1. **You are responsible** for your own personal safety and the general safety of your co-workers.

2. **Promptly report** hazardous conditions to your supervisor.

3. **Observe and obey all posted safety notices.**

4. **Follow F&S special procedures** such as shop rules, lockout/tagout, confined space, etc.

5. **Always use personal protective equipment** appropriate to the job, such as gloves, eye protection, earplugs and/or earmuffs, hard hats, respirators, hard-toed shoes, etc.

6. **Inspect all equipment before use.** When a tool shows excessive wear, exchange it for another one.

7. **Use only those power-actuated tools on which you have been trained and authorized.**

8. **Adhere to safe practices** for lifting, bending, and reaching.

9. **Never wear loose or dangling** clothing, rings, and other jewelry around moving machinery. This includes shop equipment (such as power saws) as well as office equipment (such as shredders).

10. **Never leave running equipment unattended.**

11. **Know the locations** of fire extinguishers, eye wash stations, fire alarms, safety showers, and fire exits in your working area.

12. **Read the Material Safety Data Sheets** (MSDS) and follow the instructions when working with chemicals.

13. **Inspect ladders** daily before use. Remove defective ladders from service.

14. **Use a flashlight** when going into darkened areas.