

# Manufacturing Employee Safety

*In a manufacturing environment, safety must be maintained on a regular basis. Safety concerns employees face include fall protection, ladders and machine use. A dedication to safety is required in the workplace, and these safety rules can be used to avoid workplace injuries.*

## Safety Rules

- Employees must wear seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs, hazards, incidents or injuries before the end of your work shift.
- Horseplay is prohibited.
- Keep emergency eyewash stations clear.
- Keep fire exits clear, unblocked and unlocked.
- Keep fire extinguishers and fire alarm pull stations clear.
- Know severe weather shelter locations within the building.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Straighten floor runners or rugs that could create a trip hazard.
- Do not run.
- Wear gloves and use two hands when handling pallets.
- Wear eye protection to protect your eyes from flying objects.
- Wear hearing protection when exposed to loud machines or noise.
- Do not bypass machine safety guards, shields or switches.
- Do not use tools or machines that have been locked or tagged out.
- Use a proper foot stool or ladder to reach items, and never stand on chairs, tables or desks.
- Get help from others to lift heavy objects including supplies, components or tools.
- Do not overload and pull or push pallet jacks.
- Stay clear of all operating forklifts, and only operate forklifts if you are trained and authorized.
- Do not approach forklifts unless the operator has signaled it is safe.
- Wear proper footwear.
- Scan for trip hazards in the parking lot.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*