

# 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.