

### GENERAL SAFETY GUIDELINES

Train staff to learn and use the proper (and safe) work methods for all tasks.

Require staff to wear the right personal protective equipment.

Monitor staff to make sure they do not take shortcuts, risks, or engage in horseplay.

Instruct employees to report all hazardous conditions to management.

Instruct staff that drugs and alcohol are never permitted in the workplace.

Remind your staff they are not to rush. Safety comes before speed.

#### Tips for Your Employees

Show up for work well rested.

Leave all personal problems at home.

Practice good housekeeping.

