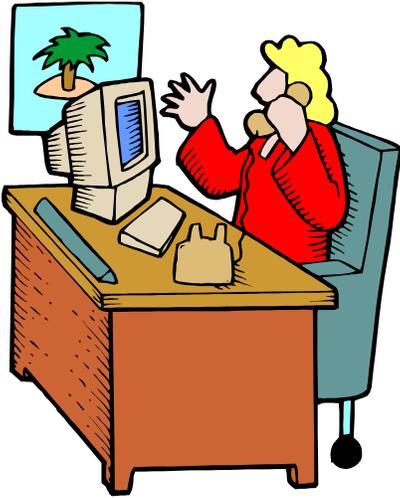


Office Safety



Keep floors clean and free of spills such as beverages, melting snow, and rainwater. If a spill occurs, wipe it up immediately.

Always walk, never run.

Keep aisles, hallways, and stairs clear of clutter, debris, and tripping hazards such as wastebaskets, electrical and computer cords, footstools and open drawers.

Use cable covers to run cables and wires across floors to protect them and eliminate a trip hazard.

Report to a supervisor immediately, torn or loose carpets, curled walk off mats, loose tile, uneven floor surfaces or any other conditions that could lead to a slip, trip or fall.

Never use a chair, desk, carton, or other objects in place of ladder, stool, or portable stairs. Use a ladder, stool or portable stair for reaching high objects.

Close file, desk and cabinet drawers when not in use.

Place the heaviest files or loads in the lower drawers of file cabinets.

Only open one file cabinet drawer at a time.

Use only the handles on file cabinets and desk drawers to avoid finger injuries.

Avoid overloading electrical outlets or power taps or strips.

Lift with your legs not with your back when lifting. If you have any doubts or need assistance **ask for it.**

Replace broken or defective chairs immediately.

Do not enter production or shop areas unless you have received proper safety orientation and training. Remember to wear proper personal protective equipment such eye, head, and footwear.

If an injury occurs, report immediately to your supervisor.