



Safety Memo

Machine Guarding

This is a quick reminder to everyone that uses office machines that is equipped with a guard. According to the Procedure #20 in the safety manual (NWSM 20-1115), all hazardous equipment with areas that can pinch, cut, nip, rotate, etc. should be equipped with a guard when possible. Employees are responsible for proper use of these tools as well as replacing the guards between use.

This include the paper cutters in the office copy room. Make sure to put the blade down after use and bail the blade to prevent injury.

For questions about safety related issues, feel free to contact me or our supervisor.

Safety Manual Information

All the safety procedures are outlined in the NWSM 50-1115 as outlined in the Policy Directives 50-11 (PD 50-11). You can find a copy of each procedure on the bookshelf in the center of the cubicle area or on our intranet site on the safety tab.



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