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|  BASIC SAFETY RULES  | NO.  |
|  It is the policy of Winning Wheels that workers are expected to maintain a safe, clean and hazard-free work place for their own well-being and for fellow employees. There is no project or task too important that it cannot be done safely. This is the primary responsibility of staff. The following rules have been established to assist employees in preventing injuries:1. Injuries must be reported to the supervisor, no matter how slight, so proper care can be given and future injuries can be prevented. First aid supplies are available at the nurses stations to treat minor injuries.
2. Employees shall report unsafe conditions or damaged equipment to the supervisor, so corrective action can be made.
3. Workers are to use materials and equipment in ways that they were designed. If there is a question about how equipment is to be properly used, then ask your supervisor.
4. Employees are responsible for keeping their work area orderly and free of buildup of trash, unneeded material, and equipment. Materials and supplies are to be stored in their proper areas when not in use.
5. Proper personal protective equipment must be worn when required by the supervisor. This includes eye protection, gloves, respirators or masks, ear protection, and proper clothing.
6. Horseplay and practical jokes are not allowed.
7. Alcoholic beverages or illegal drugs are not allowed. If you are taking a medication, you must notify your supervisor with the name of the drug and the prescribing physician. Working under the influence of drugs is a serious safety hazard to employees and will result in immediate termination.
8. Violations of these safety rules or disregard of instructions provided by your supervisor are grounds for termination.

The key to maintaining a safe work environment is to have the commitment of employees to work and make efforts to be safe. The challenge now rests with us to follow these work rules and keep our work area free from injury. |
| Approved: | EffectiveDate: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |