

Assembly Area

Employee Safety

An assembly area can be a dangerous place for employees if safety isn't a priority. Use these safety tips as a guide for maintaining assembly areas and preparing employees for workplace emergencies.

Safety Rules

- Employees must wear seat belts when driving on company business or operating forklifts.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Horseplay is prohibited.
- Do not run.
- Do not climb on racking or shelving.
- Keep emergency eyewash stations clear.
- Keep fire exits, extinguishers and alarm pull stations clear, unblocked and unlocked.
- Fire exit and emergency lighting should be functional, and battery backups should be tested regularly.
- Do not bypass safety devices on hand or power tools.
- Wear eye protection to protect your eyes from flying objects.
- Wear hearing protection when exposed to loud machines or noise.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Get help when lifting heavy objects like supplies, components or tools.
- Operate forklifts only if you are trained and authorized.
- Report security concerns, door locks or security system components that do not function.
- Wear proper footwear.

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