

General Housekeeping

1. Everything has a proper storage location.

If you don't know where it is, please ask.

If you do know, put it back.

2. If it is broken, report it.

If it doesn't work, report it.

If it's broken or doesn't work, don't use it.

3. Dirt, dust, debris are harmful to your safety and health. Even if you didn't put it there, pick it up, clean it up, or move it aside.

4. If you spill or drop any fluid on the floor, clean it, or use absorbent materials. You are responsible for prevention of injuries.

5. Never block fire exits, fire pull alarms, doorways, aisles, and electrical breakers of machine switches for any reason at any time.

6. Oil, gas, and other vehicle fluids all have proper storage containers. Make sure you use them. Never mix chemicals.

AT ALL TIMES – IF IN DOUBT, SEE YOUR INSTRUCTOR