



Module 1: Company Overview

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General Safety

- Safety in the Plant begins with the right *frame of mind*
- When you enter the shop, make sure that you mentally and physically adjust to the increased hazards around you
 - Forklifts, machinery, heavy loads
 - Blown and pressurized air
 - Mechanical and electrical situations

Safety Glasses Required in Shop

- Increases Awareness of heightened risk in the shop
- Eye injuries are REAL – the combination of fiberglass particulates, dust, fans and pressurized air has resulted in REAL INJURIES at Concote
- Shrapnel from cutting processes
- Chemical splashes



Forklifts – Trained Operators Only

- Concote has its own certification program



Forklifts – Trained Operators Only

- DO NOT operate a forklift unless you are certified by Concote
 - It is not an excuse that you have been certified at another company
 - It is not an excuse that you have “years of experience”
 - It is not an excuse that someone told you to use a forklift
 - It is not an excuse that it is an emergency or a quick use

Cutting Surfaces

- Concote engages in a number of cutting operations
 - Blade cutting
 - Slitter knife cutting
 - Water Jet Cutting
 - Laser Cutting
 - Machining and Milling
 - Die Cutting



Cutting Surfaces

- The #1 MOST LIKELY INJURY at Concote is from cuts and lacerations. Best ways to avoid lacerations:
 - Wear Protective Gloves
 - Make sure Machine Guards are working
 - Do not operate machines you have not been trained on
 - When using knives, cut on a stable surface with blade facing down and away

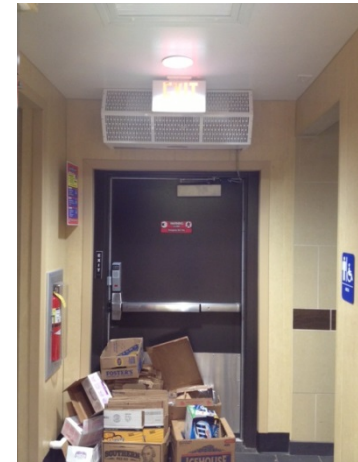


Pressurized Air

- Pressurized Shop Air Can be Very Dangerous
 - Can blow particulates into eyes
 - Can damage skin
 - Out of Control Air hoses can cause injury
- Safety Techniques
 - Never aim air at self or others
 - Make sure appropriate nozzles are attached
 - Maintain a proper grip at all times

Fire Exits

- There are many different emergencies that would require employees to have to exit the premises
 - Exits are clearly marked with lit exit signs
 - Familiarize yourself with all exits, particularly those closest to you workspace
 - Never let an exit become blocked



Reporting Unsafe Conditions

- It is everyone's responsibility to report unsafe conditions to any of the following
 - Safety Manager/Quality Manager
 - Supervisor
 - Plant Manager
 - Management



Lifting Heavy Items

- Many items, including tooling, raw materials or packages can be heavier than they appear
 - Use an approved lifting device such as handtruck, pallet jack or forklift
 - Get assistance in lifting from other employees
 - Inform supervisor or plant manager if items are too heavy to lift



Personal Protective Equipment PPE

- PPE may be necessary or desired in certain areas and will be provided upon request
 - Ear Protection
 - Sleeves for Arm Protection
 - Gloves
 - Respirators
 - Aprons



OSHA

- Occupational Safety and Health Administration
 - Federal Agency for Workplace Safety
 - Reporting to OSHA should occur where Employers fail to correct reported conditions
 - Makes Guidelines for labelling of materials and hazards in the workplace
 - Pay attention to labels and warning signs
 - Up next OSHA Labelling

The End