	GILES CHEMICAL		
	COMPANY PROCEDURE		
	DO NOT REACH, DO NOT TOUCH	Page : 1 of 3	Revision : 01 Date : 08/13/09
	Author: Author: Stacy Howell	General Awareness/Safety	

Personnel responsible:

All Employees

Safety:

Safety shoes and safety glasses are required when working in the plant.

All proper safety equipment for the area you are working in.

Summary:

This procedure is to inform all employees of the potential hazards of working around equipment, machinery as well as live steam and hot Brine lines.


Procedure:

DO NOT REACH

- 1) DO NOT REACH INSIDE OF MACHINERY TO RETRIEVE OBJECTS.**
- In the event that an object falls into a piece of equipment while running, pull the **EMERGENCY STOP**. If you can not reach the emergency stop, let the equipment have the object. It is easier to retrieve a knife, hose, etc. than replace a hand or an arm.
- Be aware of your **EMERGENCY STOPS**. If you do not know the location of the **EMERGENCY STOP** on a piece of equipment please ask someone (Safety Manager, Production Manager, Maintenance Manager, Lead Operator etc.)
- Contact Maintenance Manager anytime objects are stuck in running equipment.
- Contact Safety Manager if you feel there is a machine that needs an emergency stop
- If an Operator needs to work on equipment or machinery, it must be locked out and tried before work begins.

DO NOT TOUCH

- 1) BE AWARE OF HOT PIPES AND / OR MACHINERY.**
- Giles' process contains many steam lines, Brine lines, Hot water lines, as well as equipment that may have a hot surface or hot contents.
- Always be cautious of lines before touching them or unhooking them
- Always be cautious of equipment before touching parts

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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