### 1 Emergency/Fire Safety
- a) Location of fire extinguisher(s) (At minimum, at every exit)
- b) Location of primary & secondary exits
- c) Emergency reporting procedure/phone no. (911)
- d) Evacuation signal & procedure
- e) Evacuation meeting location (Safe Assembly Area)
- f) Identify area alarms, fire alarms, etc
- g) Earthquakes (Special note: barrel room)
- h) Carbon Dioxide awareness

### 2 Safety/Medical
- a) How & when to report an incident involving injuries
- b) How to report a near miss or unsafe condition
- c) Location of the first aid station/equipment
- d) Hearing Conservation Areas & PPE
- e) Location of the Safety Bulletin Board
- f) Details of the safety requirements in the area
- g) Respirator program
- h) Confined Space Entry
- i) Special equipment handling instructions/requirements
- j) Chemical Hygiene Plan - Provided by Lab Supervisor
- k) Machine Guarding
- l) Lockout/Tagout
- m) Working around forklifts
- n) Dress Code Requirements (Pants & Full Shoe)

### 3 Hazard Communication
- a) Specific chemical hazards in the work area
- b) How to obtain a Material Safety Data Sheet (MSDS)
- c) How to obtain personal protective equipment (PPE)
- d) How to use/store/dispose of PPE
- e) Container labeling requirements (primary & secondary)
- h) Breaks/eating/drinking (No eating in production areas)
- i) Cell phone/ text communications, ipod use
- j) Radio use in production areas

### 4 Security
- a) Badging
- b) Access
- c) Parking