

Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report injuries, incidents, unsafe conditions, and damage to management before your shift ends.
- Contact your supervisor whenever an injury or after-hours incident occurs or for any other business-related emergencies (theft, threats, trespassers).
- Dial 911 for any security threats or medical emergencies.
- Employees are prohibited from working while impaired by alcohol, medications, legal substances, or illicit drugs.
- Our company performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Drivers and passengers must wear seat belts when using company vehicles or driving personal vehicles for business.
- Seat belts are required when operating heavy equipment or forklifts.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits. Do not tailgate and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before departing for a job site. Report any maintenance concerns.
- When machinery or supplies weigh over 50 lbs., two-person lifts are required. Use machinery to move bulky items and utilize elevators instead of stairs when possible.
- Slip-resistant footwear is required when working in wet or slippery areas.
- Report slips, trips, fall hazards, poor lighting or housekeeping, and walkway obstructions.
- Keep storage area walkways clear of debris, pallets, garbage, and boxes.
- Store light items on high or low shelves and heavy items in the middle of the shelving unit to prevent back injuries.
- Use stepladders on a firm, level base and never use the top two rungs.
- Do not stand on chairs. Instead, use a proper step stool.
- Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Do not remove guards from machines, defeat or bypass safety devices, or defeat shields provided on machines.
- Lock out / tag out machines during maintenance.
- Workplace ergonomic concerns should be expressed to management in writing.

Safety Rules

_____ is committed to the safety of
our employees and customers.

By signing, you are expected to follow the safety rules. Documented corrective action will result if the safety rules are not followed.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com



previsorinsurance.com | mem-ins.com
1.800.442.0593