

Sheet Metal Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report injuries, incidents, unsafe conditions, and damage to management before the end of your workday.
- Contact your supervisor whenever an injury or after-hours incident occurs or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our company performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Drivers and passengers must wear seat belts when using company vehicles, driving personal vehicles for business or operating heavy equipment.
- Do not operate a vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before use. Report any maintenance concerns.
- Class E hard hats and high-visibility reflective vests (day and night) are required.
- Hearing protection is required near loud tools and machines.
- Eye protection is required.
- Safety-toe footwear is required while at work. In icy weather, use slip-over ice cleats.
- Do not work near energized overhead power lines. Before work, contact the power company to ensure overhead power lines and entrances are safe.
- Stay a minimum of 10' away from power lines.
- Do not let the wind blow metal or materials into power lines.
- A fall prevention plan must be completed when using ladders, boom lifts, scissor lifts, or personal fall arrest harnesses.
- To prevent falls, never stand on any leading ledge, near any opening, or rooftop edge without first putting fall prevention equipment in place.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Maintain three points of contact when using ladders, and do not overreach.
- Use scaffolds, step ladders, platform ladders, or lifts when assembling components or positioning materials.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Clean up spills and hazards immediately.
- Know the severe weather plan.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

