

GILES CHEMICAL		
COMPANY PROCEDURE		
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Author: Stacy Howell	Title: DO NOT REACH	

**Safety:** All proper equipment for the area.

**Purpose or Objective:** The purpose of this procedure is to ensure that employees DO NOT REACH inside equipment to retrieve objects while equipment is running.

**Procedure:**

- 1) **DO NOT REACH INSIDE OF MACHINERY TO RETRIEVE OBJECTS.**
- 2) 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.
- 3) 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.)
- 4) Contact Maintenance Manager anytime objects are stuck in running equipment.
- 5) Contact Safety Manager if you feel there is a machine that needs an emergency stop

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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