

Sample General Safety Plan

All employees must follow safety rules in order for the rules to be effective. The following General Safety Plan contains a sample safety and disciplinary policy. An employer may need to modify or delete part of the plan to make it fit the company's needs and specific circumstances. The employer may also need to supplement the plan for the same reason.

In addition to disciplinary policies, this General Safety Plan emphasizes basic safety principles that may apply to many businesses. Among the provisions are:

- general company policies
- basic personal protective equipment (PPE) policies
- general safety rules
- sample office safety rules
- accident reporting rules
- general first aid practices
- safety responsibilities of supervisors
- disciplinary policy statement
- sample disciplinary policy

This sample plan provides:

- sample safety policies to provide a framework for a general safety plan
- sample disciplinary policies to enforce safety rules, a sample disciplinary notice, and a sample certification

This plan's disciplinary provisions apply only to safety matters. It is presumed that an employer will have disciplinary procedures and penalties described elsewhere (i.e., in an employee handbook) for other concerns. An employer should make sure that this plan does not conflict with any material in its employee handbook. An employer should modify any provisions that do not fit its particular desires or needs.

In addition, this General Safety Plan is intended for at-will employees who have no contractual or other right to continued employment. The employer should modify this General Safety Plan (particularly the disciplinary and notice provisions) for employees whose possible discharge or discipline is restricted, such as those protected by collective bargaining agreements.

Employers Covered

All employers need to have a General Safety Plan. OSHA requires that all employers effectively enforce safety rules to implement OSHA standards. This requires a General Safety Plan as well as individual safety plans. In addition, effective enforcement requires that employees be subject to discipline and even discharge for failure to follow applicable rules and standards.

Related Plans and Requirements

This General Safety Plan is not designed as a substitute for specific plans that are required by OSHA, including:

- Bloodborne Pathogens Exposure Control Plan
- Emergency Action Plan
- Fire Safety Plan
- Forklift Safety Plan
- Hazard Assessment Plan
- Hazard Communication Plan
- Lock-Out/Tag-Out Plan
- Respiratory Protection Plan

These plans are available from Summers Press in its *Sample Safety Plans* on CD.

GENERAL SAFETY PLAN

company name

street address

city

state

ZIP code

Prepared by:

print name of preparer

title

phone number

signature

date

PURPOSE

company name

is totally committed to employee safety and loss control. It is our intention:

- that all employees work under the safest conditions possible;
- that we maintain a workplace and equipment free from recognized hazards; and
- that we provide information, training, and supervision to enable employees to perform their jobs safely.

The information in this General Safety Plan states basic safety rules and procedures that are to be followed by all company employees. While this plan will help you recognize and avoid obvious hazards, it cannot possibly cover all situations. When in doubt, consult your supervisor for guidance.

This General Safety Plan is designed to generally reflect company policy, but it is not intended to be a binding legal contract. Thus, this General Safety Plan does not alter any employee's at-will status or grant any other legal rights to any employee.

EMPLOYEE COMPLIANCE

company name

will endeavor to comply with safety regulations implemented by federal, state, and local agencies. It is company policy that every employee and all property be protected from controllable hazards. We believe that accidents can be avoided by using good training methods, common sense, and personal initiative. Therefore, each employee is responsible for complying with all safety regulations and the following basic principles:

1. **Always Follow Safety Rules:** Applicable safety rules and regulations are to be followed at all times.
2. **Do Not Perform Unsafe Acts:** Employees should never perform any tasks that they believe may be unsafe. Any such conditions or practices should be reported to a supervisor immediately.
3. **Listen to Supervisors:** Supervisors in charge of each operation have been instructed to familiarize employees with safe operations and practices. Many accidents occur when employees take shortcuts and ignore established safety rules and regulations. All employees must follow established safety rules in performing their assigned tasks.
4. **Avoid Discipline or Discharge:** Each employee is responsible for his or her performance and for following safety rules. Failure to do so will lead to disciplinary action or discharge.

REPORTING JOB-RELATED INJURIES AND ILLNESSES

All job-related injuries must be reported in accordance with the following rules:

1. **Follow Orientation Rules:** Information on reporting job-related accidents is covered in full in the employee welcome and orientation class, which is scheduled shortly after each employee is hired.
2. **Report Immediately:** All on-the-job accidents and illnesses must be reported to a supervisor immediately—**no matter how minor they may appear!**
3. **Cooperate in the Investigation:** Employees who are involved in accidents should give full details concerning the nature of their injuries, the cause, the time/date, and any other relevant information.
4. **Secure Medical Treatment:** Employees should immediately secure any necessary medical treatment. Only designated supervisors and managers can authorize treatment.

5. **Record Information:** Fill out all accident reporting forms. If first aid is applied on the premises, the nature of the first aid, condition of the individual, and recommendation for further treatment must all be recorded.
6. **Detect Symptoms:** Learn to detect early signs and symptoms of any illnesses or ailments to get proper treatment.
7. **Avoid Discipline or Discharge:** An employee who does not promptly or properly report accidents or illnesses in accordance with this policy may be disciplined or discharged.

GENERAL FIRST AID PRACTICES

Eye Irritations and Injuries

For eye irritation caused by abrasives, flash burns, or chemical fumes, flush with fresh water and wash eyes with natural salt solution, OCUSOL eye lotion, butyl sulfate, or an equally effective solution. If eye irritation persists, contact a physician or transport the injured worker to a medical center for treatment.

For particles on eye surface or under eyelid, remove particle if possible and wash with eye lotion. If particle cannot be removed in the field or if the irritation persists, contact a physician or transport the injured worker to a medical center for treatment.

For paint materials or cleaning solvents in eye, wash continually with clean, fresh water. If problems persist, contact a physician or transport the injured worker to a medical center for treatment.

Skin Abrasions and Injuries

For paint on skin, remove with soap and water. Do not use paint thinners or strong solvents. Use rubber gloves to mix epoxy putty. If skin irritation develops, consult a dermatologist.

For skin abrasions and cuts from water blasting, treat as open cut and forced entrance of a foreign material:

- first, wash with fresh water and apply dressing;
- next, transport worker to medical center for further attention.

For skin abrasions caused by sandblasting, treat as a burn:

- wash with fresh water;
- keep affected area cool; and
- transport injured worker to medical center for further treatment.

Nausea and Loss of Consciousness

Nausea or hallucination from solvents or paint fumes: Transfer worker away from painting area; provide clean air, ventilation, and rest before intake of fluids. Consult physician if the condition recurs or circumstances indicate.

Loss of breathing: Apply artificial respiration immediately and supplement with use of emergency resuscitator. Call for emergency medical service.

Loss of blood circulation: Check for possible bleeding and immediately apply first aid treatment plus cardiopulmonary resuscitation. Call for emergency medical service.

First Aid Kit

Items in first aid kit: Eyewash solution, bandage gauze, adhesive tape, Band-Aids, ace bandages, aspirin, antibacterial salve, burn ointment, Vaseline, cold cream, iodine, and

(Identify any other specific supplies that may be required for the employer's workers.)

First aid kit is located at: _____

Eye wash station is located at: _____

KEY SAFETY RULES

The following list highlights some of the most important and common safety rules for employees. However, this brief list is not intended as a substitute for the individual sections that follow or for the separate individual safety plans. These key safety rules are merely meant to emphasize some rules that should always be on the minds of employees.

1. Report any injury to supervisor immediately, no matter how slight.
2. Report all unsafe conditions to supervisor immediately.
3. Maintain good housekeeping. Keep work area clean and clear. Put things where they belong.
4. A first aid kit is available. Be certain where it is located, so you may reach it in an emergency.
5. Emergency phone numbers are posted by each first aid kit and bulletin board.
6. Familiarize yourself with all escape exits and the location of any emergency cutoff valves or switches.
7. In case of fire, call the fire department immediately (911) or notify a supervisor to do so. Alert all occupants of the building so that a safe, orderly evacuation may take place. (Please see Emergency Evacuation Plan.)
8. Adequate fire extinguishers are provided throughout the area. Be aware of their locations and proper operation.
9. Keep alert! Observe all safety signs.
10. Never make changes on equipment to bypass safety devices.

11. Mechanical materials handling devices may be used only by authorized personnel.
12. Do not tamper with controls or switches on heating, air conditioning, or other equipment unless authorized to do so.
13. When mixing chemicals, always wear safety glasses, masks, and gloves.
14. When spraying any chemicals, always wear protective equipment that is approved by the supervisor.
15. Make sure that electrical tools are properly grounded and that no electrical hazard exists from standing water.
16. Do not keep tools in your pockets.
17. Lift with leg muscles, not the back. Be certain to have a firm grasp and firm footing before lifting anything.
18. Do not attempt to lift or move anything too heavy. Maximum weight is 85 pounds. Use available equipment (dollies, wheelbarrows, etc.) for assistance or get help.
19. Horseplay is prohibited.
20. Smoking is allowed only in authorized areas.
21. Good quality work shoes help protect feet if something is dropped on them. Safety type footwear is required in all shop areas.
22. Do not run. No job is so urgent that running is required.
23. Use approved ladders to climb.
24. Wear tight-fitting clothes and hair net (if your hair is long) when operating equipment. Loose clothes or hair can get caught in machinery and cause serious injury.

25. When operating lathes or other similar equipment, avoid unusually long hair and beard, which can be a work hazard.
26. Never wear jewelry such as rings, watches, or bracelets while operating equipment.
27. Do not attempt to repair or fix any machinery while it is operating.
28. Refrain from use of narcotics and alcohol in compliance with company policies.
29. Use the proper welding masks and gloves when welding or using any form of cutting torch.
30. Wear a cotton mask when unloading or loading a sandblasting machine.
31. Do not use compressed air to attempt to clean off clothing. Use of compressed air can cause debris to become imbedded in skin and eyes.
32. Ear protection must be used when requested by a supervisor.
33. Comply with all posted personal protective equipment (PPE) notices.

PERSONAL HYGIENE AND SANITATION

1. Employees must cooperate in helping to maintain a clean and orderly workplace.
2. Employees must maintain healthy personal hygiene.
3. Music must not be disruptive to other employees. Loud music will not be tolerated.
4. Employees are to report to work well-groomed, in accordance with company policy.
5. Employees must wear clean uniforms with shirt tail tucked in, or jacket over work clothes, during working hours.

SAFETY RESPONSIBILITIES OF SUPERVISORS

Supervisors must comply with all the following:

1. Emphasize safety and participate in all safety meetings.
2. Conduct daily work plan sessions:
 - before starting work each morning;
 - at noon; and
 - in the evening before cleanup.
3. Check for and eliminate hazards.
4. Conduct monthly safety meetings for each crew change. All personnel must participate in the meetings and help evaluate working conditions.
5. Record attendance and discussions in safety meeting log.
6. Follow through with recommendations from safety meetings, including:
 - updating practices;
 - improving working conditions; and
 - maintaining equipment for safe operations.
7. Enter actions taken in log book and minutes of safety meeting.
8. Keep records as required by applicable state and federal law.
9. Eliminate recognized hazards and help reduce or control any hazards that cannot be eliminated.

10. Make sure that all employees are properly trained in:

- hazard communication
- bloodborne pathogens
- respirator use
- personal protective equipment
- forklift training
- confined space
- lock-out/tag-out
- other training programs required by federal or state laws

EMPLOYEE TRAINING

To reduce the chance of injury, the company's policy is to provide each employee with training in the tools, equipment, and skills necessary to perform his or her job. Training will comply with the specifics of any OSHA safety plans and standards. Employees are to cooperate and take training very seriously as its purpose is to protect their lives, health, and safety.

BLOODBORNE PATHOGENS

With any potential exposure to bloodborne pathogens (e.g., attempting to give first aid to a bleeding co-worker), employees must follow these basic rules:

1. Wear rubber gloves.
2. Do not re-use gloves.
3. Wash your hands with soap and water after removing gloves.

4. Wear safety goggles if there is a potential for contaminants to splash into the eyes.
5. Wear a mask if there is a potential for contaminants to splash into the mouth or nose.
6. Wear additional protective clothing if skin is not covered.
7. If you become exposed to bloodborne pathogens, wash the area immediately and report the incident to management. Professional medical attention may then be provided, including any required hepatitis B vaccine.
8. Regulated waste must be properly bagged, labeled, and disposed of according to the procedures in the Bloodborne Pathogens Exposure Control Plan.
9. Bloodborne pathogen clean-up and personal protective equipment is located at:

location
10. Further information on bloodborne pathogen control procedures can be obtained from your supervisor.

Note: All employees who may possibly be affected must also familiarize themselves with the detailed procedures contained in the written Bloodborne Pathogens Exposure Control Plan. These brief safety tips are not intended to be used as a substitute for that plan and are meant only to highlight some major areas of concern.

A sample Bloodborne Pathogens Exposure Control Plan is available from Summers Press in its *Sample Safety Plans* on CD.

Our company's Bloodborne Pathogens Exposure Control Plan is located at

personnel office or other location

RULES FOR TOXIC VAPORS AND LIQUIDS

1. Avoid explosion hazards of flammable vapors and liquids.
2. Provide adequate ventilation.
3. Use solvents with high temperature flash points.
4. Use spark-free tools and air motor drives.
5. Do not use ungrounded, non-explosion proof electrical equipment in hazardous areas.
6. Provide flash arrest or muffler on all engine exhausts.
7. Use paint thinners to clean paint surfaces. Avoid use of naphtha, benzene, or carbon tetrachloride and solvents.
8. Avoid prolonged breathing of aromatic solvents that are toxic in high concentrations, such as:
 - acetone
 - alcohol
 - ketone
 - methyl ethyl ketone
 - methyl isobutyl
 - toluol
 - toluene
 - xylene

All employees who may possibly be affected must also familiarize themselves with the MSDS training outline, Hazard Communication Plan, and other MSDS materials. These brief safety tips are not intended to be used as a substitute for that plan or for the other materials. These safety tips are meant only to highlight some major areas of concern.

For further information:

MSDS station located: _____

Poison control hotline: _____

Haz-Mat hotline: _____

Local hospital: _____

Local ambulance: _____

MATERIALS HANDLING

Materials handling and equipment positioning involves lifting, carrying, dragging, pushing, pipelining, and conveying of materials. Always follow these basic principles:

1. Become familiar with safe handling of abrasives, paints, materials, and equipment.
2. Be careful to avoid tripping over objects when hand carrying materials and equipment.
3. Maintain all walkways and stairways clear of obstructions and hazards.
4. Keep materials storage and equipment area clear of debris.
5. Practice good housekeeping to provide easy access to materials and equipment.
6. Maintain all equipment in proper working condition.

7. Use appropriate labor-saving devices whenever possible.
8. Become familiar with the safe load capacities of air hoists, chain and ratchet pulleys, friction brakes, cable slings, rope, load blocks, and wire cable connections. (Only applies to employees who are responsible for operation of the foregoing equipment.)
9. Store cables coiled in a basket or wound on spool to prevent damage.
10. Be familiar with hoist lifting operations and use proper hoisting signals.
11. When transferring materials by chain hoists:
 - alert all personnel in the area to be aware of the materials and equipment in motion, the items being moved, and placement in the work area;
 - use work gloves to protect hands;
 - back away and stay clear of load;
 - do not stand underneath load as it is being lifted or lowered; and
 - avoid being trapped between moving load and platform structure, building wall, equipment, boat hull, or cabin.

MACHINE AND TOOL MAINTENANCE AND INSPECTION

1. All manufacturing/production employees must perform and record pre-work inspections of their tools and machines to cover at least the following equipment, areas, and hazards:
 - service (total operation, mechanical and electrical)
 - immediate work area
 - personal gear/attire

- lights and ventilation
 - spilled liquids
 - loose materials
 - broken equipment
 - emergency equipment
 - necessary guards
2. The record of pre-work inspections must:
 - identify the tool or machine;
 - list any defect or deficiency that could pose a hazard; and
 - be signed by the employee performing the inspections.
 3. No equipment may be operated with an identified defect or deficiency that could affect the operation of the equipment or safety of the employees.
 4. A complete annual inspection of machinery must be performed by a mechanic who has been formally trained and who has at least one year of experience in servicing industrial equipment.
 5. An annual machine inspection report is to be completed for each machine and placed in a file kept on that piece of equipment.
 6. An annual machine and tool inspection label will be affixed to each machine once the inspection is completed.
 7. In addition to an annual machine inspection, minimum periodic inspections must be made in accordance with the manufacturer's safety recommendations.

LOCK-OUT/TAG-OUT PROCEDURES

Lock-out/tag-out is a procedure to control the activation of machinery by controlling the machine's power source. These sources include electricity, steam, or any other source of power. Controlling a machine's power source prevents accidents caused by sudden activation of machinery. Failure to properly control power sources can have very serious consequences. For example, suppose that maintenance is done while a worker is installing a new switch, and someone turns the circuit breaker on. The result would be an electrocuted worker.

The following are some of the key points concerning lock-out/tag-out procedures:

1. Know where all energy source feeders and shut-off locations are for the machine being operated.
2. If machine is unsafe or being worked on, shut off the power and lock the switch.
3. Tag the lock (list why the machine is out and the date of installation of the lock).
4. Only the person who installs the lock and tag should remove it.
5. After all energy sources are shut off:
 - proceed with caution (stored energy may still be in the machine and cause injury);
 - follow the manufacturer's recommendations; and
 - test for movement by trying controls.
6. Remember, many machines have multiple power sources. Make sure that all power sources are locked when working on your machine.
7. When the machine is safe to operate, remove the lock and tag.

8. Machine operators or maintenance personnel should have their own keys and locks.
9. **No job is too small or too short for lock-out/tag-out!** Approximately 75% of accidents involving unexpected machinery activation occur on jobs of 15 minutes or less.

Note: All employees who may possibly be affected must also familiarize themselves with the detailed procedures contained in the written Lock-Out/ Tag-Out Plan. These brief safety tips are not intended to be used as a substitute for that plan and are meant only to highlight some major areas of concern.

A sample Lock-Out/Tag-Out Plan is available from Summers Press in its *Sample Safety Plans* on CD.

FORKLIFT SAFETY RULES

1. Only authorized and certified personnel may operate forklift equipment. Please contact the supervisor with any questions concerning certification.
2. When operating a forklift, refer to manufacturer's manual.
3. Never exceed the rated capacity.
4. Watch for pedestrians at crosswalks, doors, and main working areas.
5. Never speed. Maximum speed limit is five miles per hour.
6. Always turn off engine if moving 25 feet or more from truck.
7. Never park with forks in "up" position.
8. Blow horn at all blind intersections and corners.
9. Always center forks under the load.

10. Always keep the load against the backrest for better support.
11. Never allow riders on truck.
12. Never smoke in a fueling station or battery charging area.
13. Be careful not to splash battery acid on yourself.
14. Do not stick out arms or legs while driving.
15. Never reach through the mast to adjust a load.
16. Never turn sideways on a ramp or sloped surface.
17. Always sound horn and look carefully before backing up.
18. On extra-wide loads, spread forks as wide as possible.
19. Wear seat belts if provided on the particular forklift and recommended by the manufacturer or vendor in the operator's manual.

Note: All employees who may possibly be affected must also familiarize themselves with the detailed procedures contained in the written Forklift Safety Plan. These brief safety tips are not intended to be used as a substitute for that plan and are meant only to highlight some major areas of concern.

A sample Forklift Safety Plan is available from Summers Press in its *Sample Safety Plans* on CD.

BACK INJURY PREVENTION

The back is a common location of employee injuries. Every year, back injuries cost employers and employees tens of billions of dollars in lost wages and medical expenses.

1. Employees may reduce injuries by:
 - minimizing any materials handling;
 - using mechanical devices and equipment for assistance whenever possible; and
 - following proper lifting techniques.
2. Employees should **follow these practices** while lifting:
 - **Do** lift with legs.
 - **Do** keep weight close to body and stand straight.
 - **Do** create a balanced base of support by using one foot ahead and one foot behind to get the weight in close.
 - **Do** pivot with the load.
 - **Do** put one foot up and change positions often when standing for long periods of time.
 - **Do** keep work at a comfortable height.
 - **Do** stand, if possible, on a cushioned mat.
 - **Do** interrupt or change stressful positions frequently.
 - **Do** keep heavy loads close to body. (Ten pounds at arm's length generates 100 pounds of pressure on spine.)
 - **Do** keep back support belt snug while lifting (if one is worn).

3. Employees should **avoid these practices** while lifting:

- **Don't** twist back while moving material. (Remember, always keep shoulders in line with your hips.)
- **Don't** wear high-heeled, hard-heeled, or platform shoes when standing for long periods of time.
- **Don't** stand in one position too long.
- **Don't** stand with knees locked, stomach muscles relaxed, and back swayed.
- **Don't** bend forward at the waist with work in a low position.
- **Don't** remain in the same position for a long period.
- **Don't** reach with a heavy load.
- **Don't** lift with your back flexed.
- **Don't** loosen back support belt while lifting.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The company will first use engineering and administrative controls to eliminate or reduce (if elimination is not possible) any hazards. Whenever necessary, the company will also use personal protective equipment (PPE) to provide additional protection.

1. **Foot Protection:** Safety toe footwear must be worn whenever foot injury could result from accidental contact with heavy objects. Footwear must meet all requirements in ANSI "Men's Safety-Toe Footwear," Z41.1-1991. Employees generally are responsible for providing their own safety toe footwear.
2. **Head Protection:** Employees must wear helmets whenever there is a danger of injury from falling objects. Protective helmets must meet all the requirements of ANSI Z89.1-1986. In using helmets, employees must also consider electrical shock and burn hazards.

3. **Eye and Face Protection:** Eye and face protection must meet all requirements in ANSI Z87.1-1989. Eye and face protection must be worn during grinding, chipping, buffing, chemical handling, cutting, and other operations where steel, wood, or dust particles are likely to be present.
4. **Hand Protection:** Gloves should be used as needed. Leather or leather-like gloves should be used when handling wire rope. Rubber or PVC gloves should be worn when acids, caustic soda, or other chemicals are handled.
5. **Clothing:** Personal clothing must match working conditions and weather. Each person must wear full-length trousers and a shirt that covers the shoulders while working in shop areas. Employees are encouraged to wear clothing made of cotton or wool as opposed to synthetic fabrics because of the greater resistance of natural fabrics to fire, chemicals, etc.
6. **Hearing Protection:** Hearing protection must be used by all employees in areas designated as having high noise levels.
7. **Other Personal Protective Equipment:** Employees must wear additional protective equipment whenever other potential hazards exist. Use of additional protective equipment is required by federal and state OSHA laws.

Note: All employees must also familiarize themselves with the detailed procedures contained in the written Hazard Assessment Plan. These brief safety tips are not intended to be used as a substitute for that plan and are meant only to highlight some major areas of concern.

GENERAL SAFETY RULES FOR OFFICES

Many employees mistakenly believe that offices are not dangerous and that they do not need to worry about injuries while working there. However, offices can pose a number of hazards. Among them are dangers from falls, floor surfaces, stairs, chairs, filing cabinets, office machinery, sharp objects, and fires. Some of the more significant hazards and ways to prevent them are set out below.

Falls

1. **Main Cause of Office Accidents:** Falls are the number one cause of office accidents. Employees may fall while walking, while climbing ladders and stairs, and even while sitting in chairs. Employees may trip over telephone and electrical cords, open desk and file drawers, loose and worn carpeting, debris, equipment, and packages left in aisles.
2. **Slippery Floor Surfaces and Objects:** Water from a wet umbrella, floor wax, spilled coffee, and any other substance that makes the floor slippery can cause falls. Also, office tools, such as pencils and paper clips, can act as skids underfoot.
3. **Basic Safety Tips to Prevent Falls:**
 - Walk, never run.
 - Don't change direction suddenly or stop quickly.
 - Use fitted footwear with slip-resistant heels and soles.
 - Keep footwear in good repair. (Flapping soles and broken heels have caused many a downfall.)
 - Carry loads of reasonable size so that your vision is not blocked.
 - If you see a slipping or tripping hazard, correct it immediately or mark it and notify someone who can fix the problem.
 - Keep aisles and walkways clear.
4. **Good Housekeeping:** It prevents accidents, particularly falls. Good housekeeping is everyone's job.

Stairs

1. **Distractions:** Studies have shown that the number one cause of stair accidents is distraction. Often, employees simply do not watch what they are doing.
2. **Basic Safety Tips for Ascending and Descending Stairs:**
 - Always use handrails.
 - Take one step at a time.
 - When carrying materials, use an elevator if possible. (If you must use stairs, be sure to have at least one hand on the handrail.)
 - Try not to load both arms with materials.
 - Never carry so much as to limit your vision.
 - Do **not** congregate on stairs or landings or stand near doors at the head or foot of stairways.
3. **Stay Alert:** Remain alert when using stairs. The risk of a fall increases if employees are talking, laughing, or turning to others while going up or down stairs.

Chairs

Sitting down in a chair is a skill that is highly underrated. The proper technique is to look at the chair, grasp the chair arms or the seat with your hand, then lower yourself into the chair.

Filing Cabinets

1. **Major Source of Office Injuries:** Filing cabinets can cause injuries in a number of unexpected ways.

2. **Basic Safety Tips:** Here are a few of the precautions to consider when you work with or around filing cabinets:

- Use the handle to close the file drawer and make sure your fingers are not curled over the edge.
- To prevent the cabinet from toppling over:
 - open only one drawer at a time; and
 - keep all heavy materials in the bottom drawer.
- When you file, wear rubber finger guards to avoid cut fingers from metal fasteners or paper edges.
- Sharp burrs and corners on metal filing cabinets and furniture can cause injuries as well as clothing tears. Supervisors should:
 - file rough metal edges or corners;
 - cover the edges and corners with heavy tape; and
 - arrange the furniture so that corners are out of the traffic pattern.

Office Machinery

1. **Loose Clothing and Dangling Objects:** Word processors, typewriters, duplicating machines, sorters, collators, addressing and mailing machines—all these can grab a finger or a long strand of hair. Rings, bracelets, dangling necklaces, neckties, and loose scarves or sleeves add to the hazard potential.
2. **Frayed Wiring:** Be alert for frayed wiring, especially near the flex point of the plug. Exposed wires can cause shock or start a fire. To reduce fraying and bending of wires:
 - always grasp end plug to pull it out (never jerk the cord); and
 - do **not** bend the cord sharply around an obstruction or put it in a travel path.

3. **Three-Prong Plugs:** A three-wire grounding system is a must to eliminate shock hazard. Never use a “cheater” to put a three-prong plug in a two-prong receptacle.
4. **Electrical Problems:** If you notice a tingling sensation when touching a machine or see it smoking or sparking:
 - unplug the machine and report the problem to a supervisor; and
 - put a sign on the machine to indicate that it is out of order and dangerous.
5. **Turning Off Machines:** Even if a machine is in good working order, turn it off **before:**
 - making any adjustments;
 - applying flammable materials; or
 - leaving it (even for a little while).

Fingers and Hands

Fingers and hands turn up on the office injury list more often than any other parts of the body. Little cuts and punctures are not only painful; they can also become infected. Here are some basic safety tips:

1. Paper Cuts:

- Use finger guards to handle stacks of paper.
- Pick up a sheet of paper by the corner, not the sides.
- Use a letter opener to open envelopes or packages sealed with paper tape.
- Pull a file out of the drawer to use it. (Don't flip through the contents in the file cabinet.)

2. **Desk Drawers:**

- Keep drawers tidy to avoid punctures from scissors or other hazards hidden under a pile of papers.
- Keep razor blades, thumbtacks, and other sharp objects in a closed drawer.
- Close drawers, doors, and safes with the handle—not with your hand over the top or around the edge. (Using the handle is just as easy and saves a crushed hand.)
- Watch out when you reach in a drawer for pencils, pens, or other items, to avoid pencil punctures.

3. **Pencil Storage:** Keep pencils stored flat—not standing point up in a pocket or a pencil holder.

4. **Staple Removal:** Remove staples with a staple remover, not your fingernail. Never test a jammed stapler with your thumb.

5. **Broken Glass:**

- Use a broom to pick up broken glass.
- Dispose of broken glass by wrapping it, marking it legibly, and putting it where a clean-up crew will see it (not in a wastebasket).

6. **Light Bulbs:** Hot light bulbs can reach temperatures over 400°F. Wait for them to cool before touching.

Eye Protection

The eyes are an extremely important part of the human body and are naturally protected by the eyelids and the bony framework surrounding the eyeball. However, when eye injuries do occur they can be devastating. Thus, employees should take precautions and use personal protective equipment whenever there is a risk of eye injury. Here are some additional safety tips:

1. **Pour Fluids Safely:** Keep fluids from splashing and entering the eye by always pouring fluids slowly and keeping them in tight containers.
2. **Check Your Hands:** Do **not** rub eyes if any chemical (even carbon paper ink) is on hands. Irritation can result.
3. **Be Careful with Pencils:**
 - When reaching for an object, watch out for pencils or edges of cabinets.
 - Do **not** carry pencils behind the ear.
 - When carrying pencils, keep the point down.
4. **Check Your Vision:** About 6 people in 10 need some correction for their sight, but many do not realize it. Poor vision can cause accidents. Have eyes examined for any of the following symptoms:
 - Material can be read only very closely or at arm's length.
 - Eyes hurt or are inflamed.
 - Eyes tire quickly.
 - Headaches frequently occur.

Fire Safety

1. **Neat Workspace:** Maintain a neat and clean work area. Prevent rubbish and other combustible materials from accumulating.
2. **Eliminate Electrical Hazards:** Replace damaged electrical cords and avoid over-loaded circuits.
3. **Smoke Detectors:** Make sure all smoke detectors are operational.
4. **No Smoking Rules:** Observe the "No Smoking" rule in all areas where it exists.

5. **Combustible Materials:** Keep combustible materials at least 18 inches away from appliances such as coffee makers, hot plates, and space heaters.
6. **Reporting Hazards:** Report any fire hazards that you cannot immediately correct.
7. **Procedures in Case of Fire:** Fires generally can be prevented. However, it's always best to be prepared for an emergency. Remember these rules:
 - Know your exits so you can get out quickly if necessary.
 - Turn on the fire alarm immediately upon discovering a fire.
 - Know where the fire extinguishers and other firefighting equipment are located.
 - Know how to operate the firefighting equipment.
 - Know the kind of fire that each extinguisher is designed to combat.

Note: All employees must also familiarize themselves with the detailed procedures contained in the written Fire Safety Plan. These brief safety tips are not intended to be used as a substitute for that plan and are meant only to highlight some major areas of concern.

Perilous Periods

1. **High Stress:** People are more apt to have accidents during “perilous periods” when they are under unusual stress. Psychologists say that almost any important event in a person’s life—good or bad—may cause stress and increase the risk of an accident.
2. **Examples of Stressful Periods:** Stress can be caused by any number of factors, including the death of a close family member, personal injury or illness, marriage, approaching retirement, change in work hours, even anticipation of vacation. A woman who has just been promoted or a man who has just gotten a divorce may be thinking of other things and not paying attention to the job at hand.

3. **Take Care During Perilous Periods:** Employees should keep these types of hazardous periods in mind so that they will be alert and act safely—not only at the office, but off the job too.

DISCIPLINARY POLICY

company name

wants its employees to work in a positive, productive atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of their co-workers. Depending on the severity and frequency of a safety violation, an employee may be:

- immediately discharged;
- suspended; or
- given a written warning.

The following disciplinary guidelines classify violations according to their seriousness (Groups A, B, and C), for which certain penalties are suggested. Unsafe conduct by an employee may violate several provisions of the different groups. This list is intended to suggest examples of inappropriate behavior. It is not a comprehensive list of all safety violations for which an employee may be disciplined or discharged.

The following disciplinary policies do not in any way bind the Company to follow a particular course of conduct. The Company in its sole discretion may change these policies at any time. In addition, nothing in the policies changes the at-will nature of employment with the Company. An employee may still be terminated with or without cause, with or without notice, at the option of either the Company or the employee, except as otherwise provided by law.

Group A

1. Deliberate violation of any security or safety rules
2. Being intoxicated or under the influence of any controlled substances while at work
3. Deliberate or reckless misconduct that endangers the life or safety of others
4. Possession of alcohol or illegal drugs on Company premises
5. Deliberate destruction or damage to Company property
6. Deliberate falsification of any documents related to safety matters
7. Fighting or deliberately harmful contact with co-workers
8. _____
9. _____
10. _____

Group B

1. Negligence that damages Company property
2. Negligence that endangers the safety of others
3. Unintentional safety violations that endanger the safety or health of others
4. Failure to report conditions that one believes to be unsafe
5. Smoking or eating in unauthorized areas
6. Speeding or unsafe operation of a forklift or any other Company vehicle
7. Driving a forklift or any other machinery without required approval

8. Failure to properly record safety information for which one is responsible
9. Improper refusal to obey a supervisor's safety instructions
10. Any belligerent or antagonistic conduct toward co-workers, supervisors, or customers
11. _____
12. _____

Group C

1. Violation of personal protective equipment (PPE) policy that does not result in injury to oneself or others
2. Poor grooming or a lack of cleanliness
3. Poor housekeeping
4. Failure to participate in group safety meetings
5. Failure to properly and immediately report any accident or injury
6. Failure to properly or immediately report any accident involving Company equipment
7. Failure to perform inspections of tools or machinery
8. Failure to report machine or tool deficiencies
9. Failure to learn Company safety rules and regulations
10. _____
11. _____

DISCIPLINARY PENALTIES

The following list provides a general guide for disciplinary actions for the above violations.

	1st Offense	2nd Offense	3rd Offense
Group A	Immediate discharge		
Group B	Warning or suspension	Discharge	
Group C	Warning	Warning or suspension	Discharge

WRITTEN WARNINGS

When given, written warnings may help employees know where they stand and improve their performance. The Company attempts to issue written warnings that include the reasons for the supervisor's dissatisfaction. Warnings usually include a statement of the actions you need to take or results that need to be achieved to avoid further problems. **However, the written warnings do not legally obligate or bind the employer or alter the at-will nature of the employee's employment with the Company. An employee who has received a warning may still be terminated with or without cause, and with or without notice, at any time.**

Any employee who receives a written warning must immediately acknowledge receipt by signing the warning. An employee who disagrees with the written warning may discuss his or her reasons for doing so with the supervisor. It is generally best to inform the supervisor of any error at the time that the warning is issued. In fact, there is a place on the form for the employee to do so. An employee who believes that a supervisor has not responded fairly to the employee's comments may contact

Identify suitable position, e.g., Human Resources Director, Company President, etc.

DISCIPLINARY NOTICE TO EMPLOYEE

company name

date

employee name

☐

First Notice

☐

Second Notice

days suspended (if applicable)

department

We believe that an employee wants to know if he or she is violating Company policy or failing to follow Company rules. This disciplinary notice is to provide you notice of a violation of Company policy. **However, the Company is not obligated to provide any warnings or to retain an employee once a warning has been given. All employees are employed at will. "At-will" employment means that an employee can be terminated with or without cause, with or without notice, at any time, at the option of either the Company or the employee.**

Your conduct is not in keeping with Company practices, standards, and policies for the following reasons: *(Indicate specific standards and policies with which the employee has failed to comply.)*

Suggestions for improvement:

Employee comments: (**Note:** An employee should state his or her disagreements with the warning in writing.)

Copy received by:

employee signature

supervisor's signature

date

Copy to employee file ☐

CERTIFICATION OF EMPLOYEE

I have received a copy of _____
company name

General Safety Plan that outlines Company policies and employee responsibilities concerning safety, including disciplinary policies for violation of safety rules and regulations. I will familiarize myself with the General Safety Plan and will comply with all of its provisions. I understand and agree that the Company has the right to change, amend, modify, or withdraw any provision of the General Safety Plan without notifying me prior to the effective date of any amendment, modification, or withdrawal.

I understand that the General Safety Plan is not a contract of employment and the Company has the right to follow or deviate from the policies in the General Safety Plan in the Company's sole and exclusive discretion. I also understand that the General Safety Plan does not change the nature of my "at-will" employment with the Company. "At-will" employment means that I can be terminated with or without cause, with or without notice, at any time, at the option of either myself or the Company.

By my signature below, I agree to the terms of this Certification and also agree to follow the policies and procedures contained in the General Safety Plan.

employee signature

date

personnel manager

date