

### WHAT TO DO IN CASE OF AN ON-THE-JOB INJURY

*It is the responsibility of each employee to follow set procedures when an accident or illness occurs that is found to be within the course and scope of their employment. Failure to follow the procedures set forth in the Workers' Compensation Policy & Article IX in the Alexander County Personnel Policy may result in loss of Workers' Compensation benefits and disciplinary action up to and including termination of employment.*

***In The Event of an Accident, Employee Should:***

- ◆ Report the injury to Department Head and Human Resources.
- ◆ Complete a "First Report of Injury or Illness Form" within 24 hours of the accident.
- ◆ Notify Department Head and Human Resources prior to receiving medical treatment (life threatening accidents or accidents occurring after normal 8-5 working hours may be directed to the nearest hospital).
- ◆ Follow the order of the approved health-care provider.
- ◆ Report to Department Head after each visit and provide medical notes to Human Resources prior to returning to work.
- ◆ If placed on light duty work or out of work by authorized medical professional, contact Human Resources for specific return to work instructions.
- ◆ County vehicle accidents must be reported immediately. A drug and alcohol test is required immediately following the accident.

Detailed safety policies are available at [www.alexandercountync.gov](http://www.alexandercountync.gov) or a copy will be provided to you at your request. For any issues regarding on-the-job safety, please contact Human Resources.

## ALEXANDER COUNTY Safety Policies and Procedures Handbook



**This Book Belongs to:**

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

***Important Telephone Numbers***

**Human Resources 828-632-1132**

**County Manager 828-632-9332**

**Department (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_**

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*All employees should be familiar with safety signs and tags within their work area. Listed are the most common signs that may be seen in the workplace.*



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### **CODES:**

- CODE IN** — Work Area Confinement
- CODE IN –DOWN** — Office Lockdown
- CODE OUT** — Evacuation Procedures

1. Announcement will be made using codes.
2. Lock all windows and doors. Turn off lights and close blinds.
3. Only evacuate during a lock down if given verbal instruc-

### **Security**

***The goal of our security policy is to ensure a safe workplace and protect employees from violent or terrorist attacks.***

#### **You should follow all security procedures:**

1. Keep security doors locked at all times.
2. Never prop doors open.
3. Do not lend keys, badges, or cards to anyone.
4. Recognize and respond to emergency and evacuation alarms.
5. Participate in drills.

#### **You should report all security concerns:**

1. Report unlocked or propped-open security doors.
2. Report security items that seem to be tampered with including locks, cameras, or lights.
3. Report strangers you see in the workplace or loitering outside.
4. Report suspicious envelopes or packages, such as those with greasy spills.
5. Cooperate with investigators on security concerns and follow-up reports on violent or terrorist events.
6. Advise management of any incident or “threat” of incident or call 911 if incident erupts quickly.
7. At no time should you become involved with those creating a disturbance.



## **Welcome from the County Manager**

Welcome to Alexander County Government. It is management’s goal to provide a safe and healthy work environment for our employees. A safe workplace is a combination of the efforts of upper management, department heads, supervisors, and employees. No one group can do it alone, but together we can create an environment that doesn’t hold a potential accident or illness around every corner.

There are two types of general safety hazards on the job: **Unsafe Acts** and **Unsafe Conditions**. Unsafe acts are things people do that ignore safety procedures and risk their own or other people’s health and safety. Unsafe conditions are machines, tools, protective equipment or work area situations that don’t comply with safety rules and practices and have to be corrected in order to protect people who work here. There’s no way to absolutely guarantee safety every moment of the day, on the job or off the job. But a combination of training and experience makes it relatively easy to identify on-the-job hazards and to protect ourselves from danger.

Employees are expected to stay alert to safety, report accidents, near miss accidents, unsafe acts and conditions that are experienced or noticed on the job. As you learn your safety responsibilities through the orientation process, you will play a key role in helping us stay safe, healthy, and in compliance with the law.

Again, thank you for your interest in employment with Alexander County and I look forward to working with each of you while building a safe and healthy workplace!

Thank you,

Rick French  
County Manager

## PROCEDURES FOR THE USE OF CELLULAR PHONES WHILE OPERATING VEHICLES ON COUNTY BUSINESS

***The safety of County employees, citizens, and equipment is of utmost importance. Safe driving is always the first priority. All employees who operate vehicles, county or private, in the course of their jobs are asked to review and comply with the following guidelines. These guidelines apply to all phones regardless of ownership:***

1. Get to know your cell phone's features such as speed-dial and redial. Use these features to avoid the distraction of dialing numbers while driving.
2. Always use hands-free devices such as ear/mike, speaker phone and/or phone cradle (accessories will be provided for County owned phones only.)
3. Position the cell phone within easy reach. The phone should be installed as near as possible to the driver's line of vision so eyes are diverted from the road for the least amount of time.
4. If possible, place the calls when you are not moving or before pulling into traffic. If you have passengers, let them dial numbers for you.
5. Assess the traffic situation before placing or receiving calls, making sure you are fully aware of road and vehicle distractions.
6. Make it clear to the person you are speaking with that you are driving and may need to interrupt the call to respond to traffic situations. Hang up or discontinue the telephone conversation without warning in precarious traffic situations. You can always explain later why you disconnected.
7. Do not engage in stressful or emotional conversations that may divert your attention from the road.
8. Develop ways to get free of long-winded conversations that may divert your attention from the road.

***When severe weather occurs, don't panic. To minimize your chance of being struck by lightning:***

- \* If you're outside, get into a building or vehicle.
- \* If on open water, get on dry land immediately.
- \* Avoid tall trees, poles, hills, overhead wires, pipes and other objects.
- \* Do not use the telephone, except in an emergency.

***In the event that a tornado threatens your facility, proceed according to the following plan:***

- \* Voice announcement will be made.
- \* Staff will secure all records.



### Severe Weather Key Terms

- \* Weather "Watch" - Conditions are favorable for severe weather to develop. No preparation is required.
- \* Weather "Warning" - Weather conditions have or will produce severe weather. Take immediate action to protect life and property.
- \* Tornado "Warning" - Proceed to designated safe area. If outside return to the building. If outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hands covering head.
- \* Severe Thunderstorm "Warning" - If outside, return to building. If inside, stay away from windows in case high gusty winds occur with the storm.
- \* Winter Storm "Warning" - Issuance of a winter storm warning indicates some form of frozen precipitation is occurring or will soon occur and will result in accumulation.

1. If things are falling around you, get under a desk or table until the falling stops.
2. If you become trapped in debris, do not light a match, do not move about or stir up dust.
3. Cover mouth with handkerchief or cloth.
4. Rhythmically tap on a pipe or wall to alert rescuers of your location.

Gas Leak/Petroleum Gas/Natural Gas

***If natural gas/LP gas is allowed to escape into the atmosphere, there is an immediate danger of fire, explosion, or asphyxiation. For this reason, natural gas, which is normally odorless, is given an odor to aid in protection of leaks through the distinctive smell. If you smell gas, ACT FAST, CALL 911!***

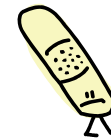
- \* Open all windows immediately if time allows. Do not delay evacuation to perform this task.
- \* Evacuate the area immediately! All personnel will cooperate with management and evacuate the building as soon as possible, using the evacuation procedures in this booklet.
- \* Do not turn any electrical switches on or off! Eliminate any open flames.
- \* Do not use the telephone or transmit a message over two-way radios while in the building or affected area.
- \* Do not return to the area until it is deemed safe by appropriate authorities.
- \* Once the gas is off, only the gas company will turn it back on.

9. Don't use the cell phone for social visiting while you drive.
10. Refrain from placing or receiving unnecessary calls. Allow voice mail to handle your calls and return them when it is safe and convenient.
11. Remember! Safe driving is the top priority. Actively compensate for the potential distraction created by cellular phone use, move to slower travel lanes, increase your following distance, and frequently check your mirrors to assess the immediate driving situation.



**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- ◆ Gloves suitable for the job being performed shall be worn where designated and where hazards exist.
- ◆ Use additional protective equipment as required by departmental rules.
- ◆ Wear face protection equipment when there is a possibility of face injury from work being done.
- ◆ If likely to be exposed to body fluids, make sure proper protective equipment is used—gloves are required.
- ◆ Get a good fit with your PPE. Make sure it completely covers the areas to be protected and is comfortable.
- ◆ Maintain your PPE according to County schedules and procedures.



**FIRST AID**

- ◇ Each workplace has a trained safety responder assigned to give minor medical treatment for cuts, scratches, etc.
- ◇ Know who the safety responder is in your department.
- ◇ A first aid kit is readily available in each work location.





## BLOODBORNE PATHOGENS

**Assume any injured person may be infected. Wear PPE and follow these safety tips to protect yourself:**

- ⇒ Wear appropriate PPE (safety glasses, goggles, face shields, gloves, etc).
- ⇒ Avoid getting blood or body fluids on your skin, especially your nose, eyes, or mouth.
  - ⇒ Immediately wash with soap and water.
  - ⇒ Flush eyes with running water if they are splashed.
  - ⇒ Remove and bag clothes.



## LOCKOUT/TAGOUT

**Lockout/Tagout is used when equipment is not in normal operating mode. Improper lockout/tagout procedures are responsible for countless injuries. The following precautions should be used when lockout/tagout is in progress:**

- ⇒ No person should perform maintenance on any equipment without proper lockout/tagout training.
- ⇒ If an energy-isolating device is not capable of being locked out, the energy control program shall utilize a tag-out system.
- ⇒ If an energy isolating device is capable of being locked out, the energy control program shall utilize lockout, unless it can be demonstrated that the utilization of a tag-out system will provide full employee protection.
- ⇒ Whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.
- ⇒ When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

## Fire

**In the event a fire is detected within any part of the facility, proceed according to the following plan:**

- ◆ Sound the alarm or announce evacuation over paging system. Have someone call 911. Remain on the line if your situation will allow this. Once out, never go back inside for any reason.

### If fire/smoke is present in the area:

- ◆ Be prepared to crawl.
- ◆ Cover nose and mouth to protect from smoke.
- ◆ Use back of hand to feel the door. If door is hot, do not open. Try another exit such as a window. If this is not possible, hang a cloth outside of the window to alert firefighters of your presence.
- ◆ Only return to the building when an “all clear” signal is given by designee.

### Procedures for Use of Fire Extinguisher

**Make sure you know where the nearest fire extinguisher is to your work area at all times. Note the location of extinguishers whenever you work in a new area, even if only temporary.**

*To use a fire extinguisher, remember the word “PASS”*

**Pull the Pin**  
**Aim the hose at the base of the fire**  
**Squeeze the trigger to release fire retardant material**  
**Sweep the hose back and forth low across the fire**



## Evacuation Rally Points

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1. Will be predetermined by location.
2. Evacuation routes are posted in each building. Please

## Bomb Threat Procedures

1. If a bomb threat is made to your phone, use the bomb threat checklist to get as much information as possible.
2. Call 911 and notify your supervisor.
3. Designated safety coordinators and responders will proceed to evacuate each floor.
4. When the alarm is activated, everyone must evacuate the building. An initial visual search of your workstation should be made as you prepare to leave. Unlock all doors, leave all lights on, and ensure that all visitors are evacuated.
5. Suspicious objects will not be touched or moved. Notify law enforcement of the location of any suspicious object.
6. Evacuees will report to the outside location designated within the evacuation plan and remain there until a determination is made as to the length of time the building will remain closed.
7. Communication by cellular phones or two-way radio, other than emergency personnel, will not be allowed in the area affected by bomb threat.

## Workplace Violence

***Be aware of potentially violent behavior that may result in a workplace violence situation. There may be cause for concern if a customer or co-worker:***

- \* Threatens violence or threatens to "get even" with some one.
- \* Tries repeatedly to intimidate you or others.
- \* Talks a lot about weapons.
- \* States that others are out to "get" him or her.
- \* Holds grudges.
- \* Blames others for problems.
- \* Displays frequent, unreasonable anger.
- \* Combines disturbing behaviors with substance abuse.

***\*\*Report any such actions to management immediately\*\****



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## OFFICE SAFETY RULES

***Office work can be more hazardous than is commonly thought since many accidents occur during ordinary office routines. The following are some best practices that can help make your office areas safe:***

- ◆ Keep desk and work area clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids.
- ◆ Keep an eye open for loose or rough floor covering, loose tiles, or carpeting that can create a tripping hazard.
- ◆ Be extra cautious when you come up to a door that can be pushed toward you. Take it easy when pushing one open. Also, slow down when approaching a blind corner.
- ◆ Keep electrical cords out of aisle-ways. If a cord needs to be run through the walkways, ensure that a cord cover is used.
- ◆ Never run electrical cords through doorways as it creates a pinch point that can break the integrity of the cord.
- ◆ All files, desks, and table drawers should be kept closed when not in use. Never open more than one file drawer at a time.
- ◆ Cabinets should be loaded evenly and should be secure to an adjacent cabinet or to walls so they cannot fall over.
- ◆ Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

- ◆ Never use chairs, desks, or other office furniture as a makeshift ladder. Use a stepladder or step stool and don't over-reach.
- ◆ Keep the blades of a paper cutter closed when not in use. All paper cutters should be guarded.
- ◆ Pencils are safest when carried point down in shirt pockets.
- ◆ Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report and treat such injuries at once to protect yourself from infection.
- ◆ Use a sponge or other wetting device for envelopes instead of your tongue. Use rubber finger guards when working with stacks of paper.
- ◆ Keep paper clips, thumbtacks, and pins in a proper place. Even a little scratch can get infected.
- ◆ Be sure all electrical office equipment is grounded and that the cord is in good condition.
- ◆ For computers, use surge protectors to protect your equipment from electrical power surges. Outlet strips may also allow more electrical equipment to be plugged in safely at one outlet/location, but look at the rating of the device and do not overload the circuit.
- ◆ Store heavy office supplies at a height between your knees and shoulders. Use proper lifting techniques for moving paper supplies to copy machines or printers.
- ◆ Tilted chairs can be a hazard when improperly used. Take care to assure that they are in good condition. Learn the limits.

5. OSHA has specific chemical disposal requirements. You will receive training if you are going to work with these substances. If you are not trained in chemical disposal, let authorized personnel take care of it.
6. Spills of hazardous materials or substances can occur at any place, and at any time. If inside, avoid direct or indirect contact with substance. If outside, move upwind and uphill from the spill.
7. Material Safety Data Sheets (MSDS) contain information such as: name of product, hazardous ingredients, physical & fire explosion data, health hazards, reactivity, spill or leak procedures, special protection and information about precautions.



## EMERGENCY PROCEDURES

***These procedures should not be considered to be comprehensive for all emergency situations that may be encountered. They are intended to be used as a quick reference during an emergency situation. Always remember: When an emergency occurs, you should call 911 and then take whatever emergency action you have been trained to take.***

### **Emergency Evacuation Procedures**

***If total evacuation of the building becomes necessary, implement the following procedures:***

1. Stairways will be used at all times. The elevators are not to be used for evacuation purposes. Proceed to designated assembly area.
2. Designated safety coordinators will assist the general public in exiting the building (see evacuation routes).
3. Records should be secured, if time permits.
4. Personnel will be advised when it is safe to re-enter the building. Employees will enter the building ten (10) minutes prior to the public being allowed access.
5. Know the location of the nearest fire exit and location and use of safety equipment.





## ELECTRICAL HAZARDS

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**Electrical hazards are present in every workplace. Here are some do's and don'ts of electrical safety:**

1. Use plugs that fit the outlet. Don't alter a plug to make it fit.
2. Check electrical wires and insulation for equipment you use.
3. Make sure electrical connections are tight on equipment you use.
4. Keep flammables and combustibles away from electrical outlets.
5. Keep a clear access to electrical access panels and boxes.
6. Don't overload electrical outlets.
7. Don't fasten cords with staples, nails, or anything that could penetrate the insulation.
8. Don't run cords through water or wet spots.
9. Don't touch cords with wet hands.
10. Don't use damaged cords.
11. Don't use underground cords or equipment.
12. Don't use under-grounded cords or equipment.

## **HAZARDOUS COMMUNICATIONS**

1. You have a right to know what chemicals are used in your workplace and what hazards they present.
2. Our hazard chemicals list is located in each department and centralized in Human Resources. Ask your supervisor to see it at any time.
3. Chemical container labels must all contain a variety of safety information, including chemical's identity, name and address of manufacturer or importer and specific hazards including the degree of hazards.
4. Ask your supervisor whenever you have questions about chemicals, container labels, or MSDS information.



## ERGONOMICS

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**With the increase of computers in every line of work, it is important to review your computer workstation setup. If you spend the majority of your time in front of a computer, then you should be aware of some basic ergonomic principles that will help improve your comfort and minimize stress caused from repetitive motion and poor posture.**

- Start by adjusting the chair height and keyboard to achieve a neutral wrist position with the forearms parallel to the floor and your keyboard or other work within a range of 2" above or below your seated elbow height.
- Select a sturdy chair with a firm padded back, adjustable arms, and a back that adjusts vertically and horizontally.
- Locate the computer monitor so that the screen is 18 to 30 inches away. The top of the screen should be at seated eye level or below to help prevent head and neck strain. If you wear bifocals, you may want to have the monitor below eye level.
- Organize your desk or worktable to accommodate the materials and equipment you need. Place the things you need regularly (such as a telephone or calculator) within easy reach. Use a chair that swivels to avoid unnecessary twisting and reaching.
- If you use a mouse or other screen-pointing device, locate it next to the keyboard on the side of your dominant hand.
- If you enter data into your computer from hard copies, use a document holder positioned next to your VDT screen.

- Work surfaces should have rounded edges so you do not bump or rest your wrist against sharp surfaces. Use a cushioned pad or wrist rest to support your wrist when working at a computer workstation. Try to work with your wrists in a straight (neutral) position.
- Glare can produce eyestrain. If overhead lights or windows create glare on your monitor, glare screens can be placed over the front of your monitor. You can also reduce glare on your monitor by tilting the front of the VDT screen down.
- If you spend significant time on the telephone, use a telephone headset to reduce neck and shoulder strain.
- It's helpful to glance away from the monitor regularly to focus on a distant object.



## **SLIP, TRIP & FALL HAZARDS**

Falls account for approximately 10% of all workplace deaths and 20 percent of all disabling on-the-job injuries.

### Common Types of Slip, Trip and Fall Hazards:

Spills and leaks  
Slick or uneven surfaces  
Clutter, debris, trash  
Extension cords  
Curled or loose carpet/rugs

*Good housekeeping practices can eliminate these hazards.*

## **Motor Vehicle Policy Accident Reporting**

***In the event of an accident involving County owned vehicles, the following procedures apply:***



- Drivers are to report any incident involving a County vehicle or any incident involving use of their personal vehicle for business to their supervisor immediately whether or not it results in an injury to any person or damage to any vehicle or property, and regardless of who is at fault, must be reported immediately.
- All County employees involved in a motor vehicle accident must consent to a drug and alcohol test.
- Render first aid, if qualified to do so, and arrange for medical help if necessary.
- Notify Law Enforcement Officials immediately. Unless it is necessary, the vehicle should not be moved until authorized by the investigating officer.

## **BACK SAFETY TIPS**

- \* When moving a load, assess its size, weight, and bulk. Ask for help if it's too big, heavy, or awkward. Use material handling equipment.
- \* If the load is manageable for you alone, use safe lifting techniques:
  - \*\* Bend at the knees, not the waist.
  - \*\* Pull load close to your body.
  - \*\* Face your load as you lift. Don't twist your body while lifting.
  - \*\* Let legs do lifting by holding load close to your body and standing with your back straight.

## MOTOR VEHICLES AND MOBILE EQUIPMENT

**Conducting County business requires that employees operate County-owned or leased vehicles (cars, vans, pick-ups, emergency vehicles, etc.) and/or use their personally owned vehicles on County business. From a safety standpoint, motor vehicle use creates some of the greatest risks for serious injury and property damage. Accidents result in injuries to employees, injuries to the public, and extensive property damage.**

1. Abide by all traffic regulations, laws, and ordinances while driving for the County.
2. Seat belts shall be worn when driving or riding in any vehicle on County business. All occupants shall wear seat belts while the vehicle is in operation.
3. Adjust the seat, inside and outside mirrors, and steering wheel tilt for safe driving before putting the vehicle into gear.
4. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distance, speed, and driving conditions.
5. Do not assume the right-of-way. Use defensive driving, and yield when necessary, even if you legally have the right-of-way. "Don't be pushy – Yield or Stop".
6. Keep a safe distance behind other vehicles and avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side, and let the tailgater pass.
7. Signal intentions at least 100 feet in advance, including change in lanes and turns. Avoid sudden braking.
8. County vehicles are not to be operated by other family members or non-employees with the exception of First Responders in an emergency situation.
9. Must be properly licensed to operate County vehicle.
10. Under no circumstances are drivers of County vehicles to pick up hitch hikers or give rides to strangers.
11. Never leave the vehicle with the engine running.
12. All traffic violations must be reported to the department head and/or Human Resources immediately. The County Manager will determine whether or not to allow the employee to continue operating a County-owned vehicle.



## HOUSEKEEPING / GENERAL RULES

**Many painful and sometimes disabling injuries are caused when employees are struck by falling objects or by striking against or tripping over objects they did not see. Many injuries and property damage losses stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.**

**The following housekeeping safety procedures apply:**

- ◇ Keep all aisles, stairways, passageways, exits, and access ways to buildings free from obstruction at all times. Remove all grease and water spills from traffic areas immediately.
- ◇ It is everyone's responsibility to pick up and clean up.
- ◇ Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.
- ◇ When stacking materials for storage, make sure the base is firm and level.
- ◇ Keep stacks level and do not stack too high. Keep aisles clear and maintain adequate space to work in them.
- ◇ When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
- ◇ When storing materials overhead on balconies or mezzanines, provide adequate toe boards to keep objects from rolling over the edge.
- ◇ Do not let materials and supplies that are no longer needed accumulate. IF IT IS NOT NEEDED, GET RID OF IT!
- ◇ Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions must be reported to your supervisor.

- ◇ Return tools and equipment to their proper place when not in use.
- ◇ Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way as to minimize tripping hazards or obstructions to traffic.
- ◇ Clean up spills immediately to avoid hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.
- ◇ Actively support and participate in the County's efforts to provide a safe and healthy workplace.
- ◇ Store sharp pointed articles to keep co-workers from coming in contact with the sharp edges or point.
- ◇ Dispose of all packing materials properly to reduce the chance of fires.
- ◇ Empty wastebaskets daily into approved containers.
- ◇ Put oily and greasy rags in a metal container for that purpose and dispose of properly and frequently.
- ◇ Maintain adequate lighting in obscure areas for the protection of both employees and the public. Keep landscaping well manicured to minimize hiding places.
- ◇ Employees are not to handle food, tobacco, etc. with residue from any lead-based product on their hands. Consumption of food and beverages is prohibited in areas where hazardous substances are stored or used.
- ◇ Employees whose hands are cut or scratched are not to handle any lead-based products.
- ◇ All switches or drives on machinery must be shut down and locked out before cleaning, greasing, oiling, or making adjustments or repairs.



- ◇ When fuses blow continually, it is an indication of an overload or short. Report this condition to your supervisor immediately.
- ◇ Keep electrical equipment properly maintained and free of grease and dirt.
- ◇ To prevent static sparks, keep drive belts dressed. Also, check belts for proper tension to prevent overloading motors.
- ◇ Maintain fire inspections and other fire prevention measures.
- ◇ Observe all safety warning signs, including locks and tags on equipment, "No Smoking" signs, confined spaces, etc.
- ◇ When climbing use a ladder, step stool, or other approved device.
- ◇ Fighting, horseplay, and running are not permitted.
- ◇ Report unsafe conditions or practices to management.
- ◇ Employees shall not be permitted to work while under the influence of alcoholic beverages, drugs, or any other mind altering medicines.
- ◇ Extension cords should not be run across aisles or through oil or water. Inspect cords for kinks, worn insulation, and exposed strands of wire before use.
- ◇ Circuit breaker boxes should be kept closed at all times. It is a requirement to maintain a minimum clearance of 36 inches in front of them.
- ◇ Flammables (kerosene, gasoline) and combustible materials (coats, rags, cleaning supplies) should not be stored in mechanical rooms or around electrical boxes.

