

Safety Guidelines

The City is committed to provide safe working conditions for all employees. Therefore, it is important that you follow all policies and procedures in order to ensure safe, efficient operating conditions which safeguard you, your fellow employees, and City equipment and facilities. The City will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of City safety rules and regulations will result in disciplinary action.

The safety of employees and physical property can best be ensured by an awareness of its importance by all concerned. This is a shared responsibility on the part of both employees and management.

You are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to your immediate supervisor, Department Director, or a member of the Human Resources Staff so that they may be corrected.

Where necessary, by reason of hazard, personal protective equipment is necessary to ensure your safety and well-being. Such equipment includes, but is not limited to: Safety glasses, gloves, aprons, safety shoes, reflective vests, hearing protection, and hard hats.

Some general safety rules that all employees must follow at all times are:

- Never operate any machine or equipment unless you are specifically authorized to do so by your supervisor.
- Do not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your supervisor.
- Obtain full instructions from your supervisor before operating a machine with which you are not familiar.
- Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.

- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.
- Wear appropriate shoes for your job function.
- Do not burn candles, incense, or potpourri in City facilities.
- Do not wear loose, flowing clothing or long hair while operating machinery.
- Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your supervisor.
- Never oil, clean, repair, or adjust any machine while it is in motion.
- Never repair or adjust any electrically driven machine without opening and properly tagging the main switch. \
- Put tools and equipment away when they are not in use.
- Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
- Keep all aisles, stairways, and exits clear of skids, boxes, hoses, equipment and spillage.
- Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shut-offs, machine or electrical control panels, or fire extinguishers.
- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery, and all City facilities which you use clean and neat.
- Do not participate in horse play, tease or otherwise distract fellow workers.
- Wear seat belts at all times in City vehicles.
- Do not operate any machinery or equipment when using a prescription drug or over-the-counter medication which could cause impairment.
- Lift with your legs, not your back. Get assistance with loads over 50 lbs.
- Never take chances where safety is concerned. If you are unsure, ask your supervisor. Let good common sense be your guide.
- Follow departmental safety procedures for your specific operations.

Employees are required to comply with all safety rules and regulations. Failure to do so will result in disciplinary action and a reduction of up to a 50 percent in workers' compensation benefits if an accident occurs. If you have questions concerning your department's safety policies and procedures, contact your supervisor.