**Basic Safety Tips**

* NO open toed shoes or flip flops on the work floor.
* NO high heeled shoes.
* Keep your shoes tied at all times.
* NO sitting on tables.
* NO running or horseplay.
* Walk in designated aisles. (Outside the yellow lines.)
* NO boxes in aisles.
* NO items on the floor. (Even if you didn’t put it there, please move it if you see it.)
* NO chairs in the aisles. (Push them in when not in use.)
* NO standing on chairs or tables. (Get the step ladder.)
* Pick up any paper on the floor. (Even if it is not yours.)
* Clean up all spills immediately.
* NO stepping over wet floor signs or walking on wet floors.
* DO NOT remove wet floor signs unless you have verified the floor (the entire area) is dry.
* DO NOT block exits or fire extinguishers.
* NO headphones on the work floor.
* DO NOT walk under open bay doors.
* Pay attention and be aware of your surroundings.