

II. GENERAL INFORMATION

A. ABSENTEEISM

Call your supervisor if you must be absent from work.

B. MINOR INJURIES

Report every injury immediately for treatment.

C. CLOTHING

Do not wear clothing which could get caught in machinery or otherwise cause an accident. (Such as dragging pants cuffs, torn or loose long sleeves, neckties, or torn clothing.) Shirts must be worn at all times, and they must cover your shoulders.

D. SMOKING

Smoke only in approved areas. "Strike-anywhere" matches are prohibited.

E. PEDESTRIANS ON PLANT ROADS

Walk on the left side unless told to do otherwise. Do not take shortcuts through operating areas or buildings.

F. RUNNING

Running is not permitted anywhere, except in extreme emergency.

G. MOTOR VEHICLES

Do not use unless you are assigned by your supervisor and have received safety instructions.

H. HORSEPLAY • FIGHTING • GAMBLING •
POSSESSION OF FIREARMS • POSSESSION
OR USE OF ALCOHOL OR UNAUTHORIZED
DRUGS may be reasons to be barred from this
site.

III. YOUR SAFETY REQUIREMENTS

To work without injury, good communication is necessary between you and your supervisor, your co-worker, and any other affected by your actions. Before you begin any job, you must be familiar with the hazards of the job and how to avoid injury.

Study the following basic safety outline, and then read fully the sections that apply to your work. Carry this handbook at all times, and use it to refresh your safety know-how whenever you meet different work situations.

A. PERSONAL SAFETY EQUIPMENT



1. A hard hat must be worn at all times.
2. Safety glasses are required for many jobs.
3. Safety shoes are available at cost.
4. Wear a safety belt on elevated open platforms.
5. Respirators and rubber gloves are used on special jobs.
6. Gloves are needed on most jobs.

B. TOOLS AND EQUIPMENT

1. Must be in good condition and be currently inspected.
2. To be used only by qualified people.
3. Do not alter tools or guards.
4. Use tools only for their designed purpose.