



Division of Safety and Hygiene

**XYZ Company  
Safety Policy Statement**

**We have always and shall continue to hold safety as one of our most important responsibilities in the operation of this organization. We firmly believe that production and safety go hand in hand and that a safe working environment leads to improved production. At this time, a renewed effort must be placed on safety by every employee at this facility.**

**The following rules have been prepared for the protection of every employee. All employees will receive a copy of these rules and will practice and abide by them.**

**No rule book can cover every situation. When in doubt about a situation, condition or procedure, ask your supervisor. Under no circumstance are you to risk injury in carrying out your work.**

**It will not always be easy to comply with these rules; nothing worthwhile is ever easy. With your help, we can make this company a safer place to work.**

**John Doe  
President  
XYZ Company**

## **Company Safety Rules**

This company intends to provide a safe and healthy working environment. To do this, we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job that is not safe or healthful. Employee cooperation in detecting hazards, and in turn controlling them, is a condition of employment. The following general rules and procedures govern all employees and all company operations.

### **General Directives:**

1. All employees of this company, by Law [Sec. 5(b) Occupational Safety and Health Act of 1970] shall follow these safety rules and practices. Employees must inform their supervisor immediately of any situation beyond their ability or authority to correct.
2. Supervisors shall insist that employees observe and obey every safety rule, regulation, and order as necessary for the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. Only qualified and/or licensed employees may operate any piece of equipment.
4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Anyone suspected of being under the influence may be required to submit to testing.
5. No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, or other cause that might necessarily expose the individual or others to injury.
6. Work shall be planned and supervised to prevent injuries in all work processes, particularly when working with equipment and handling heavy materials.
7. Employees shall immediately report any personal injury or damage to property to their supervisor, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault.

### **Supervisor's Responsibilities;**

1. To set examples of safe practices by their own conduct.
2. To investigate and correct, or have corrected promptly, unsafe conditions which have come to their attention.
3. To know, observe and enforce all the general safety rules and such special instructions as are set up for their department.
4. To thoroughly acquaint each employee with safety instructions and practices.
5. To take part in work place safety and health program activities and contribute to their success.
6. To investigate and report all personal injuries and illnesses sustained on the job by the personnel within their area of responsibility.
7. To investigate and report all property damage accidents.
8. To welcome and utilize, as far as practical, the safety suggestions which may be made by the workers.
9. To thoroughly instruct new personnel on safety and carefully observe them at their work.
10. To see that the workers have and use personal protective equipment as determined by the safety director.
11. To see that all tools and equipment are and remain in safe and proper working conditions.

### **GENERAL SAFETY RULES;**

1. Be alert to see that all guards and other protective devices are in their proper places and adjusted. Report all deficiencies promptly to your supervisor.
2. Horseplay, scuffling, and other acts which tend to endanger the safety or well being of employees are prohibited.
3. Follow safety rules applicable to their job and use safety devices and personal protective equipment as required and directed.
4. Only authorized employees may operate machines and equipment for which they are qualified.
5. Obey all posted warning and/or instructional signs.
6. Do not use equipment that has been tagged out until repairs have been made and the tags have been removed by authorized personnel.
7. You are responsible for housekeeping in your work areas and must keep the area clean.
8. Do not wear loose frayed clothing, dangling items, finger rings, etc. around conveyers, moving machinery or other sources of entanglement.
9. The access to all fire extinguishers, fire hoses, sprinkler valves, electrical panel boxes, and exits must be kept clear at all times. Report any blockage to your supervisor.

10. Keep flammable liquids only in the proper designated storage area.
11. Riders are prohibited on lift equipment unless the equipment is specially designed for this purpose.
12. Guards or safety devices are not to be removed, except by authorized personnel, for purpose of making repairs or cleaning and must be replaced immediately there after.
13. Empty pallets must be accumulated, stacked not to exceed eight (8) feet on dock areas and not to be left standing in an upright position. Empty pallets in other areas should not exceed four (4) feet.
14. Broken pallets should not be used for storage of merchandise. Any broken pallets should be disposed of.
15. Do not walk on, climb over, or crawl under conveyers.
16. Pallet jack handles must be in the upright position when not in use.
17. The throwing of objects, such as merchandise, rolls of shrink-wrap or tape, tools, etc., is forbidden.
18. Smoking is prohibited in all buildings.
19. Adequate fire protection equipment, such as hoses, extinguishers, etc. are located at designated points in the plant. This equipment is provided for employee's protection as well as for the protection of property and equipment. All employees should help take care of this equipment.
20. Employees should report any defective, damaged or missing fire protection equipment to their supervisor.
21. All aisles must be kept clear and open for traffic.
22. Never walk under an up-raised load.

These rules are not meant to be all-inclusive since in many departments more specific rules are necessary for a smooth and safe operation. Additions to, and deletions from, or modification of these rules will be made anytime it is determined necessary for the safety and well being of all personnel.

#### **LIFT TRUCK SAFETY RULES;**

1. At the beginning of each shift, check brakes, steering, controls, forks, hoist, warning devices and lights. Turn in your checklist first thing daily. Report any defects to the maintenance department. If defects exist do not use until repaired.
2. Always face the direction of travel.
3. Before you start driving, look to see that no person or object is in your path. Always look before backing up.
4. Do not drive over objects lying on the floor such as trash, boards and shrink-wrap. These could damage the lift truck, shift or topple the load or flip out and strike another employee.
5. Use low gear when going down ramps or steep grades. On upgrades, keep the load in front. On downgrades, keep the load in back.
6. Under normal traffic conditions, keep to the right.

7. Avoid quick starts or turns, and jerky stops; always come to a complete stop before reversing the direction of travel.
8. Keep a safe distance between vehicles at all times (three truck lengths).
9. Make a complete stop at all doors, corners and exits, sound horn and continue slowly.
10. No horseplay at any time!
11. Keep alert - concentrate on the job at hand.
12. Remember that pedestrians have the right of way at all times. Look out for them.
13. Never drive with wet or greasy hands. If necessary, keep a towel or rag handy at all times.
14. Reduce speed on wet or slippery floors, and avoid if possible.
15. Whether loaded or empty, carry forks on lift trucks as low as possible. This lowers the center of gravity and reduces the possibility of over turning the lift truck or dumping the load.
16. Check the clearance of any overhead objects before raising forks or tiering.
17. Never use your lift truck as an elevator for other employees (for example, to service light fixtures or stock material).
18. Never use your lift truck to move a freight car, or open or close a trailer, freight car or other doors.
19. When leaving the lift truck at anytime, shift into neutral, set the parking brake, shut off the power and put the forks in the down position.
20. Never leave a lift truck in an aisle. Park the lift truck to one side, so traffic will not be blocked.
21. All trailers at docks shall have the wheels properly chocked before they are entered with a lift truck. It is the responsibility of the lift truck operator to assure that this is done.
22. Before driving the lift truck into a trailer or freight car, always secure the dock plate with pins so that it cannot move when the power wheels of the lift truck pass over it; and before moving the lift truck onto the plate or into the carrier, walk into the trailer, truck or freight care and check the floor for holes or weak spots (the weight of your lift truck might break the floor)>
23. Keep your feet and legs inside the guard, which is there to protect you.
24. Drive with extreme care, especially during shift changes.
25. Never load a lift truck or permit it to be loaded so that your view is obstructed. If a load cannot be lowered enough to prevent obstructing your view, you should drive the lift truck backward.
26. Push the forks all the way under the load, and if possible center every load.
27. Avoid carrying unstable loads. If material of irregular shape must be carried, it should be placed so that it cannot fall off, shift or become unbalance. If necessary, such a load should be cross tied, as well as neatly stacked.
28. Run a lift truck with the forks or pallet about 4 inches from the floor.
29. Loads should be raised or lowered at the point of loading or unloading - not during travel.

30. When lifting, lowering or carrying loads, have the mast tilted back slightly.
31. Lift and lower loads slowly; stop gradually.
32. Do not permit anyone to stand under or too close to a load that is being raised or lowered.
33. Never attempt to straighten pallets or stacks by butting with forks or the end of your lift.
34. Lift operator should give proper warning when moving in and out of racks to people working in the immediate vicinity.
35. Horns are to be used while operating equipment at all corners and main intersections. Never try to frighten pedestrians who must share aisles with you. All traffic lanes are to be kept open at all times.
36. Do not attempt to lift double stacked or tiered loads.
37. Never drive close to the edge of an open dock or rail siding.
38. Only authorized employees may operate the lift truck equipment.
39. Lift trucks may never run side by side in the same direction.
40. Never pass another lift truck at an intersection, blind spot or other dangerous location.
41. When passing through an access or fire door proceed with caution and only one lift truck at a time.
42. When traveling, all reach assemblies must be retracted.
43. When pulling carts with a lift truck maintain a slower speed.
44. All lift trucks are to be left in your work areas at all breaks.
45. Pallets are never to be pushed along the floor without being lifted.
46. When loading carts only place 2 pallets per cart and never double stacked.
47. Never attempt to pick up or push a cart with a lift truck.

#### **MAINTENANCE SAFETY RULES**

1. Do not use electrical tools or equipment that is not properly grounded or double insulated. All electrical extension cords used must also be equipped with a proper third wire ground.
2. Do not use gasoline for cleaning purposes. Only approved safety solvents can be used for this purpose.
3. You are responsible for the condition and proper use of all hand tools used in the performance of your job duties.
4. Lockout and tagout all energy sources on machinery before cleaning, repairing, or adjusting.
5. Guards or safety devices are not to be removed except for the purpose of making repairs or cleaning and must be replaced immediately thereafter.

6. Safety belts and a lanyard must be worn with the lanyard attached to the cage/basket of the elevated equipment, you would be working from.
7. Cylinders of compressed gas, such as oxygen, acetylene, and propane shall be chained or otherwise secured in an upright position, and valve caps must be securely in place. Oxygen **and** fuel gas cylinders shall not be stored together. They shall be separated by at least 20 feet or a 5 foot wall with at least a 1/2 hour fire resistance rating.
8. Ladders shall be maintained in good condition.
9. Approved power activated tools shall be used only by trained authorized personnel only.
10. When servicing electrical storage batteries, wear protective clothing to guard against chemical splashes and burns - rubber boots, a rubber apron, chemical goggles, a face shield and rubber gloves.
11. Propane powered trucks shall be refueled in the open where ventilation will carry vapors away. Tanks shall not be replaced or removed in doors.
12. Never use compressed gas for blowing off your body or clothing. To use compressed air for blowing off anything else, you must have an approved nozzle that reduces air pressure to 30 PSI.
13. Defective slings shall not be used, nylon web, chain or wire rope.
14. Only company approved ladders or stands in good condition shall be used for overhead work.
15. When cutting or welding a fire extinguisher must be present, and fire watches, if necessary, are instructed and positioned. Flash shields or curtains must be set up to protect the workers in the surrounding area.
16. When gas cylinders are in use they must be secured to a cart with a chain. Regulators must be installed between the cylinder and hose. A check valve shall be installed between the hose and the torch.
17. Keep flammable liquids in the original or a proper container designed for this purpose. Open containers of flammables are prohibited. Storage must be in a proper designated area.
18. When doing any grinding, face shields are required along with safety glasses.
19. Extension cords may not be tied up or used as permanent wiring.
20. When working on electrical boxes all covers must be replaced when work is completed or when it is to be left for a long period of time.

### **SAFETY VIOLATION PROCEDURES**

There is a four (4) step corrective action procedure;

First Occurrence:	Verbal Warning, Documented In File
Second Occurrence:	Written Warning, Documented In File
Third Occurrence:	Three-Day Suspension, Documented In File
Fourth Occurrence:	Termination

These four steps will be followed at all times with exception of the most serious violations. Serious violations will be handled on a case by case basis depending on there severity. They may result in expedited occurrences and/or immediate discharge on a first occurrence, pending an investigation.

Safety Violations Occurrences will be active for a twelve (12) month period. After twelve (12) months they will be removed from your file. Four occurrences in a twelve (12) month period will be grounds for termination.

Any manager and/or supervisor is authorized to issue safety violation notices, regardless of the employee's department. Violations will be recorded in the employee's personnel file.

**XYZ Company  
Acknowledgment of Safety & Health  
Compliance Requirements**

This will acknowledge that my employer has informed me of my rights under the OSHA Act of 1970 and has given me a copy of the rules and regulations which are applicable to me on my job and as an employee in this plant. I understand and realize that my compliance with such rules and regulations is a condition of my employment and that my failure to comply may result in my discharge.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**TO BE RETAINED IN EMPLOYEE'S PERSONNEL FILE**