

# BE SAFE!

## A Checklist for New Employees

An emergency can happen at any time. Checking off all the items on this list can help keep you safe and protect our business.

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Find the 2 nearest fire extinguishers.
<input type="checkbox"/>	Know 2 ways to exit the building.
<input type="checkbox"/>	Know dialing rules for 911.
<input type="checkbox"/>	Where to go if we evacuate?
<input type="checkbox"/>	Where are emergency lights?
<input type="checkbox"/>	Where are overhead sprinklers?
<input type="checkbox"/>	Where is a first aid kit?
<input type="checkbox"/>	In your desk: flashlight that works.
<input type="checkbox"/>	Is your computer strapped down?
<input type="checkbox"/>	List of emergency contact numbers.
<input type="checkbox"/>	Critical emergency steps for <u>your</u> job.
<input type="checkbox"/>	Does the person next to you know this?

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