

# Manufacturing Company Safety Instructions

Safety is our top priority. All employees, contractors, and visitors must follow these safety guidelines to maintain a secure and productive work environment.

- Wear appropriate Personal Protective Equipment (PPE) at all times, including helmets, gloves, eye protection, and safety shoes.
- Follow all machine operating procedures and never bypass safety guards or emergency stops.
- Report unsafe conditions, incidents, or injuries immediately to your supervisor.
- Keep work areas clean and free from hazards such as spills, debris, and obstructed walkways.
- Only trained and authorized personnel may operate machinery and equipment.
- Observe proper lifting techniques and use mechanical assistance when required.
- Know the location of emergency exits, fire extinguishers, first aid kits, and assembly points.
- Participate in regular safety training sessions and emergency drills.
- Do not use mobile phones or engage in distracting activities in operational areas.
- Immediately shut down equipment and notify maintenance if malfunction is suspected.

Failure to comply with safety instructions may result in disciplinary action. Safety is everyone's responsibility — work safely and protect yourself and others.