

## Code of Safe Practices

## General Office

It is our policy that everything possible will be done to protect employees and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable safety rules and practices and take action as is necessary to obtain compliance.

### ***To carry out this policy employees shall:***

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries, and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Means of egress shall be unblocked, well-lighted and unlocked during work hours.
5. In the event of fire, sound alarm and evacuate.
6. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
7. Only trained workers may attempt to respond to a fire or other emergency.
8. Exit doors must comply with fire safety regulations during business hours.
9. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
10. Materials and equipment will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
11. Aisles must be kept clear at all times.
12. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
13. All spills shall be wiped up promptly.
14. files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

15. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent them from becoming tripping hazards.
16. Never stack material precariously on top of lockers, file cabinets, or other high places.
17. Never leave desk or cabinet drawers open that presents a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
18. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
19. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.
20. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
21. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
22. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
23. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat, or fraying of cords.
24. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
25. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
26. Cleaning supplies should be stored away from edible items on kitchen shelves.
27. Cleaning solvents and flammable liquids should be stored in appropriate containers.
28. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
29. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.