

General Safety Rules and Instructions

General workplace safety and health practices include, but are not limited to, the following:

General Safe Practices:

- ◆ Implementation and maintenance of the IIP Program.
- ◆ Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- ◆ Fire Prevention and Emergency Action Plans with provisions for medical service and first aid.
- ◆ Proper use of personal protective equipment including face/eye protection, hand protection, hearing protection, foot protection, etc.
- ◆ Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- ◆ Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- ◆ Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- ◆ Proper reporting of hazards and accidents to supervisors.

Preventing Slips, Trips, and Falls:

- ◆ Keep your working area and all walkways clean and well lighted at all times.
- ◆ Do not string electrical cords across walkways.
- ◆ Spills should be cleaned up immediately. If a spill is noticed, warn others in the area before leaving the spill to get cleaning materials. If the spill is an unknown substance such as a chemical, follow the appropriate rules for personal protection.
- ◆ To retrieve items above your reach, use a proper ladder or step stool. Do not use chairs with rollers, boxes, cartons, or other such items which could collapse or move from under you.
- ◆ Be aware of trip/fall hazards such as cracked walkways, fraying carpets, etc. Please report any such hazards to your supervisor.
- ◆ Exercise special caution during the wet weather season when entering buildings, walking across drainage areas, etc.
- ◆ Wear appropriate footwear for the job.
- ◆ Be especially careful of trip and fall hazards when carrying items. Ensure that the path you take is free of hazards.
- ◆ Make sure the work area and all walkways are properly lighted. Report any conditions of poor or malfunctioning lighting to your supervisor.
- ◆ Walk, don't run.

Material Handling and Lifting:

Before you lift:

- ◆ Avoid lifting and carrying when possible ó use carts when possible.
- ◆ Plan ahead - Don't move it twice if once will do.
- ◆ Test before you lift - Don't try to lift objects which may be beyond your physical capacity. Get help or use a hand truck.
- ◆ Be sure the load is balanced and well packed so it won't shift.
- ◆ Ensure that there are no obstructions, slippery spots, etc. in your path when carrying an item.
- ◆ Get a firm grip before lifting - Use gloves to protect you hands as required.

When you lift:

- ◆ Choose a comfortable position
- ◆ Lift gradually ó don't jerk
- ◆ Avoid bending over - use your legs and arms, not your back
- ◆ Avoid twisting ó shift your feet to change direction
- ◆ Avoid reaching out ó keep the load close to your body
- ◆ Avoid lifting from/to the floor or from/to above your shoulders

Ladder Safety:

- ◆ Choose the right ladder for the job ó the ladder must be rated for the load, proper length and of the proper material (e.g. no metal ladders near electrical sources)
- ◆ Inspect the ladder before use
- ◆ Set the ladder up properly ó read and follow the directions on the ladder
- ◆ Get help moving and positioning heavy ladders
- ◆ Make sure the ladder is on a firm base and is secured from slipping ó if possible have another person hold the ladder while you work on it
- ◆ Climb and descend facing the ladder ó one step at a time
- ◆ Only one person may climb a ladder at a time
- ◆ When possible, do not work alone ó never climb a ladder if there is no one else available for help
- ◆ Both hands must be free to grip the ladder when climbing or descending - supplies and materials must be hoisted up on a line.
- ◆ Keep your body centered on the ladder ó never let your belt buckle pass beyond either ladder rail.
- ◆ Don't climb above the highest safest standing level ó usually the 2nd step from the top of a stepladder and the 4th rung from the top of an extension ladder.

General Kitchen Safety:

- ◆ Wear shoes with closed toes and slip-resistant soles
- ◆ Only trained persons should operate kitchen machinery (mixers, slicers, etc.)
- ◆ Do not operate any machinery without guards in place.
- ◆ Handle knives carefully
- ◆ Secure storage to prevent falling in case of earthquake
- ◆ Only use properly grounded electrical devices and take great care with electricity in wet areas

General Grounds and Facilities Safety:

- ◆ Use personal protective equipment (eye protection, ear protection, gloves, etc.) appropriate for the job
- ◆ Select the right tool for the job ó if the proper tool is not available, notify your supervisor
- ◆ Only trained persons should operate power tools
- ◆ Do not operate any machinery without guards in place
- ◆ Secure storage to prevent falling in case of earthquake
- ◆ Only use properly grounded electrical devices and take great care with electricity in wet areas

General Office Safety:

- ◆ Do not leave desk, file, or cabinet doors open since they create a tripping or bumping hazard
- ◆ Do not open more than one drawer at a time to reduce the risk of tipping a cabinet
- ◆ Do not climb on chairs, desktops, or other improvised supports
- ◆ Ensure that file cabinets and storage shelves are tied to the wall and avoid overhead storage near work areas to reduce the risk of injury in an earthquake
- ◆ The use of multi-taps to plug multiple electrical appliances should be closely supervised. Care should be taken not to overload the circuit
- ◆ Observe proper computer workstation ergonomic guidelines

Motor Vehicle Safety:

- ◆ Check the vehicle to be driven for proper operation of lights, horn, and brakes, etc.
- ◆ Wear seat belts
- ◆ Drive defensively
- ◆ Yield the right of way
- ◆ Observe traffic signs and lights
- ◆ Maintain a safe following distance
- ◆ Not rely solely on mirrors while backing up or making lane changes
- ◆ Maneuver slowly in parking areas
- ◆ Look out for pedestrians and bicyclists, as well as for vehicles
- ◆ Never drink and drive or drive while on medication that may impair driving abilities.