

Mel-O-Cream Safety Rules

- 1) Only trained and authorized employee may operate powered material handling equipment.
- 2) When performing service, maintenance or cleaning equipment must be properly locked out or tagged out and de-energized.
- 3) Running and horseplay are strictly forbidden.
- 4) When handling chemicals, or dangerous materials, all proper personal protective equipment must be worn. Employees must report any damage to PPE.
- 5) Ensure any liquids put in different containers are properly labeled.
- 6) Do not use saturated cleaning instruments when cleaning around electrical outlets. If water must be used, make sure the cleaning instrument is only *moist* and not saturated with water which could splash or run into the receptacle.
- 7) Reaching into moving or operating equipment is prohibited.
- 8) Do not override safety inter-locks.
- 9) When working on a work surface over six feet high you must be tied off.
- 10) All injuries must be reported to your supervisor immediately. Those requiring medical treatment will result in a drug/alcohol test.
- 11) Ensure that any blood spills are reported and properly sanitized (you may need to contact a first responder).
- 12) When finished using equipment it must be stored in its proper location in proper fashion.
- 13) Sliding or crawling under production equipment is prohibited, except during cleaning or maintenance activities.
- 14) All trucks must be chocked before entering with any material handling equipment.
- 15) When using ladders, follow all of the guidelines set forth in section V. of the Mel-O-Cream Portable Ladder Program. (See attachment).
- 16) Use compressed air only for the job for which it is intended only (at 30 p.s.i. or less). Do not clean your clothes with compressed air.
- 17) Do not block access to fire extinguishers or fire hoses.
- 18) Never block access to exits.
- 19) If you have made the floor wet, place wet floor signs on the wet floors.
- 20) Safety glasses must be worn in the maintenance shop at all times.
- 21) Safety glasses must be worn by production department employees performing sanitation work.
- 22) The only jewelry that may be worn in the production area is a plain wedding band.
- 23) Clean up all liquid spills immediately.
- 24) No open toed shoes or sandals are to be worn outside the office.
- 25) Hearing protection must be worn in the compressor room.
- 26) Do not enter the working envelope of the robotic palletizer. Only trained and authorized employees may do so, and they must have the equipment locked out to do so.

I have read and understand these rules, and have had an opportunity to ask questions. I understand that violating these rules will result in discipline.

Employee Name

Date