areas for breaks and lunch.
18. A clean uniform must be worn each workday.
19. Employees shall use ergonomically correct techniques at their work station.
20. Required Personal Protective Equipment shall be worn at all times in designated areas.