

m s c i Employee Safety Manual



Metals Service Center Institute

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Introduction

Your company has provided this booklet to help you and your co-workers perform your jobs safely.

Most accidents are caused by human error. You have a responsibility to yourself, your co-workers and your family to follow these work rules and any other company safety rules that apply to your job.

Your company will, to the best of its ability, make certain that you are properly trained and know the safety rules for your job. Employees must work on their own safety attitudes and behavior in order to reduce injury.

The Occupational Safety and Health Act (OSHA) establishes both general and specific criteria for safety in the workplace in the United States. It is management's responsibility to

make certain that all provisions of the Act and subsequent regulations applicable to this company are followed. Management may also adopt other safety rules in addition to those contained in this booklet.

All employees have the following responsibilities:

- 1** *Read OSHA Posters and printed materials and comply with OSHA standards.*
- 2** *Understands and cooperates with employers' safety programs.*
- 3** *Follow Safety rules, regulations and wear personal protective equipment (PPE)*
- 4** *Report hazards that could result in personal injury, product or property damage to your supervisor.*
- 5** *Report injury to your supervisor immediately.*

These rules were made to reduce your chances of injury while on the job. Read them carefully and understand them fully. Knowing and observing these rules is essential to make this a safe place to work.

General Safety Information

ATTITUDES

- Follow all company and departmental safety rules.
- Be personally concerned for your own safety as well as the safety of your co-workers. You are important in the development of a successful safety program.
- Always be alert and aware of what you are doing and what is happening around you. Always keep your eyes and ears open.
- Never take chances. If you need help of any kind, ask for it.

HOUSEKEEPING

- Housekeeping is an important part of your job. Everyone must share the responsibility to keep the workplace clean. A clean place is a safe place to work.
- Clean up everything that is out of place. Put bands and wires in the proper containers. Empty the containers periodically.
- Keep slippery substances off the floor. If anything should spill, clean it up right away.



