

Employee Connections, Inc./EC Staffing, Inc. Safety Manual

TO ALL PERSONNEL

1. All personnel shall follow the rules outlined in this Safety Manual.

ALL EMPLOYEES

Lifting procedures:

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and cards, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping:

1. Do not place material such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dustpan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down by using a hammer.
9. Return tools to their storage places after use.
10. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
11. Clean up spills or leaks immediately using a paper towel, rag or a mop and bucket.

Office Safety:

1. Close drawers and doors immediately after use.
2. Put heavy files in the bottom drawers of the file cabinets.
3. Open one file cabinet drawer at a time.
4. Use the handles when closing doors, drawers and files.
5. Do not stand on furniture to reach high places.
6. Use a ladder or step stool to retrieve or store items that are located above your head.
7. Do not kick objects out of your pathway; pick them up or push them out of the way.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Keep floors clear of items such as paper clips, pencils, tacks or staples.
10. Do not tilt the chair you are sitting in on its back two legs.
11. Carry pencils, scissors and other sharp objects with the points down.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed/locked position when it is not in use.
14. Do not use paper-cutting devices if the finger guard is missing.
15. Keep fingers away from the ejector slot when loading or testing stapling devices.
16. Point the ejector slot away from yourself and bystanders when refilling staplers.
17. Use a staple remover, not your fingers, for removing staples.
18. Do not use extension or power cords that have the ground prong removed or broken off.

19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
20. Do not place your fingers in or near the feed of a paper shredder.
21. Do not connect multiple electrical devices into a single outlet.
22. Do not throw matches, cigarettes or other smoking materials into trash baskets.
23. Keep doors in hallways fully open or fully closed.
24. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
25. Do not use fans that have excessive vibration, frayed cords or missing guards.
26. Do not place floor type fans in walkways, aisles or doorways.
27. Use handrails when ascending or descending stairs or ramps.
28. Obey all posted safety and danger signs.
29. Do not use frayed, cut or cracked electrical cords.
30. Do not run on stairs or take more than one step at a time.
31. Do not jump from ramps, platforms, ladders or step stools.

Personal Protective Equipment:

1. Do not wear hard hats that are dented or cracked.
2. Do not paint or drill holes in hard hats.
3. Wear plugs or earmuffs in areas posted "Hearing Protection Required".
4. Wear safety glasses, goggles or face shields when operating chippers, grinders, lathes or sanders.
5. Wear face shields over goggles or safety glasses during open furnace, hot dipping, metal plating or gas cutting operations.
6. Wear chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or Corrosive".
7. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
8. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.

Forklift Safety Rules:

1. Only forklift operators may operate forklifts.
2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to the forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are enroute. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45 degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound horn when approaching blind corners, doorways or aisles or alert other operators and pedestrians.
17. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.
18. Stay minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when the load blocks your vision.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not drive the forklift while people are on the attached man-lift platform.
23. Drive loaded forklifts forward up ramps.
24. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
25. Drive loaded forklifts in reverse when driving down a ramp.
26. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.

Batteries:

1. Do not lay tools or metal parts on top of a battery.
2. Turn battery chargers off prior to connecting the cables to the battery posts.
3. Position the fork truck so that the battery is aligned with the rollers or the hoist used for moving the battery and engage the fork truck brake before removing the battery and placing it onto the charging rack.
4. Set the brakes on the lift truck prior to connecting the charging cables to the battery on the lift truck.
5. Do not smoke in the battery charging areas.
6. Manually flip the fan motor to the "On" position before operating the battery charger.

Hand Truck Operations:

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push to load so that the axle and not the handles will carry the weight. The operator should only balance and push.
6. Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
14. Do not lift slippery or wet objects; use a hand truck.

Hazardous Materials:

1. Follow the safe handling instructions listed on the label of the container and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Do not smoke while handling chemicals labeled "Flammable".
6. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
7. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
8. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage".
9. Before pouring, dispensing or transferring any liquid from a bulk container labeled "flammable", observe the following safety procedure:
 - Only use red color-coded, metal containers for transferring the liquid.
 - Electrically ground and bond the containers as follows:
 - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other of the grounding wire to a ground source, such as a ground driven steel stake.
 - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
10. Before using the chemical exhaust hood, manually flip the fan motor switch to the "on" position.
11. Do not use chemicals from unlabeled containers and unmarked cylinders.
12. Do not perform "hot work" such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
13. Do not drag containers labeled "Flammable".
14. Use a rubber cradle when transporting unpackaged glass bottles of chemicals.
15. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
16. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive or Caustic".

Hand Tool Safety:

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives or other cutting tools, cut in a direction away from you body.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "makeshift" repairs to tools.
11. Do not use "cheaters" on load blinders or "boomers".
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
14. Transport hand tools only in toolboxes or tool belts.

Hammers:

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike on hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.
7. Use only a sledge type hammer on a striking face wrench.

Saws:

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw that has dull saw blades.
4. Oil saw blades after each use.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the worktable.

Screwdrivers:

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. Do not use a screwdriver to test the charge of a battery.
11. When using a spiral ratchet screwdriver, push down firmly and slowly.

Snips:

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Use the locking clip on the snips after use.

Tool Boxes/Chests/Cabinets:

1. Use the handle(s) when opening and closing a drawer or door.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

Ladders and Step Ladders:

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.

16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Do not leave tools on the steps of a ladder.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
11. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not connect multiple electrical tools into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Wear dielectric gloves when working on electric current.
19. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
20. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
21. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

Hydraulic/Pneumatic Tools:

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Portable Welding Equipment:

1. Do not use personal or employee-owned power tools and portable appliance while at work.
2. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
3. Leather welders' gloves are required for all welders when using welding equipment.
4. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.
5. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the notches on the power plug prongs are not worn off, allowing the plug to be inserted backward.

Welding/Cutting/Brazing:

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. "Blow Out" hoses before attaching the torch.
7. Ignite torches with friction lighters only. Do not use a cigarette lighter.
8. Do not wear contact lenses when welding.
9. When welding, wear a welding helmet with filter plates and lenses, welding glove, a long sleeve shirt, long pants and an apron.
10. Bleed oxygen and fuel lines at the end of the work shift.

Compressed Gas Cylinders: Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not hoist or transport cylinders by means of magnets or choker slings.
6. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
9. Place cylinders in a cradle, slingboard, pallet or cylinder basket to hoist them.
10. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Use of Cylinders

1. Do not use dented or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
4. Stand to the side of the regulator when opening the valve.
5. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
6. Do not use compressed gas to clean the work area, equipment or yourself.
7. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
8. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
9. Purge oxygen valves, regulators and lines before use.

Vehicle/Driving Safety

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Do not drive on the road shoulders.
4. Use side and rearview mirrors before making lane changes, turns and sudden stops.
5. Only employer authorized personnel may operate any company vehicle.
6. Do not operate a vehicle if you are ill or fatigued.
7. Do not operate a vehicle if you are taking any medications whose container label indicates that the medication may cause drowsiness or other side effects.
8. Turn the vehicle off before fueling.
9. Do not smoke while fueling a vehicle.
10. Wash hands with soap and water if you spill gasoline on your hands.

Machine Operations

1. Stop operation of the machine if any controls fail to work as designed.
2. Do not wear long sleeves if machines have any rotating operations.
3. Do not operate equipment that has a safety tag on controls.
4. Do not perform repairs on equipment unless the equipment is turned off, de-energized, locked out and tagged out of service.

Machine Guarding

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.

FOOD SERVICE PERSONNEL

Food Service:

1. Wear eye protection, rubber gloves and apron when using an oven cleaner.
2. Do not place heated pots or pans in a position such that the handles are protruding over the edge of range, table or counter.
3. Do not fill pots, pans, buckets or cookers more than 2/3 full.
4. When adding ingredients to hot liquids, add small portions to prevent splashing.
5. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
6. Transport hot liquids in closed containers.
7. Clear a space on the prep table, before removing the hot food from the oven.
8. Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.
9. Use the cart wheel-locking lever to lock the wheels of the cart in order to prevent movement while removing items.
10. Turn off gas supply and electrical current for appliances when they are not in use.
11. Do not handle frozen items from freezers and hot items from stoves when your hands are wet or bare. Use potholders, baking gloves, or heat resistant pads.
12. Pick up broken glass by using a broom and a dustpan.
13. If glassware breaks in the sink, use tongs to remove the large fragments of glass; open the drain; run the water to wash any remaining small glass fragments down the drain.
14. Do not put your hands inside the mixing bowl while the bowl and mixer are in operation.
15. Use the stomper to push meat through the grinder attachment of a mixer.
16. Do not attempt to clean a hot oven, hot heating elements, or a hot quartz lamp.
17. Wear heat resistant gloves when cleaning grills.
18. Carry and store all sharp tools in a sheath or holster.
19. Replace the guards in the bread slicing machine, and other clashing equipment after making adjustments or repairs.
20. Do not stop looking at what you are slicing, while you are using a slicer.
21. Do not place your hand on top of the blade guard while you are operating the slicer.

22. Turn the power switch of the slicer to "off" and unplug it when it is not being used.
23. Wear a wire mesh glove when cleaning the exposed edge of the slicer knife.
24. Keep all blades of cutting tools sharp.
25. When handling and opening bottles, grip the bottle firmly near its base, not its stem.

Knives/Sharp Instruments

1. When handling knives and other cutting tools, direct sharp points and edges away from you.
2. When using knives, cut in a direction away from your body.
3. Store knives in knife blocks or in sheaths after use.
4. Do not use knives with dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons, use safety box cutters.
9. Do not use knives with broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by its blades.
13. Carry knives with its tip pointed towards the floor.
14. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in a sheath.

Burns and Temperatures:

1. Do not use the cooking range if the exhaust fans for the hood do not automatically come on when the range is turned "on".
2. If grease, cooking oil or food becomes ignited, pull the fire alarm, turn on the fire suppression system and leave the work area.