

# OUR SAFETY BELIEFS

**Working safely is a condition of employment**

**Employee involvement is essential**

**Management is accountable for safety performance**

**All injuries can be prevented**

**Training employees to work safely is essential**

**All operating exposures can be safeguarded**





## **Cardinal Rules**

These rules are a part of the conditions of employment and a breach of any of these rules would lead to dismissal. This would be reduced if significant mitigating circumstances could be clearly demonstrated. Simply forgetting or other negligence would not in itself be a mitigating circumstance.

- Fighting, horseplay, or threats of violence are strictly prohibited.
- Do not deliberately act in a manner that could cause harm to self, others, equipment, or the environment.
- Lockout/Tag out requirements must be followed.
- Safety protection devices must never be removed, breached, or bypassed.
- Operators must have proper authorizations, training, and certifications prior to using equipment.
- Being under the influence of alcohol or illegal drugs on company premises is strictly prohibited.
- Do not willfully falsify safety or injury information.



## **EMPLOYEE SAFETY RESPONSIBILITIES**

As an employee of Empirehouse, I agree to observe the following guidelines/responsibilities:

1. Observe all company safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness, or property damage to my supervisor immediately.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or safety committee representative promptly.
4. Observe all hazard warnings and no smoking signs.
5. Keep aisles, walkways, and working areas clear of slipping or tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Observe safe operating procedures for any equipment for which I have been authorized and properly trained to use.
9. Walk at all times on company premises (no running).
10. Follow proper lifting procedures at all times; bend at the knees, lift with leg muscles.
11. Be alert to see that all guards and other protective devices are in their proper place prior to operating equipment.
12. Do not wear frayed, torn, or loose clothing or jewelry or other sources of entanglement near moving machinery or around electrical equipment.
13. Employees with shoulder length hair or longer will need to tie it back when working around moving equipment. Long facial hair is not permitted if working around moving equipment where there is any risk of it getting caught in the equipment.
14. Wear all required protective equipment including, but not limited to, industrial safety glasses, safety shoes, and earplugs.
15. Actively support and participate in the company's efforts in providing programs for safety and health.
16. Firearms or weapons are not permitted in any Empirehouse building\*

**THE ABOVE EMPLOYEE RESPONSIBILITIES ARE INTENDED TO ENSURE THE SAFETY OF ALL EMPLOYEES. THEREFORE, FAILURE TO FOLLOW ANY OF THESE GUIDELINES COULD BE REASON FOR DISCHARGE.**



## **General Rules for Forklift and High Lift Safety**

**Rules everyone must follow regarding forklift and high lift equipment:**

- 1.** Only trained and certified forklift operators are permitted to operate a forklift.
- 2.** No riders on any forklift.
- 3.** No person should ever stand or pass under the elevated portion of any forklift, whether loaded or empty.
- 4.** Forklift operators field of vision is sometimes limited. Always make certain the operator sees you before passing through operating area.
- 5.** Forklifts cannot make sudden stops!
- 6.** Foot traffic must enter and exit buildings through man-doors.
- 7.** Where available, pedestrian traffic should remain in designated walkways.
- 8.** Hi-Vis clothing must be worn in plant and operational areas.
- 9.** All departmental safety rules must be followed. If you are unfamiliar with the safety rules for an area, you should be accompanied by an employee familiar with the area.

**Failure to adhere to these General Rules for Forklift Safety may result in disciplinary action up to and including termination.**