

INJURY AND ILLNESS PREVENTION

All employees have the responsibility of obeying safety rules and maintaining a safe working environment. While Formosa provides necessary and adequate equipment for your safety, you must be alert and use common sense to prevent accidents. Employees shall be trained on the following program. You will receive safety training during your new hire orientation period, as well as ongoing safety education.

We encourage you to share any safety concerns or ideas you have with your managers or with the designated safety representative. The management team will conduct regular safety inspections to identify and correct potential safety hazards...before someone gets hurt. We want everyone to make safety a priority! Because everyone has a responsibility towards safety, every employee must follow these safety rules and guidelines:

- Report all accidents to management immediately
- Clean up spills and broken dishes immediately
- Call police or paramedics when any emergency occurs; Dial 911
- Report any damaged equipment or unsafe items to management
- Put aside any broken or chipped dishes and glassware
- Keep aisles and hallways clear of debris, boxes, bus tubs, etc.
- Watch where you are going, and always “pass on the right”
- Do not overload trays or busser tubs
- Carry small stacks of plates and glassware
- Comply with all regulatory signs
- Do not operate any equipment or machinery unless you have been instructed by management in the proper and safe method of operation and are authorized to do so
- Do not involve yourself in any rowdy or aggressive behavior
- Clean rest rooms and locker rooms are essential. These areas are provided for your convenience, every employee must consider it their responsibility to maintain these areas in a clean and orderly fashion.
- Put all trash in the receptacles provided
- Always use a ladder to access heights. The top two steps of the ladder should not be used. A second person should secure the ladder for the climber. Never use a chair, table, or boxes in place of a proper step ladder or ladder.
- Place broken glass only into the recycling bins. Always use a broom and dustpan; never use your bare hands. If any glass is broken near food, ice, or any utensils, the food must be thrown out and ice must be melted and ice bin must be cleaned before the bin is refilled. The utensils should be properly washed before using again.
- Proper lifting technique requires that you bend your knees, firmly grip the object, and put the object close to your body and lift with your legs [not your back]. When moving objects, turn your whole body; do not twist with your back. Always ask for assistance when lifting or moving more than 25 pounds or anything large, such as boxes or tables.
- Proper footwear should be worn to prevent slips and falls. The shoe should be sturdy and have a rubber sole. Shoes with open toes or high heels and shoes in poor repair are not acceptable.
- Make sure that knives are sharp and in good repair.