# GENERAL SAFETY RULES

It is important to the company that precautions are taken to ensure that the workplace is safe. It is the responsibility of [NAME OR TITLE OF THE PERSON IN CHARGE OF SAFETY] to make regular inspections and hold regular safety meetings. [HE OR SHE] has to meet with management to plan and implement further improvements in our safety program. Using common sense is still the best way to keep yourself safe at work and at home. As we’ve said, safety is very important to us so any violations of these rules will be considered for termination. [YOUR COMPANY NAME] is sincerely concerned for the health and well being of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

1. **ACCIDENT REPORTING**

Any injury at work – no matter how small – must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

1. **SPECIFIC SAFETY RULES AND GUIDELINES**

To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

* Observe and practise the safety procedures established for the job.
* In case of injury or sickness, no matter how slight, report at once to your supervisor. In no case should an employee treat his/her own or someone else's injuries unless they are certified in First Aid.
* In case of injury resulting in a possible fracture to the neck, back or legs, or any accident resulting in a severe head injury or an unconscious condition, the employee is not to be moved until medical attention has been given by authorised personnel.
* No jewellery or lose clothing is to be worn around machinery. It may catch on moving equipment and cause a serious injury.
* Never distract the attention of another employee, as you might cause him/her serious injury. To get the attention of another employee, wait until it can be done safely.
* Where required, you must wear protective clothing such as safety glasses, goggles, gloves, hair nets and masks. etc.
* Safety equipment such as pullbacks, restraints, and two-hand devices are designed for your protection. Make sure the equipment is suitably adjusted for your use.
* Be sure that no skids, pile materials, boxes, bins, or other equipment is blocking any exits, aisles, electrical boxes or lights, firefighting equipment or valves. ALL EMERGENCY EXITS MUST BE KEPT CLEAR.
* Keep your work area clean and tidy at all times.
* Compressed air is only to be used for the job intended. Do not use it to clean other surfaces or clothing..
* All smoking regulations are to be observed.
* Shut down your machine before repairing, cleaning or leaving for the day.
* Towing vehicles and lift trucks will only be operated by authorised personnel.
* Running and playing around are strictly forbidden.
* Do not tamper with electric switches or controls.
* Do not operate machines or equipment until you have been properly instructed and authorised to do so by your Manager.
* Do not engage in such other practises as may be inconsistent with ordinary and reasonable common sense safety rules.
* Report any UNSAFE acts or conditions to your Manager.
* Do not take hazardous shortcuts when moving from one place to another.
* Lift items correctly - use your legs, not your back. For heavier loads, ask for assistance.
* Do not clean, oil or adjust moving machinery.
* Keep machine guards in their intended place.
* Do not throw any objects around.
* Clean up all and any spilt liquid, grease or oil immediately.
* Wear hard toe capped boots and appropriate clothing.
* Place all rubish and paper into containers provided.

1. **SAFETY CHECKLIST**

It’s every employee’s responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your Manager immediately.

* Slippery walkways and floors
* Tripping hazards, such as piping or hose links, etc.
* Missing lighting and exit and entry signs.
* Poorly lit stairwells
* Loose guardrails or handrails
* Broken or loose
* Dangerously piled equipment or supplies
* Broken or open windows
* Unlocked gates and doors
* Electrical equipment left on unnecessarily
* Open electrical panels and doors
* Leaks of oil, water or steam
* Blocked aisles/walkways
* Blocked fire hose or extinguishers
* Blocked emergency exits
* Equipment overheating
* Oily rags
* Evidence of smoking in non-smoking areas
* Roof leaks
* Directional or warning signs not in the correct place
* Safety devices not operating properly
* Power transmission, machine, or drive guards missing, loose, damaged, or improperly placed

1. **SAFETY EQUIPMENT**

Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

1. **SAFETY SHOES**

The company will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

A reliable safety shoe vendor will visit the company periodically. Notices will be posted prior to the visits.

1. **SAFETY GLASSES**

The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

1. **SEAT BELTS**

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

1. **GOOD HOUSEKEEPING**

Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the centre of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon customer contact.