

## **GENERAL SAFETY RULES**

1. Smoke only in approved areas.
2. Maintain housekeeping at all times. Keep equipment, tools, materials and work areas clean and orderly.
3. Horseplay and fighting will not be tolerated in the workplace.
4. Possession of an un-authorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
5. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
6. Wear appropriate clothing and suitable work shoes for your work environment.
7. Personal protective equipment will be worn when required to protect yourself from potential hazards that cannot be eliminated.
8. The use of assigned or available Personal Protective Equipment, when required to perform a job, is a condition of employment.
9. Operate equipment, vehicles, etc., only if you are trained and authorized.
10. Never jump on or off moving equipment, machinery or vehicles.
11. Use proper lifting techniques. For objects exceeding 50 lbs. In weight, specific methods for safe lifting must be determined by the immediate supervisor. Ask for help if needed.
12. Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
13. Immediately report any recognized potentially unsafe condition or act to your supervisor.
14. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
15. Immediately report all accidents, near misses, and property damage to your supervisor, regardless of severity.

16. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
17. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
18. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste materials in a designated refuse container.
19. Report any smoke, fire or unusual odors to your supervisor.
20. Do not throw or intentionally drop tools, equipment or materials. Never attempt to catch a falling object.
21. Intentional misuse, neglect, or damage to tools, equipment, vehicles or property will not be tolerated.
22. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
23. Obey all driver safety instructions.
24. You are required to wear seat belts where provided.
25. Safety signs are posted to remind you of safe practices. Observe and obey these instructions.
26. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
27. Safety meeting attendance is required.
28. Walk, never run, within the work premises except in emergencies.
29. Know departmental rules regarding first aid, evacuation routes, and fire/police department notification.
30. Adhere to departmental rules and procedures specific to departmental operations.
31. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

**EMPLOYEES THAT FAIL TO ADHERE TO THE ABOVE SAFETY RULES MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**