

GENERAL SAFETY RULES

It is the policy of the Department to ensure that all employees are provided with the necessary training and resources to perform their duties safely. The Department is committed to providing a safe and healthy work environment for all employees. The Department is committed to providing a safe and healthy work environment for all employees. The Department is committed to providing a safe and healthy work environment for all employees.

The cooperation of all employees is necessary to make the workplace safe. It is the responsibility of all employees to follow the safety rules and regulations. The Department is committed to providing a safe and healthy work environment for all employees. The Department is committed to providing a safe and healthy work environment for all employees.

1. ACCIDENT REPORTING

Any accident or injury, no matter how slight, must be reported immediately to the supervisor. The supervisor will determine the extent of the injury and the appropriate action to be taken.

2. GENERAL SAFETY RULES FOR ALL EMPLOYEES

All employees must follow the following safety rules:

- Always use proper safety procedures for all jobs.
- In case of a fire, stop, drop, and roll. Do not use elevators. Do not use escalators. Do not use stairs. Do not use any other means of escape.
- In case of an injury, stop work immediately. Do not try to work through the injury. Report the injury to the supervisor.
- Do not wear loose clothing or jewelry. Do not wear high-heeled shoes. Do not wear any other items that could be a safety hazard.
- Do not drink or use alcohol while working. Do not use drugs. Do not use any other substances that could be a safety hazard.
- When required, use all personal protective equipment (PPE) properly. Do not use PPE if it is damaged or worn.
- Do not use equipment or machinery unless you are trained and authorized to do so. Do not use equipment or machinery if you are unsure of its safe use.