



# LIFECHIROPRACTIC

## COLLEGE WEST

### New Hire Safety Procedures Acknowledgment

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Information has been received and understood in the following areas:

- ☐ General safety rules
- ☐ Emergency procedures and exits manual
- ☐ Lifting techniques
- ☐ Reporting unsafe conditions
- ☐ Necessity of reporting **all** injuries no matter how minor to your immediate supervisor. If more than first aid is needed please report the incident to the Human Resources Department.
- ☐ Importance of good housekeeping within the work area
- ☐ Employee agrees to fully cooperate with the safety efforts of the employer

Signature: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_



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### **Employee Safety Responsibility and Rules**

Every employee is responsible for working safely, both for self-protection, of fellow workers, and for supporting all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Do not operate any equipment you have not been trained and authorized to use.
3. Report any safety hazards or defective equipment immediately to your supervisor.
4. Do not remove, tamper with or defeat any guard, safety devices or interlocks.
5. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
6. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
7. No one shall be in the possession of or under the influence of, alcohol or controlled substances while on the premises.
8. No horseplay will be tolerated.
9. Low heeled, closed toe shoes must be worn at all times.
10. No one is allowed to climb on shelves or stand on chairs, you must use a step stool or ladder.
11. Always follow safe lifting procedures when lifting any object and get help for heavy loads.
  - Bend knees, not your back
  - Keep load close to body
  - Keep back straight
  - Lift with legs
  - Do not lift and twist
12. Before being used, all tools and equipment should be inspected for safe conditions, grounding, and operation.
13. Know and follow all College safety policies and rules.
14. Wear all required personal protective equipment.