

General Safety Rules

1. Be responsible for your own safety and use care to avoid injury to others.
2. An accident-incident report must be completed and submitted to HR within 24 hours of any injury/incident and supervisor must be notified as well.
3. Employees should never make attempts to catch falling objects which may result in injury.
4. Make certain all emergency equipment such as fire extinguishers, alarms, and exit doors are accessible at all times.
5. Know the locations of all fire and safety exits. Follow evacuation protocols outlined in Emergency Procedures.
6. In the case of tornado, severe storm, or other emergencies, refer to protocols outlined in Emergency Procedures.
7. Keep work areas clear and free from boxes, bags, etc. A clean area is a safe area.
8. Do not place tools or articles on top of cabinets, stepladders, or other places from which they can fall.
9. No firearms, ammunition, or similar articles are permitted on agency premises.
10. Look over all equipment before use. Never use defective equipment.
11. Do not use extension cords for permanent wiring. Do not yank electrical cords by the cord to remove from the plug in.
12. When you have to lift a heavy object (this includes people), get a good footing, bend at the knees, secure a firm grip, keep the center of gravity of the object close to you. Keep the arms and back as straight as possible, then lift gradually by straightening the legs. If the object is too heavy or bulky to lift comfortably or safely, get help.
13. When handling blood or other potentially infectious material, follow the Bloodborne Pathogens Control Plan outlined in the Safety Manual.
14. Wear comfortable shoes with good soles. Close-toed shoes may be required for specific activities or sites (ICFs and any site that uses wheelchairs, EZ lifts, or EZ standers).
15. Only perform work or repairs for which you have been trained.
16. Handle electrical equipment with dry hands. Do not work with equipment that has frayed or split electrical cords.
17. Do not overload electrical circuits under any circumstances. Electrical work should only be done by qualified electricians.
18. Review the manual and follow all instructions when working with new or unfamiliar equipment.
19. Clean up spills, slip, and trip hazards immediately. Post warning signs near wet floors.
20. Never pick up broken china or glass with bare hands. Use a pan and brush or dampened paper towel.
21. Wash hands thoroughly before handling any food or dishes.
22. Maintain cutlery and sharp tools in good condition. Cut away from yourself. Use the correct tool for the correct job.
23. Do not remove guards from equipment.
24. Do not store heavy items on high shelves. Do not climb on shelving.