



SAFETY RULES

The program includes general safety rules which all employees are required to follow. General safety rules are those which apply to employees in all work areas as it is impossible to provide an exhaustive list of rules for every situation.

The rules listed are intended to illustrate expectations for safety compliance. Employees must observe specific rules of conduct in all County operations to control the potential for loss. Violations of the rules may result in immediate termination.

GENERAL SAFETY RULES

1. Employees must know and observe safety rules applicable to their job. Each employee's compliance with the safety rules is a requisite for employment.
2. Any injury, no matter how slight, including exposure to hazardous fumes and contact with hazardous chemicals, must be promptly reported to management.
3. The following activities are strictly prohibited and will not be permitted: horseplay, practical jokes, fighting, throwing of objects, running except in extreme emergencies, alcohol, unauthorized use of drugs, firearms, tampering with equipment, use of equipment without authorization or proper training.
4. Equipment requiring guards should not be operated unless all guards are in place. Guards should never be removed from a machine. They are there for your protection.
5. Smoking is not permitted in the workplace except in designated areas only.
6. All personal protective equipment must be worn when and where required, including safety glasses, hardhats, shoes, gloves, etc.
7. Electrical or mechanical lockout/tagout procedures for equipment must be followed at all times.
8. Flammable and/or corrosive liquids (materials) must be contained and transported in approved containers. All liquids and/or materials that are hazardous should also be stored in locations designated for this purpose.
9. Forklift drivers are responsible for safe operations. Lifts may be operated only by authorized forklift drivers. Forklifts must be driven at a slow, safe speed (maximum 5 MPH) and heavy loads carried low to the ground. No riders are permitted to accompany the forklift operator.

10. Access to emergency equipment (fire extinguishers, first aid kits, etc.) should not be blocked or restricted for any reason.
11. Good housekeeping practices must be maintained at all times. Employees must keep their work areas orderly and clean in the interest of safety. There are many days when floors and walkways are slippery due to spills or weather changes, be extremely careful when walking. Clean up spills immediately.
12. All unsafe acts and conditions must be corrected promptly or reported to management for further action.
13. All containers of liquid materials must be clearly identified with the name of the contents. Do not use unidentified materials.
14. Established safety procedures must be followed at all times.
15. Damaged or malfunctioning equipment must be reported to management.
16. Only authorized, qualified personnel may perform maintenance or repair work.
17. Any person present in, or passing through a work area, must observe the safety requirements of that area.
18. Building exits or escape routes must be identified and known by all personnel assigned to the facility.
19. Personal items such as rings, bracelets, necklaces and loose clothing, are not to be worn when working around electrical or mechanical equipment.
20. Broken, worn or defective hand tools will be immediately removed from service and reported to management for repair or replacement.
21. Clothing and hair must be kept neat, trimmed and worn in a manner that does not become a potential safety hazard.
22. All equipment operators must be at least 18 years old.
23. Always turn off equipment when it is being cleaned or serviced. This is for the safety of you and your equipment. (Follow proper procedures for exposures to unprotected energy sources.)
24. Do not remove or alter safety devices on equipment.
25. Approved protective goggles of the proper shade (color) must be worn when welding or working in close proximity to a welding operation.
26. No employee may operate a piece of equipment unless authorized by their supervisor.

27. Do not use compressed air to clean yourself or your clothing.
28. Employees performing maintenance on motor driven machines or other power activated equipment must make sure that switches, valves and starting devices are turned off, locked and tagged out.
29. Any mechanical safeguards removed during equipment repair or maintenance, must be replaced before the equipment is returned to operation.
30. Do not leave oily rags or open cans of flammable liquids in work areas.
31. Know where fire extinguishers are located and how to use them. Tampering with fire extinguishers may be cause for immediate dismissal.
32. Do not look into the heli-arc area when welding is being performed; serious eye damage will result.
33. When lifting heavy loads use your legs and not your back.
34. Never use any power equipment unless there is a ground plug. Report any loose wiring to your supervisor immediately.
35. Caution should be adhered to in parking lots. Maximum allowable speed - 10 MPH.
36. Keep stored objects or equipment away from electrical panel boxes; they must remain accessible in case an emergency shut off is required.
37. Ladders must be maintained in good condition and equipped with safety feet. Assistance must be obtained prior to using ladders when a slipping potential exists. Do not use makeshift scaffolding, rigging or staging.
38. Do not raise employees on makeshift platforms with forklifts. Use only a secured, safety platform.
39. No one should be allowed near a load or lift truck while the operator is lifting, lowering or repositioning a load.
40. Insure that work areas are adequately illuminated for the job to be performed.
41. All unsafe conditions should be brought to your supervisor's attention.
42. All employees are required to wear seat belts in county vehicles.