

SAFETY BASICS WHILE ON AN ASSIGNMENT



MACHINE SAFETY

- Do not operate any machinery or clean machinery unless your job description from Protocol includes those responsibilities. You must receive on the job training by the client before operating or cleaning any machinery.
- Inspect machinery before use, do not operate machinery in disrepair, and report any defects to management.
- Never remove machine guarding or reach into moving parts or points of contact.
- Know the location of emergency cut-off switches.
- If a machine is taken out of service, its power source should be locked out or tagged to prevent another employee from operating it.
- Wear proper personal protective equipment for the machine you are operating or working around. Never wear jewelry or loose fitting clothing around machinery. These items could get caught in moving parts.

CHEMICAL SAFETY

- When working at any client facility that has chemicals, know where to find the MSDS Safety Sheets. The MSDS Sheets provide employees with the proper procedure for handling or working around chemicals.
- Read labels before using or storing hazardous substances.
- Whenever possible, keep hazardous substances in their original containers.
- Properly label any new container in which it becomes necessary to store a hazardous substance.

FORKLIFT SAFETY

- Do not operate powered equipment unless your job description from Protocol includes that responsibility. You must be properly trained on the job by the client before operating any powered equipment.
- Be aware of your surroundings at all times. There may be moving forklifts.
- Even at slow speeds forklifts can cause serious injuries.
- Do not walk in front of, behind, or on the side of any moving forklift.
- Become aware of forklift traffic areas and use only areas assigned for pedestrian crossing.

SLIPS AND FALLS

- Do not walk on cardboard on floors; you will most likely slip.
- Be aware of liquids on floor and notify client of the hazard.
- Be aware that climbing and reaching will increase your chance of a fall. Do not perform any task you were not assigned to do. A sturdy step stool or ladder would be needed to get an item from above.