

Safety & Health Rules

Policy

The (Insert City Name) has a vital interest in providing each employee with a safe and healthful place of employment. To that end, we have developed a set of General Safety Rules. These rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligation of employees. Rather, they are designed to assist in the prevention of personal injury or property damage. In addition, specific operations and departments may have additional safety rules and policies that may apply to their area of operation.

Scope

This policy covers all (Insert City Name) employees including part-time, temporaries, and contractors performing work on City property.

Compliance

Failure to follow the rules outlined below may cause serious injury and/or illness. The Safety Policy Violation procedures, Policy #107 will be used to assure rule enforcement.

Responsibilities

- All employees, including management, shall abide by safety and health rules.
- Management personnel shall fairly and consistently enforce and follow safety and health rules.
- Employees shall report any infractions of these safety and health rules to their Supervisor or Department Director.

Safety Rules

- ◆ All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to management.
- ◆ All injuries, no matter how slight, shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- ◆ Always wear a seat belt when operating or riding in a vehicle.
- ◆ Employees are not to perform tasks or duties outside of their training or qualifications.
- ◆ Anyone known to be under the influence of drugs or intoxicating substances that impair their ability to safely perform assigned duties shall not be allowed on the job while in that condition. (See (Insert City Name) Alcohol & Drug Abuse Policy)

Safety & Health Rules

- ◆ Individuals who are taking medicine which might make them drowsy or produce hazardous side effects must report this to their supervisor for consideration and evaluation.
- ◆ Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
- ◆ Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- ◆ Work at a safe speed. Do not endanger yourself or others by hurrying recklessly.
- ◆ Learn the safe way to perform your job before you start. If you are not certain that you thoroughly understand the job, ask your supervisor for further assistance.
- ◆ When working around machinery do not wear loose clothing, rings, bracelets, or any other items that could become entangled in the equipment.
- ◆ Wear and use the prescribed Personal Protective Equipment (PPE). This includes equipment outlined in Policy #600, Personal Protective Equipment.
- ◆ Obey all posted safety signs, markings, and decals.
- ◆ Use scaffolds and / or ladders for climbing purposes. (Do not use barrels, boards, boxes, racks, etc.)
- ◆ Keeping the work area clean and organized is the responsibility of every employee
- ◆ Never leave materials, tools, hoses, cords, etc. in a position where one can slide, trip or fall.
- ◆ Aisles, walkways, stairways, and exits shall be kept free of debris, storage or obstructions.
- ◆ Smoking, burning, and welding are prohibited within 50 feet of flammable liquid storage areas.
- ◆ Keep hands and feet clear of pinch points when handling materials.
- ◆ Only authorized and trained employees may repair or adjust machinery and equipment.
- ◆ Machinery or equipment shall not be serviced, repaired, lubricated or adjusted while in operation. Shut down and follow lockout procedures while it is being serviced or repaired.
- ◆ Check all tools before use and report any problems to your supervisor. Do not use defective or damaged tools or equipment.
- ◆ Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition. Never attempt to circumvent or defeat such mechanisms.
- ◆ Turn off all unattended power equipment.

Reference:

- ◆ Policy 107: Safety Policy Violations