

# Hirshfield's 22 Safety Rules

**Rule #1.** Follow all established procedures and perform job duties as you've been trained

**Rule #2.** Unless you are fully trained do not handle any product that is labeled hazardous

**Rule #3.** Be cautious and plan ahead. Think about what could go wrong and pay close attention to what you're doing while you work

**Rule #4.** When working with any type of solvents, mixing or tinting stain, catalyst: safety glasses or goggles are **required** (Mandatory) to be worn. Gloves are highly recommended

**Rule #5.** Always use required PPE—and inspect it carefully before each use to make sure it's safe to use. Replace worn out or damage PPE; it won't provide adequate protection

**Rule #6.** When driving a forklift you have to wear the seatbelt

**Rule #7.** Make sure all containers (primary and secondary) are properly labeled and that the material is contained in an appropriate container. Don't use any material not contained or labeled properly. Report any damaged containers or illegible labels to your manager and HR right away

**Rule #8.** Read labels and the material safety data sheet (MSDS) before using any material to make sure you understand hazards and precautions

**Rule #9.** Use all materials solely for their intended purpose. Don't, for example, use solvents to clean your hands, or gasoline to wipe down equipment

**Rule #10.** Never eat or drink while handling any materials, and if your hands are contaminated, don't use cosmetics or handle contact lenses

**Rule #11.** Only **properly trained** employees are allowed to clean up hazardous spills. Mandatory PPE: Eye protection and gloves

**Rule #12.** Never leave box cutters, knives or other sharp tools lying around

**Rule #13.** Read the labels and refer to MSDSs to identify properties and hazards of chemical products and materials

**Rule #14.** Store all materials properly, separate incompatibles, and store in ventilated, dry, cool areas

**Rule #15.** Keep you and your work area clean. After handling any material, wash thoroughly with soap and water. Clean work surfaces at least once a shift so that contamination risks are minimized. Keep aisles and walkways clean and clear at all times

**Rule #16.** Learn about emergency procedures and equipment. Understanding emergency procedures means knowing evacuation procedures, emergency reporting procedures, and procedures for dealing with fires and spills. It also means knowing what to do in a medical emergency if a co-worker is injured or overcome by chemicals

**Rule #17.** When mopping floors always have two caution signs located at the beginning and end of the area you are cleaning

**Rule #18.** Do not block fire exits, fire extinguishers, sprinklers

**Rule #19.** When shakers are broken use the log out / tag out labels and unplug shakers

**Rule #20.** Properly dispose of Hazardous waste as outlined in the Hazardous waste policy

**Rule #21.** Know where the emergency phone numbers are posted and know the emergency procedure

**Rule #22.** ALWAYS be aware of your surroundings. Clean up, even if you did not create it. YOUR safety comes first.

I have read and understand the above listed safety rules. I understand that if I violate any of these safety rules I am subject to disciplinary actions.

[illegible]