

SAFETY & HEALTH PROGRAM

COMMUNITY ACTION OF

ORLEANS & GENESEE

General Safety Rules

Purpose

The COMMUNITY ACTION OF ORLEANS & GENESEE'S primary objectives are to ensure the safety and health of our Employees, and to protect agency property. Our goal is to provide safe and healthful working conditions for all COMMUNITY ACTION OF ORLEANS & GENESEE Employees.

Safety Rules have been developed with input from Supervisors and Employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Each Employee should become familiar with and follow General and Departmental Safety Rules. Supervisors must enforce Safe Work practices through strict adherence to Safety Rules.

Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to

THINK SAFE, WORK SAFE, AND BE SAFE

Communication of Safety Rules

Communication of safety rules is accomplished by:

- Discussion during New Hire Orientation
- Published in the agency safety manual
- Posting throughout the facility
- Annual refresher training
- On-the-spot corrections and reinforcement by supervisors

Posting of General Safety Rules

General Safety Rules will be posted in conspicuous areas at all locations

COMMUNITY ACTION OF ORLEANS & GENESEE

GENERAL SAFETY RULES

- 1. Report all work injuries and illnesses immediately**
- 2. Report all Unsafe Acts or Unsafe Conditions to your Supervisor**
- 3. Use seat belts when on Agency business in any vehicles**
- 4. Firearms, weapons, or explosives are not permitted on Agency Property.**
- 5. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on Agency Property or while "on duty".**
- 6. Only authorized and trained Employees may repair or adjust machinery and equipment. Lock and Tag Out Procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when the job is completed.**
- 7. Only qualified and trained Employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Electrical Safety Rules when working with electrically powered machinery and equipment.**
- 8. Only authorized and trained Employees may dispense or use chemicals. It is your responsibility to know where MSDS's are located and that they are available for your use and review.**
- 9. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.**
- 10. Wear and use the prescribed Personal Protective Safety Equipment. This includes foot protection, head protection, hearing protection, gloves, etc.**
- 11. Smoking is permitted only in the designated "Smoking Areas".**
- 12. NO open flames (ex. candle) in an Agency facility.**

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary Action, up to and including Termination, will be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.