

General Rules:

1. The safe way is the only right way to do the job.
2. If you are not sure you understand a job or the safe way to perform it, ask your supervisor for instruction **before** beginning to work.
3. Work at a pace that is safe for that job.
4. Strictly obey all warning tags and signs.
5. Immediately remove splinters, nails, or other protrusions from workbenches, tables, bins, shelves or chairs.
6. Never jump from elevated surfaces.
7. Always wear Personal Protective Equipment (PPE) where required.
8. Practical jokes and horseplay are prohibited.
9. Never clean skin or clothing with compressed air or flammable liquids.
10. Weapons are not allowed in the workplace for any reason.

Electricity

1. Do not try to repair or adjust any electrical equipment unless it is part of your regular work and you are fully trained.
2. All portable and fixed machinery should be grounded by three wire conductors. Do not break off the ground pin to make it fit a two-wire receptacle. Do not break or disconnect any ground wire.
3. Two-wire portable tools distinctly marked "Double Insulated" may be used if properly maintained.
4. Electrical plugs should be removed from the receptacle by grasping and pulling the plug - never by pulling or jerking the cord.
5. Never use frayed, cracked, or deteriorated extension or equipment cords. Do not drape cords over pipes, joists, or nails.
6. Treat all open electrical lines as **live** wires. **DO NOT TOUCH** dangling wires.
7. If any electrical product gives the slightest sensation of shock when touched, it should be removed from service and temporarily stored where it cannot be accidentally used. It should then be repaired or discarded as soon as possible.
8. Ground fault interrupters should be used on construction sites; when working inside metal tanks; and when a worker is exposed to humid, damp, or wet conditions and may come in contact with grounded equipment.

Fire Prevention

1. Obey **NO SMOKING** signs and rules.
2. Know the location of fire extinguishers and how to use them.
3. All spills of flammable and combustible liquids must be cleaned up promptly. Clean-up personnel must wear appropriate Personal Protective Equipment (PPE).
4. Keep all flammable liquids, such as alcohols, acetones, and lacquer thinners, in safety cans. Make sure safety cans are labeled with their contents.
5. Do not use flammable liquids near open flames or other ignition sources. Do not bring ignition sources near flammable liquids.
6. Combustible waste materials, such as oily shop rags and paint rags, must be stored in a covered metal container and properly disposed of each day.
7. Do not use sawdust to soak up oil drips or spills.



8. Do not toss away a lighted match or cigarette carelessly.
9. If you detect a fire or smell smoke, report it immediately.

Hand Tools

1. Hand tools should be kept in good condition and only used for the intended job.
2. Broken or damaged equipment should be reported to your supervisor immediately.
3. Defective hand tools should be repaired, reconditioned, or discarded. Common defects include:
 - a. Mushroomed heads on cold chisel and star drills
 - b. Screwdrivers with crooked shanks and files without handles
 - c. Split handles or loose heads on hammers
4. Use the correct tool for the job.
5. Do not use a screwdriver as a cold chisel or pry bar, or near electrical wires.
6. Do not use a “cheater” on a wrench. Get a longer wrench.
7. **WARNING** - Ordinary plastic-dipped handles are designed for comfort – not electrical insulation. Tools having high dielectric insulation are available and are so identified. Do not confuse the two.

Housekeeping

1. Keep all exit doors and aisles clear of obstructions.
2. Keep work areas clean and clear.
3. Store items properly. Uniformly cross brace files for stability.
4. Use waste cans for all general debris. Put oily rags and flammable or combustible waste into covered metal safety cans.
5. Use a brush to remove chips and shavings from machines. Never use your bare hands.
6. Never overfill trash cans.
7. Clean up all spills immediately or cover with sand or other anti-slip material until the floor can be cleaned.
8. Use a broom and pan when removing broken glass; never pick it up with bare hands.
9. Food and beverages must be stored and consumed only in the areas provided for that purpose.

Ladders

1. Check ladders before using them. Report defective equipment immediately to your supervisor.
2. Set the ladder firmly and evenly before you climb it. Straight ladders should have safety feet.
3. The bottom of a straight ladder should always be set at a distance of one quarter the ladder's length away from the wall it is leaning against.
4. A straight ladder should extend at least three feet beyond the highest point to be reached.
5. Never use aluminum ladders near electrical lines or panel boxes.
6. Always face the ladder rungs when climbing up or down.
7. Spread step ladders all the way open. Lock spreaders before climbing.
8. Never stand or sit on the top of a step ladder.
9. Never use boxes, chairs, or other makeshift items in place of a ladder.
10. Never lean sideways or over-reach on a ladder.
11. Remember: when you need a ladder, use a ladder.



Lift when you must

1. Not every lifting motion can be done away with. When you must lift an object:
 - a. Size up the load and get help if you need it.
 - b. Get close to the object and straddle the object with one foot along the side and one foot behind it. Get a firm grip on the object with your palms, not your fingers.
 - c. Keep your back straight - not necessarily vertical, just straight.
 - d. Draw the object close to you with the weight centered over your feet.
 - e. Lift by straightening your legs, avoiding quick jerky motions.
 - f. To avoid twisting with the load, shift your feet instead.
 - g. When lifting above waist height, set the object down on a table or bench, shift your grip, and then lift again.
2. Above all, lift comfortably. You are the best judge of the most comfortable position for yourself.

Carry Correctly

1. Use two people if you need to. Agree in advance how a load will be moved.
2. Be sure you can see where you are going. Don't let the object obstruct your vision.
3. Check the floors or stairs over which you will be traveling.
4. Carry pipe, bar stock, or other long objects on your shoulder with the front end high.

Pushing and Pulling

1. Pushing objects is preferable to lifting, carrying, or pulling objects.
2. Push instead of pull whenever possible.
3. Be sure you can see over or around the object.
4. Push at waist height to avoid bending.

Safe Material Handling is Up to You

1. Use your head, and think about it first.
2. Size up the job.
3. Get help if needed.
4. Push rather than lift, carry, or pull.

Machines

1. Stay away from a machine unless you have been taught to operate it properly.
2. Before starting to work on any machine, inspect it to see that all guarding is in place and properly adjusted.
3. Guards and guarding systems are installed for your protection. Never override the system, and never remove or alter guards.
4. All electrical equipment (stationary or portable) must be grounded by a three-pronged cord plug unless the equipment is double insulated and marked as so.
5. The workstation must be maintained in a clean, neat, and orderly condition.
6. Bleed down. Install safety blocks and place a lock out device and your own lock on all equipment before servicing.
7. When working with machines, your safety depends on two things: know the hazards involved and know how to protect yourself from these hazards.



Dress

1. Always dress for safety. Jewelry, loose clothing, and long hair can produce serious catch hazards near moving machinery.

Personal Protective Equipment (PPE)

1. Your job may require you to wear personal protective equipment (PPE). These items will be issued to you to protect your health and safety. THE RESPONSIBILITY TO WEAR THEM IS YOURS.
2. Use goggles, face shields, or safety glasses whenever grinding, chipping, or doing work where there is the danger of flying particles or materials entering the eye.
3. Use gloves, aprons, and leggings when there is exposure to molten metals, acids, caustics, or chemicals.
4. Use respirators when working around harmful dusts, acid vapors, chemicals, or similar materials. Each dangerous atmosphere requires special equipment designed for the exposure.
5. Use safety shoes when heavy materials are handled or when there is the possibility of heavy objects falling from benches or racks.
6. Use ear protection when exposure to noise is excessive.

Each Employee's Safety Responsibility

1. Make suggestions that will assist in the safe performance of work.
2. Bring to your supervisor's attention any unsafe condition found in your area.
3. Watch bulletin boards for new ideas in accident prevention and change in job regulations
4. Immediately report any injuries that might occur, no matter how small, and have them treated. Even cuts or scratches can become infected unless properly cared for.
5. Always act and work safely off the job. Our employees are our most valuable asset; your health is important to us at all times.
6. Think about safety at all times. Accidents are caused-they don't just happen.

IMPORTANT NOTICE - The information and suggestions presented by Western National Insurance Company in this Technical Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.

Employee Acknowledgement of Work and Safety Rules

Name:

On _____, I was given my own personal copy of _____ (plant name) Work and Safety Rules and Policies. Further, I agree to abide by these rules and understand failure to do so is grounds for disciplinary action.

Signed:

Date:

DISCIPLINARY POLICY

The following is the disciplinary policy of (insert plant name), with regard to Work and Safety Rule violations.

First offense	Verbal Warning
Second offense	Written Warning
Third offense	Discharge*

*Some rules, because of their nature, can result in discharge for the first offense. These are clearly indicated in the Work and Safety Rules.

(This form should be typed on company letterhead and put on the employee bulletin board with a copy given to each employee with their set of Work and Safety Rules).