



Code of Safe Practices

- Report all unsafe conditions and equipment to your supervisor, manager or safety committee representative.
- Report all work-related accidents, injuries and illnesses to your supervisor, manager or safety committee representative.
- All entrances and exits shall be kept unblocked, and well lighted.
- Material and equipment must not be stored against doors, exits, fire ladders or fire extinguishers
- Aisles must be kept clear at all times.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- All spills shall be wiped up promptly.
- Always use proper lifting techniques. Never attempt to lift or push an object which is too heavy. If lifting more than 40 pounds, you are required to lift as a team.
- Never stack material precariously on top of lockers, file cabinets, or other high places.
- Files and supplies shall be stored in such a manner as to prevent or lessen the likelihood of damage to the supplies or injury to personnel when they are moved. Heaviest items shall be stored closest to the floor and lightweight items stored above.
- All cords running into walk areas must be taped down or inserted through runner protectors to prevent them from becoming a tripping hazard.
- Do not open more than 1 drawer at a time, particularly the top two drawers on a tall file cabinet.
- When carrying material, plan your route. Caution should be exercised in watching for and avoiding obstructions.
- All electrical equipment shall be plugged into appropriate wall outlets or into an extension of only one cord of similar size and capacity. Three pronged plugs shall be used to ensure continuity of ground.
- Appliances such as coffee pots and microwaves shall be kept in working order and inspected for signs of wear, heat, or fraying of cords.
- Fans used in the work areas shall be guarded. Guards must not allow fingers to be inserted through the mesh.
- Do not substitute your chair for a ladder.
- Equipment such as scissors, staplers, etc., shall be used for their intended purpose only and shall not be used as a substitute for a hammer, pry bars, or screwdrivers. Misuse can cause damage to the equipment and possible injury to the user.
- When working at a computer, have all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
- All substances transferred from one container to another should be properly labeled.
- Cleaning solvents and flammable liquids should be stored in appropriate containers.
- Ladders, step stools, and step ladders should be used when appropriate.
- All spills shall be wiped up promptly.
- Inspect motorized vehicles and equipment daily or prior to use.