

## **EMPLOYEE SAFETY ORIENTATION**

### **Welcome**

Welcome to our great team of professional employees. We're proud of our company and our employees. Our success is built around quality teamwork and professionalism. Today's program is an overview of your safety responsibilities to help you perform your job safely. Safety is important to you, the company, and to your fellow employees. Our basic safety policy is simply this: "We don't have any job that can't be performed safely."

Don't take short cuts or risks. There's only one way to perform your job---the safe way! If it can't be performed safely, we don't want you to do it. That's our policy and your obligation. Accident and injury statistics compiled over the past 50 years reveal the majority of all accidents and injuries are caused by the unsafe acts of employees, such as taking short cuts, violating safety rules or job procedures. If you've committed an unsafe act, the company will provide counseling on proper job performance. You'll be instructed in the action required to prevent similar unsafe acts, and you'll be allowed time to correct this unsafe behavior. We're serious about safety and expect you to safely perform every job, everyday. Let's review the basics of job safety, some of the general hazards to which you may be exposed on the job, and some of the more frequent kinds of injuries. We can't list all hazards or injuries here, but you'll receive more individualized training from your supervisor.

### **Preparedness for Work**

The first rule is to report to work rested, alert, fit, and ready to give your full attention to the job!

### **Alcohol and Drug Usage**

In order to ensure all employees a safe environment in which to work, alcohol use, drug use, and employees under the influence of drugs or alcohol are prohibited on the premises. Violation of this policy can result in your termination. Quite often, drugs cause drowsiness or impair reflexes. If you're taking drugs prescribed by a physician or purchased over the counter, report this fact to your supervisor before beginning work.

### **Training**

If you're required to operate any type of equipment, wait until you've been trained and authorized, even if you have had experience on that type of equipment. We'll train you, so don't operate any equipment until you've been trained and authorized by this company. Equipment that has moving mechanical parts requires guarding. Whether it's a slicer blade, rotating belt, pulley, or another potential hazard, guards must be in place. Only authorized personnel are permitted to remove guarding for repair or cleaning. Your responsibility as a machine operator is to make sure all guards are in their proper place and all persons are clear of the machine before beginning operation.

In addition to proper mechanical guarding, there are several other safety precautions. Never place your hand or any other body part into operating equipment, for any reason.

Never leave a running machine unattended. Never adjust or perform maintenance on any machine while it's in motion.

### **Lockout/Tagout**

Lockout and tagout means an authorized maintenance person has locked the equipment and tagged it as shut down for maintenance, repairs, or safety purposes. You should know the location of all emergency stop buttons and lockout/tagout procedures for your equipment. The machine must be rendered safe from all energy sources that could cause the machine to operate accidentally. Never attempt to operate equipment that is locked out and tagged out.

### **Cleanliness**

Keep your work area clean. Don't allow debris to clutter your work area and walking surfaces. If any of your tools or equipment malfunction or become unsafe to use, notify your supervisor immediately.

### **Electrical Safety**

Water and other liquids are potential hazards around any electrical equipment. Never use electrical tools or equipment near water or other liquids. Even greasy, moist, or sweaty hands can be hazardous around electricity. Damaged electrical switches, plugs, cords, receptacles, or any malfunctioning electrical tool can be hazardous. Report all hazards to your supervisor.

Most electrical tools and equipment have a third prong, a grounding device to protect you from electrical. Be

sure this ground prong is not broken off. Using a cord without a ground could result in an injury. If the equipment is protected by double insulation inside the tool, it may not have this ground prong. If the tool does not state “DOUBLE INSULATED” by the manufacture, then a third-prong, grounded plug is required.

If you ever receive a shock from an electrical tool, shut it off, and report it immediately. A mild shock is potentially dangerous, so report any equipment that’s unsafe to use.

### **Personal Protective Equipment**

Personal Protective Equipment (PPE) is protection such as safety glasses, respiratory equipment, chemical face shields, welding protection, hand protection, and others, that protect each person. Always follow company procedures when using personal protective equipment. The most important part of your responsibility is to wear the proper protection when it’s required and provided by the company.

### **Dress for work**

Don’t wear torn or loose fitting clothing that can get caught in moving machinery. Wear serviceable, leather topped shoes. Athletic or tennis shoes shouldn’t be worn, as they do not protect your feet. Rings and jewelry can also be hazardous around machinery, so follow your organization’s policies and procedures relating to appropriate clothing, footwear, and jewelry. Long hair around machinery can be quite dangerous. Confine long hair under a cap or net to

prevent serious head injuries from moving machinery. If your job calls for handling rough or sharp parts, wear proper hand protection. Don't wear gloves when you're using saws or other rotating equipment. Gloves can get caught in moving parts and pull your entire hand into the machine.

### **Chemicals**

When working with chemicals, always wear proper protective clothing and eye/face protection. Chemicals are to be handled only by employees who have been trained and authorized to do so. Material Safety Data Sheets (MSDS) are available for each chemical or hazardous material you may need to use. The MSDS has more technical information. If you're interested, ask your supervisor for an MSDS. The time to ask you questions about hazardous chemicals is before you begin to use them.

### **Fire Prevention**

Fire prevention is another important part of each employee's responsibility. Don't create conditions that promote fires. Aisles, corridors, and walkways should have at least 44 inches of clearance for walking. There should be 18 inches of clearance below any sprinkler head to allow for sufficient water flow. All electrical panels, transformers, and switchgears must have a three-foot clearance all around them. These areas should not be considered as storage areas.

Learn the location of fire extinguishers and how to operate them. Make sure you know the location of the exits, and keep them free of clutter. In the event of a fire, personal

safety is the most important concern. Activate the nearest alarm to alert everyone else, notify your manager or supervisor, and then proceed according to your company's emergency procedure plan. If time permits and you can extinguish a fire safely, that's the thing to do; however, don't take chances. If there's any doubt about your safety, leave the area, and let firemen extinguish the blaze.

### **Ladders and platforms**

These next few tips can reduce accidents if you practice them on a daily basis. Don't use chairs, boxes, or makeshift platforms to reach high places. Use a ladder that is specifically designed for that purpose. Never use a ladder that is broken or defective. Inspect it before you use it. Never stand on the top two steps of any stepladder, as you can overextend the center of gravity of the ladder and fall. Never jump off ladders or platforms, step down easily and slowly. A sprained ankle or broken leg takes a long time to heal and taking chances isn't worth it.

### **Slips and Falls**

Slips and falls injure more people than any other type of accident. Watch where you're walking and pay attention to potential hazards, such as wet or slippery floors, torn carpets, or loose tile. Watch for a change in elevations of the floor and of course, do not run. It's ok to be in a hurry, but it's not ok to disregard safety and take chances. Use only authorized walkways or aisles, especially in warehouses or around machinery. When you walk up or down stairs, always hold

the handrail. In the event you slip or trip, you'll have the handrails to prevent a fall.

### **Back Injuries**

You'll be receiving more training about how to prevent back injuries, but these are the basics. Most back injuries are the result of improper lifting, extensive stretching, or twisting your back. The back is a complex and delicate part of your body. It's composed of vertebrae or bones, discs, ligaments, and nerves. The discs act as shock absorber between the bones and prevent the nerves from being pinched.

The basic lifting technique is to keep your discs in their proper position between the bones. When you bend your back, the discs are pinched and can be damaged. You've heard it many times: bend your knees, not your back. When you lift anything, no matter how heavy or how light, bend your legs, get a good grip, and use your leg muscles to lift the load. We realize there are many times you may need to lift from an awkward position. Just keep in mind how your discs protect the nerves, use your leg power, and keep your back in its natural curvature. If you can't bend your legs, use one hand to provide additional support for your back. You can also use your legs as back support for some unusual lifting assignments.

Stretching while lifting anything can stretch or tear ligaments. Ligaments are flexible, but if you stretch too far, they'll tear. A torn ligament can be quite painful and take a long time to heal. You can prevent strains by not stretching when you are lifting. Twisting your back while lifting is also

extremely dangerous. Remember the discs and bones and nerves? Never twist your body while lifting. If you have the right attitude about safety, and think about safe lifting techniques while lifting, you can prevent an injury to your back. You're the only one who can prevent your back injury!

### **Accident Reports**

If you are involved in an accident on the job, report the accident or injury to your supervisor immediately. Even if you think you don't need medical attention, report all accidents, near misses, and injuries when they occur. Do not report them hours or days later. Medical treatment, if required, will be provided. Supervisors and management must be made aware whenever an incident occurs.

### **We Care**

Safety is really nothing more than common sense and thinking about safety. It's called safety awareness, and it does work. It takes an effort on your part to keep safety foremost in your mind when you perform any job, at work or at home. Safety doesn't slow you down. It doesn't make your job more difficult, and it doesn't require a lot of technical skill. It does prevent accidents and injuries and makes your job easier in the long run. You're a more professional, efficient, and responsible person when you eliminate hazards and avoid accidents and injuries. Take time for safety because it really does make a difference. Safety is a part of your job responsibility. We care about all employees and want you to be successful in your job.