

# Employee Acknowledgement Form

## Code of Safe Practices

I \_\_\_\_\_ (PRINT) hereby acknowledge that I have received, read and understand the "Code of Safe Practices and Material Safety Data Sheets."

I agree to conform to all practices, safety rules and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- A. It is my responsibility to report all unsafe conditions or violations of the Code Of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- B. I am encouraged to inform my immediate superior of any hazards on the job without fear or reprisal. And that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Coordinator or management by phone or mail.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Copies to: Office (original), Safety Coordinator, Employee

## Code of Safe Practices

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your Supervisor is obligated to hold you responsible for your safety** by enforcing these rules and providing you a safe place to work.

- a. I will immediately report to my supervisor any accidents or near misses, and injuries no matter how slight, that occur on the job.
- b. I will cooperate and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid in engaging in any horseplay and avoid distracting others.
- g. I will wear personal protective equipment when working in hazardous areas and/or required by my supervisor.
- h. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- i. I will submit any suggestions for accident prevention, which may assist in improved working conditions or work practices to my immediate supervisor.
- j. I will smoke in authorized locations only.
- k. I will not bring in my possessions. Use or introduce any kind of intoxicating liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- l. I will not bring onto job, have in my possession or in my car, any weapons or ammunition of any kind.
- m. I will obey all safety rules and follow published work instructions.
- n. I will not come to work under the influence or intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

**I have read and understand the above items and realize that failure to follow these rules may be grounds for dismissal.**