

# Manufacturing Safety Rules

Always follow these company safety rules.

Our company, \_\_\_\_\_, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report injuries, incidents, unsafe conditions, and damage to management before your shift ends.
- Contact your supervisor when an injury or after-hours incident occurs or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, medications, legal substances, or illicit drugs.
- Our company performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Do not climb on racking or shelving.
- Drivers and passengers must wear seat belts when using company vehicles, driving personal vehicles for business or operating heavy equipment.
- Do not operate a vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate, and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before use. Report any maintenance concerns.
- Drivers must get out and look or use a spotter before backing.
- Maintain three points of contact when mounting/dismounting vehicles or equipment.
- Operate forklifts only once trained and authorized.
- Do not overload and pull or push pallet jacks.
- Do not approach forklifts unless the operator has signaled it is safe.
- Wear gloves and use two hands when handling pallets.
- Safety-toe footwear is required.
- Eye and hearing protection is required.
- Do not bypass machine safety guards, shields or switches.
- Do not use tools or machines that have been locked and tagged out.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Maintain three points of contact when using ladders, and do not overreach.
- Clean up spills and hazards immediately.
- Keep emergency eyewash stations, exits, fire extinguishers and fire alarm pull stations clear, unblocked and unlocked.
- Know the severe weather plan.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

# Manufacturing Safety Rules

\_\_\_\_\_ is committed to the safety of our employees and customers.

By signing, you are expected to follow the safety rules. If the safety rules are not followed, documented corrective action will result.

Safety rule acknowledgment date: \_\_\_\_\_

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Please return the signed safety rules to our Underwriting team at [uwhelp@mem-ins.com](mailto:uwhelp@mem-ins.com)

