



SAFETY TRAINING MANUAL

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SAFETY

Every employee, regardless of job title, has a personal responsibility for safety at the company; safety must be a prime consideration when performing all tasks. Employees should review the requirements of their job to become familiar with and adhere to the safety and health procedures pertaining to their job.

Employees should act in a manner to promote safety and accident prevention during all work related activities. Personal safety and accident prevention are the responsibility of all employees. The procedures covered serve as a supplement to the specific safety requirements at each site, and designed to keep our employees safe, as well as to insure compliance with the Occupational Safety and Health Act (OSHA).

Training and familiarization with all hazards specific to a given site cannot be listed in this general manual, but must be specially provided by our supervisors to each affected employee.

SAFETY IN THE WORKPLACE

Your safety is your responsibility. Protect yourself and your co-workers by following the rules. Not only do you have a duty to work safety; you also have rights.

Attitude is a big part of safety as well. Almost all injuries can be prevented. When employees have an awareness of safety and a positive attitude, the number of injuries and accidents decrease. On the other hand, poor safety habits and a bad attitude cause accidents to happen.

- **Think safety/Stay focused** on the task you're doing.
- **Look for potential hazards-** Take action to prevent them, before you start your job. Report hazards to management.
- **Don't let the unsafe action of others** influence how you do your job.
- **If you're not sure how to do a job safely - ASK!**

As a worker you have:

- **The right to know** and to be trained in safe work practices in all aspects of your job.
- **The right to refuse work** if you have reasonable cause to believe that the work process, equipment or environment poses and undue risk of injury to you or another person.

SAFETY RULES

Study the following general safety rules and use them in your daily work habits:

- Employees will report all injuries immediately to the person in charge. No employee shall go to a physician or other practitioner for treatment of any on-the-job injury without authorization from the supervisor in charge – except under absolute emergency conditions.
- Injuries not reported before leaving the workplace will result in any subsequent claim being questioned, thus jeopardizing rights to compensation.
- If you witness an accident to a fellow employee, report it to the person in charge immediately.
- Cooperation in accident investigation is required of all employees.
- All employees are required to attend safety meetings called by their supervisors.
- Suggest ways to improve safety measures. Report unsafe acts or conditions to your manager immediately.
- Do not remove or tamper with guards or safety devices on machines.
- You are required to maintain good housekeeping in your own and other work areas.
- Find out the safe way to do heavy lifting if your job requires it. Lift with your legs, with your back in proper position. When lifting heavy merchandise that is bulky, be sure to get help.
- Safety shoes, eye protection or any safety equipment provided by the Company must be worn at all times when you are working in an area requiring such protection.
- Equipment will be operated only by personnel authorized by the manager.
- Do not wear jewelry or loose fitting clothing when operating machines.
- Defective tools, machinery or electrical equipment must be reported at once to your supervisor. Only designated personnel may make repairs on equipment.
- Horseplay is strictly prohibited in and around the workplace.
- Forklifts are to be operated by store employees only, unless certified by the store working in.
- Stay clear of all loads being moved, conveyed, or otherwise transported.
- Keep all aisles and passageways clear and unobstructed at all times.
- Loose materials, tools and equipment should not be left in aisle or piled in an unsafe manner.
- Smoking must be confined to designated areas. There are no exceptions.

A violation of safety policies or posted safety rules will be cause for disciplinary action, up to and including termination.

STAYING SAFE

Unsafe Acts May Include (under the control of employee):

- Failing to use (PPE) Personal Protective Equipment
- Dressing improperly
- Removing safety devices
- Using/Operating equipment improperly or unsafely
- Not following procedures

Employees can receive disciplinary action up to and including termination for unsafe acts.

Unsafe Conditions May Include:

- Unsafe floor surfaces
- Improper lighting
- Unsafe piling, stacking, storing
- Improper lifting
- Sharp edges
- Unsafe clothing
- Unsafe process or operation

Employees must report unsafe conditions immediately.

PPE = Personal Protective Equipment

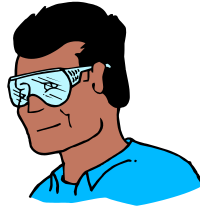
This can include, *but is not limited to:*

- Eye Protection- Safety glasses, goggles or shields
- Gloves
- Proper shoes
- Hearing Protection- Ear plugs
- Hard hats

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye Protection

- The ability to see is very important, but many people are surprisingly careless when it comes to protecting their eyes from damage or injury. There are over 700,000 work-related eye injuries still occurring each year nationwide, some of which result in blindness. But the real tragedy is that the vast majority of these injuries could have been prevented.
- A workplace has too many opportunities for eye injuries: Flying objects, splashes of chemicals or liquids, fumes, vapors, dust, etc. Being hit in the eye with a flying object accounts for more than 2/3 of eye injuries.
- Eye protection is not "high tech" and it's readily available. Yet thousands of workers suffer eye injuries each year because they don't wear proper eye protection when conditions clearly call for it.
- **Eye Protection:** safety glasses, goggles, face shields. You should not substitute regular glasses for safety glasses. Regular glasses are not strong enough to resist a hard blow, even with shatterproof lenses, and could result in part of the lens or frame being pushed into the eye. OSHA requires that eye protectors comply with the 1989 version of the Z87.1 Standard. The Z87 will be on the frames or lenses of OSHA approved eye protection. The safety glasses should also have side-shields.
- **Care of your glasses:** before wearing, check for bent or damaged frames, scratched lenses. After each wearing, wash gently in warm soapy water, rinse and air dry. Store in a clean case if possible.
- **Use Goggles** for higher impact protection from greater dust or chemical splash possibilities.



You should wear safety eyewear whenever there is any chance that machines or operations present the hazard of flying objects, chemicals, etc. Good vision is priceless!

Hand Injuries

- More than half a million hand injuries occur on the job each year--and most can be prevented.
- Types and causes of hand injuries include:
Lacerations, punctures, amputations, burns, fractures, chemicals; carelessness is often the real cause of injury.
- Gloves and other hand protection should be worn to prevent hand injuries.
- Dos and Don'ts: Use proper tools that are in good condition, use the right kind of hand protection when possible and safe, give hands a rest when possible, don't get hands and fingers near machinery, don't use hands to pick up objects that can cut, splinter, etc.
- The number one cause of hand injuries is carelessness. **STAY ALERT.**
- Take hand safety seriously.



Choose the right gloves to protect your hands from injury and contact with hazardous substance. Inspect gloves to make sure they are not torn or damaged.

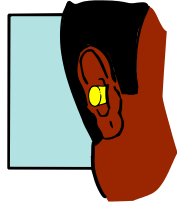
Masks



Typically used for filtering of dust, fumes, etc.

Hearing Protection

Noise is defined as unwanted sound, and sound is measured in decibels. A normal conversation takes place at about 60 decibels. Prolonged exposure to noise above 85 decibels can cause hearing loss.



- Temporary or permanent hearing loss is only one of the hazards associated with loud noise. Other problems include:
 - Fatigue**-constantly straining to hear other people is tiring, and tired workers are more likely to have accidents.
 - Stress**-Continuous loud noise is extremely irritating, causing accidents and illness.
 - Missed directions or warnings**- if you can't hear properly, you might miss an important instruction or warning, resulting in a serious accident and injury.
- **Signs of hearing loss include:** persistent ringing in the ears, difficulty hearing low or soft sounds, frequent complaints that they're playing the radio or TV too loudly.
- **Types of hearing protectors:** Earplugs, ear canal caps (small foam pads on a headband), ear muffs.
- **Problems with protectors:** sometimes uncomfortable, can't hear other people.

Foot Protection

To avoid joining the millions of people nationwide with disabling foot injuries you must wear protective footwear.



- Every day hundreds of workers suffer foot injuries on the job.
- Issues that can affect foot safety in the workplace include: heavy, moving or falling objects or machinery, wet or slippery conditions, walk, don't run.
- Footwear should generally be made of leather, rubber, or a strong synthetic material and should feature: Good support, nonskid soles, low heels, strong, intact laces or other secure fasteners.
- If you are exposed to live electrical conductors, you must wear shoes that protects against electrical shock.
- If you work in an area with sharp objects such as nails, wire, tacks, scrap metal, or glass, you must wear footwear with sole puncture resistance.
- You should maintain whatever safety shoes you wear by inspecting your shoes for embedded metal or other foreign objects. Inspect for cuts or cracks that would expose your feet to danger.
- Repair or replace badly worn or defective shoes.
- Make sure your shoes are properly fitted.

Hard Hats

A hard hat is designed to protect you from impact only once, replace your hat if it is subjected to a heavy blow.

- Do not drop or throw your hat.
- Check your hat for scratches, cracks, dents, or brittleness.



The type of PPE you will need on the job will depend on the conditions in which you are working. You can also verify the type of PPE to use by looking up the MSDS sheet if working with a chemical, etc.

HAZARDOUS MATERIAL (RIGHT TO KNOW)

1. There are many hazards in the workplace, but some of the most serious are the hazards associated with chemicals. Because of this, the federal government requires employers to tell their employees about the possible dangers of the chemicals they use, and how to prevent injury and illness that might result from using them. This requirement is the Hazard Communication Standard, or "HazCom" or Right to Know".
2. Chemical manufacturers must determine the characteristics and hazards of what they make and communicate this information to employers.
3. Employers must make this information readily available to their employees and train them in how to recognize hazards and protect against them.
4. Employees must know how to obtain the information and follow all safety-related instructions and warnings.
5. In the workplace, many chemicals are not especially dangerous unless used improperly or contact the human body for prolonged periods.
6. Typical hazards are:
 - Burning of the skin or eyes
 - Skin rashes or disease
 - Dizziness, nausea, headaches, or even breathing problems
 - Fire or explosion
7. Two ways to communicate hazards are through:
 - **Material Safety Data Sheets (MSDS):** They provide detailed information about each chemical, including the manufacturer, the ingredients and physical characteristics, the possible hazards, and procedures to use for safe handling and control.
 - **Labels:** They must be on each container of chemical substances, and provide the name of the chemical and information about the manufacturer, the health hazards, proper handling and storage, and proper safety clothing and equipment to use.

MSDS

- The basic purpose of the MSDS is to tell what the chemical is, what the hazards are, how to protect from hazards.
- Read chemical labels. NOTE: All chemicals should be labeled on containers.
- Read MSDS sheets if you need further clarification on the chemical used.
- MSDS sheets explain if you must seek medical attention if exposed.
- MSDS explain how to dispose of liquids the safe way.
- Use proper PPE; this is listed on the MSDS sheet.
- All employees have a right to obtain an MSDS.



Material Safety Data Sheets provide information on chemicals employees may use in the workplace. If you are working with chemicals, you have the right to know about them.

HOUSEKEEPING

Good housekeeping is an important safety issue, not just a matter of appearance. Housekeeping improves efficiency, productivity, and morale.

Preventing Accidents and Injuries:

1. Always keep floors clear of anything that can cause an accident. Don't leave boxes, cords, hoses, or loose material, lying around. Clean up all liquid spills immediately. If you don't need it at your work area get rid of it.
2. When you are through using something put it back where it belongs. Don't leave heavy objects or sharp tools where they can easily fall and cause a contact injury or puncture wound.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not block walking surfaces or elevated working platforms, such as scaffolds, with tools or materials that are not being used.
6. Straighten or remove mats that do not lie flat on the floor.
7. Use caution signs or cones to barricade slippery areas such a freshly mopped floors, holes, floor openings, and trenches.

Conclusion:

Housekeeping is everyone's responsibility. Don't assume that someone else is going to clean up a mess. Make it your business to remove hazards from the workplace.

Housekeeping only takes a few seconds of your time so make it a habit.



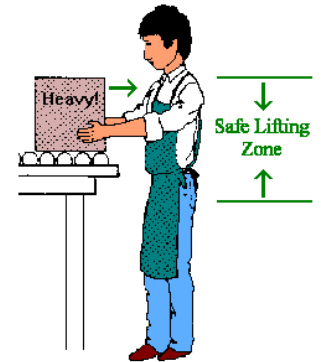
WORKING IN A SAFE MANNER

Handling and Lifting

Improper handling and lifting of heavy or bulky objects is a major source of strains, sprains, neck and back injuries, cuts, bruises, broken bones and hernias. Any one of these injuries can affect you **for the rest of your life**. Don't lift above shoulder level and minimize reaching, avoid heavy lifting— use a dolly or other equipment to assist.

Some symptoms of sprains and strains can include:

- Difficulty moving a certain body part
- Redness
- Swelling
- Tingling
- Pain



If you notice any early signs or symptoms of sprains and strains, report them to your supervisor, manager or employer.

Proper Lifting

1. Stand with both feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
2. Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
3. Use your hands (palms and fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without adjusting your grip later.
4. Lift gradually (without jerking) using your legs, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck line. Avoid lifting above shoulder level.
5. Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
6. When you put a load down, use these same guidelines in reverse.

Also practice lifting lighter loads, and using assistance when available, such as material handling equipment, especially for awkward loads. Don't carry more than you can handle.

BEND YOUR KNEES



HUG THE LOAD

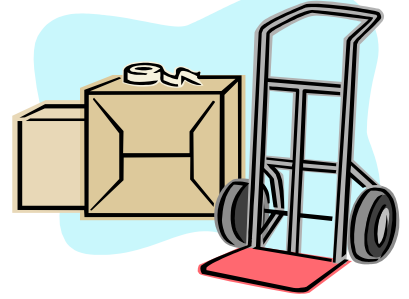


AVOID TWISTING



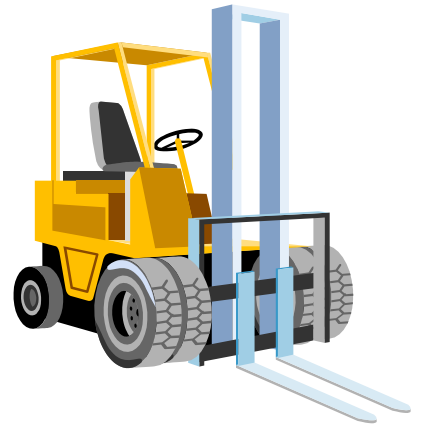
MATERIAL HANDLING

1. Assess load and route
2. Choose the right equipment
 - Hand truck/Dolly
 - Powered vehicles
 - Etc.
3. Load equipment safely
4. Push—don't pull
5. Wear personal protective equipment (PPE)



FORK LIFT TRUCKS

OSHA records indicate that fork lift trucks are the most dangerous equipment in the work place. Each year improperly handled fork lift trucks cause loss of life, personal injury, and property damage. As a result, OSHA requires that all drivers be licensed to operate fork lift trucks. Once licensed, a driver must carry their permit while operating the fork lift. **See your supervisor to secure test materials. NOTE: Permits must be recertified every 3 years.**



Accidents involving fork lift trucks are the number one cause of work related fatalities in the United States. Prior to each shift, each operator must conduct a pre-use Inspection of the powered industrial truck. Check areas such as:

Steering and horn	Brakes	Lights and alarm	Tilt	Mast
Raising and lowering forks		Coolant level	Tires	Gauges
Fuel level	Overhead guard			

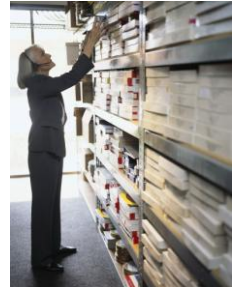
- Findings should be recorded on a daily log.
- Maintenance should be advised of any repairs needed.
- If a truck failed the pre-use inspection it should be removed from service.

Safe Operations: No eating, drinking, or smoking while driving. Maintain control of vehicle at all times. No horseplay. Use breaks and come to a complete stop. Pedestrians have the right-of-way. Sound horn as a warning. Do not overload the truck. Place forks under the load as far as possible to load. Tilt the mast back to cradle the load. Keep the forks in the lowest position from the floor when vehicle is moving. Park fork lift truck in authorized areas only. Be aware of clearance heights. Only authorized personnel are to charge or change battery and drive a fork lift.

PREVENTING SLIPS AND FALLS

Many injuries happen due to slips, trips and falls on slippery floor surfaces or in cluttered walkways.

- To avoid these injuries, employees should use caution and pay attention to where they are walking, avoid obstacles in aisle ways. Watch for deposits of water, grease, oil, or debris.
- Wear non-slip footwear. When entering the building from outside, you should clear your footwear.
- Keep walkways and aisles clear of boxes and other clutter.
- Extension cords, tools, etc. should be removed or properly barricaded.
- Practice Good Housekeeping. Keep areas clean and put items back where they belong.
- Clean up any debris or liquid on the floor right away and put a sign up to warn others if possible.
- Make sure you can see where you are walking and are not carrying objects that will block your view.
- Hold on to handrails when using stairs or ramps. They are there to protect you should a fall occur.
- If you are carrying a heavy load which hampers your ability to properly ascend or descend stairs, use the elevator, or find help!
- Do not climb a ladder placed on machinery, crates, stock or boxes.
- Stay alert to your surroundings (i.e., if you adjust a shelf is anyone around you that can get hurt if something falls? Can items be removed before the shelf is adjusted? Are you using the right equipment to avoid injury such as a step stool, ladder, etc. so you are not reaching for something which may fall on you or you will fall?)



LADDERS IN THE WORKPLACE

- Many workers are injured each year by falls from ladders.
- Ladders should be inspected before use for damage. If the ladder is damaged – do not use it!
- The unsafe equipment should be reported to the supervisor.



Working with ladders

- In addition to inspecting, make sure you place the ladder on a firm, level surface and the ladder is locked.
- Don't place ladders against object that can move.
- Don't stand on the top two steps of a ladder.
- Make sure the base of the ladder is one foot out for every four feet high.
- Don't overreach - always move your ladder. Both shoulders outside of the ladder means you're reaching too far.
- Use a ladder that reaches your work. Proper height should be 3 feet above work level. Use the four-to-one rule. Move your ladder one foot away from the wall for every four feet of height.
- Always face the ladder when climbing and keep hands free by using tool pouches and other carrying devices.
- Never use a metal ladder in the vicinity of electrical lines.
- Postpone ladder work during stormy, wet or windy days if you are working outside.
- Always have control of your balance when working from a ladder.
- Never climb a ladder with your hands full.

AVOID CUTS

Knives and power tools and equipment are two common sources of cuts, lacerations and bruises in the retail industry. Here are some tips for using knives or tools.

When you use a knife:

- If gloves are part of your required PPE, you must wear them.
- Use the right knife for the job and make sure it's sharp.
- Always cut away from yourself and place Knife back into appropriate for storage.
- When possible use a flat surface or cutting board.
- When you drop a knife, do not try and catch it.



When you use a power tool, other equipment:

You should never use tools and equipment if not properly trained or if the tools are damaged or dull.



ELECTRICAL

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have ground prong removed or broken off.
4. Use cord covers or tape the cord down when running electrical cords cross aisles, between desks, or across entrances or exits.
5. Use GFCI's (Ground Fault Circuit Interrupter) whenever using portable power equipment outside or in wet locations.
6. All parts shall be deenergized before working on or near them (excluding utility employees who are qualified by training and education to work on live circuits). Live parts operating at less than 50 volts do not need to be deenergized if there is no increased exposure to electrical burns or explosions due to electrical arcs.
7. All deenergized parts shall be locked or tagged following the Lock Out Tag Out procedures.

LOCKOUT / TAGOUT

Prior to repairing power machinery and equipment, always lockout the power source in accordance with OSHA. Failure to lockout machinery and equipment is a common cause of amputations and industrial fatalities. Don't be a statistic; lock-out injuries!

Because lock-out procedures will differ, depending on type of machines or equipment, specific policies must be established by each company.

INJURY

- If you become injured, you must notify your supervisor immediately, so that he or she may assess the injury to see if you need to be sent to the clinic or determine you need first aid.
- First Aid Boxes- There should be a first aid kit on-site.
- An Accident Investigation Report must be completed. This form and others are provided in your Workers' Compensation Kit that you should have with you on-site.
- You can contact Human Resources for additional information.

BLOODBORNE PATHOGENS

For workers in certain industries, exposure to serious illnesses from contact with human blood and other body fluids is a significant concern. These industries include most occupations in the health care field; however, if a co-worker is cuts his/her self first aid may be necessary. Think before you help. Do you know how to protect yourself from coming into contact with your fellow worker's blood or body fluids? The best way to protect your from contact is to wear protective gloves, preferable latex, like nurses, doctors, etc. do.

- **Protecting Against Exposure:** The most common means of avoiding direct contact is to use the proper personal protective equipment (PPE). The purpose of PPE is to provide a barrier between a potentially infected fluid and a person's skin, eyes, etc. Gloves are the most frequently used item of PPE. Other PPE that may be required includes face masks or goggles with side shields, protective clothing, etc.
- **Take commonsense precautions in areas where there is exposure potential:** No eating, drinking or smoking, no applying makeup, contact lenses, or lip balm, cover open cuts, abrasions, or other broken skin, don't touch anything that is potentially infected without the proper PPE, never suction any potentially infected fluid by mouth.

This is to protect you since you never know who may have the virus or where it will turn up. This could be the difference between life and death. OSHA is particularly concerned about two types of bloodborne pathogens:

- **The Human Immunodeficiency Virus (HIV).** Having HIV is not fatal, but HIV causes AIDS, which is generally considered always fatal. People can carry HIV for years without any symptoms, or even realizing that they are carrying it.
- **The Hepatitis B Virus (HBV)** is more common than AIDS, and affects the liver. It is sometimes fatal by itself, and otherwise greatly increases the risk of other possibly fatal liver diseases such as cancer.

Causes of Exposure: Chances of infection are small--no cause for panic, if you take proper precautions. Infection is not caused by casual contact with infected persons or used equipment. Infection can be caused by: 1. Sexual contact, 2. Sharing infected needles, 3. Stuck by infected needle or other sharp object, 4. Contact between infected fluid and broken skin.

WORKING ALONE

- Someone should contact you regularly to make sure you're okay.
- You should have an emergency phone number handy.
- If possible, do not open back doors and leave them open and unattended.
- If possible, do not empty the garbage at night, especially if the dumpster is in a secluded spot or back alley.

TRAVELING SAFELY

If you are driving...

- Lock your doors and roll up your windows before driving into the parking lot
- Scan the parking area for suspicious persons.
- Park in well-lit areas.
- After work, try to avoid walking to your vehicle alone, or at least have someone watch from a window.

If you are taking a bus...

- Plan to arrive at a bus stop just before the bus arrives.
- Avoid isolated or poorly lit bus stops.
- If possible, have someone meet you when you arrive at your destination.

If you are confronted...

- If attacked, scream – as loudly and as long as possible – and as soon as possible run to the nearest well-lit area.

SMOKING

There is no smoking allowed in buildings employees are working in. Furthermore, employees may only smoke in designated areas outside.

DRUGS AND ALCOHOL

The Company's desire is to provide a drug-free workplace. While conducting business related activities, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

Please refer to the Employee Handbook for additional information on topics. Safety rules may be amended or added in order to meet with new situations, standards, conditions or federal and state regulations.

CONFINED SPACE

Everyone who works in confined or enclosed spaces may never recognize the fact that they are in a confined space or what unforeseen hazard may exist.

A confined space is defined as a space large enough and so configured that an employee can enter and perform assigned work; has limited or restricted means of entry or exit and is designed for only temporary employee occupancy.

OSHA states that all employees who enter confined space or enclosed spaces must be taught how to identify the following features:

- Nature of the hazards involved
- Necessary precautions to be taken
- Proper use of protective and emergency equipment

There must be a written plan (permit system) prepared for entering confined space and to ensure that all entrants know how to determine when conditions are safe to enter.

Management will inform employees if they are working in this type of working environment.

VIOLENCE IN THE WORKPLACE

Although there are many factors that can influence violence in the workplace. Harassment is one factor that falls under this category. Keep in mind, harassment is not tolerated in the workplace.

Harassment can take many forms such as:

- An unwelcome behavior or comment that is harmful to the work environment.
- Insulting, intimidating, humiliating, malicious, degrading or offensive comment or act directed toward another person or group.
- Bullying, sexual harassment, or offensive displays.

Although harassment typically doesn't include physical violence, it can be very harmful and it does affect the overall health of the work environment.

Employees must report, to management/HR, if they feel they are being harassed so an investigation can be conducted and proper disciplinary action taken.

Employee Safety Checklist

Welcome to your job. Each employee must complete the checklist and sign upon completion.

Yes	No	I understand that safety is up to me. I will make sure to think and work safely every day because I care about myself and others and want to return home safely.
Yes	No	I understand and /or have been trained on proper lifting; bend knee, keep back straight, get a good grasp, keep load close to the body, and use leg muscles. I know to get help for heavy loads and / or use material handling devices. Avoid twisting when lifting and carrying. I know to point my feet in the direction I want to go rather than turning my body.
Yes	No	I know to make sure pathways are clear before lifting and then carrying the object to the destination so I do not trip or fall.
Yes	No	I know to think of another way to get an object before reaching above the shoulder height or below the knee height. Suggestions are to use a step stool, get assistance from someone if object is too heavy and on the ground.
Yes	No	I understand that I can provide suggestions of a better job design to reduce the risk of injury.
Yes	No	I have been instructed on housekeeping rules, proper storage of materials, and clean up procedures. A clean workplace is a safe workplace.
Yes	No	I have been informed on proper use of equipment and tools that will I will be using and know that defective tools should be tagged and reported.
Yes	No	I know that I will be informed if Personal Protective Equipment (PPE-i.e. gloves, mask, ear plugs, etc..) is required on the job. I will seek clarification if I do not get the PPE and / or do not know how to use it.
Yes	No	I know to clarify the proper clothing to wear at work if not notified to prevent a hazardous situation (i.e. longs sleeves may be dangerous around machinery)
Yes	No	I understand to abide smoking regulations and dispose of cigarettes in proper containers.
Yes	No	I have been informed about the “Right to Know” law, and the specific hazards of any chemicals I may be exposed to. I have the right to review Material Safety Data Sheets (MSDS) sheets at any time when working with chemicals.
Yes	No	I know to find out whom to report a “near-miss” or injury to.
Yes	No	I understand to follow the company’s substance abuse policy.
Yes	No	I understand to get further clarification before performing a job that I may not be qualified or trained for.
Yes	No	I will not repair or adjust any machinery unless authorized to do so.
Yes	No	I understand that lock-out means that equipment must be locked-out when it is under repair or service. I will not be involved in locking out equipment unless I receive thorough training.

It is important to learn and adopt safe work practices. As an employee of _____, I verify that I have received the training necessary to safely perform my job.

Employee Signature

Employee Name (print)

Date