

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 Injury and Illness 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 door, 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 and conditions of poor or malfunctioning lighting to your supervisor.
- Walk, don't run.

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, ear, glove protection. 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 to 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.
- Lookout for pedestrian and bicyclists, as well as for vehicles.
- Never drink or drive while on medication that may impair driving abilities.