

## CODE OF SAFE PRACTICES

General Area of Specific Job Safety Class: A.S Business Office  
April 2004

1. Report all injuries, accidents, illnesses and unsafe conditions immediately to the Office Supervisor or Business Services Manager.
2. In the event of fire, notify your supervisor or sound the alarm. Upon hearing an alarm, stop work and follow your Safety Coordinator/supervisor's instruction regarding evacuation.
3. Keep fire extinguisher clear at all times.
4. Know location of First Aid Kit.....stored in cabinet above sink.
5. Exits must be kept clear, properly lit and unlocked during work hours.
6. Aisles, hallways and other traffic areas must be kept clear at all time.
7. All work stations must be free of debris, floor storage and unauthorized electrical cords.
8. When carrying loads, exercise care to avoid over-exertion or strain. Ask for assistance when moving or lifting heavier items. Use hand cart or other devices when needed.
9. The use of or being under the influence of alcohol or other controlled substances while on company or client premises are prohibited.
10. Smoking allowed only in designated areas. No smoking directly outside of front or rear office door.
11. Only authorized, proper, non-skid step ladders are to be used. When lifting, use your legs not your back and never lift while in an awkward position.
12. Wear seat belts and shoulder harness when operating A.S.motor vehicle. Turn off engine when refueling. No Smoking!!
13. Material Safety Data Sheets (MSDS) are stored in the copy room and available for review by any person.
14. Obey all company rules, signs, markings, and instructions. Smoking is allowed only in designated areas.
15. Use caution on stairways and ramps.
16. Only employees are permitted in company vehicles. Passengers are not allowed at any time.
17. VTD work stations shall be provided with adjustable lighting, chairs and screens wherever required. Rest periods shall be provided as needed.
18. File drawers are to be opened one at a time and closed immediately when task is finished.
19. Do not stack boxes or items within 18" of ceiling or sprinkler head.
20. Watch out for carpets and plastic floor protectors to avoid possibility of tripping.
21. Use only approved cleaning agents provided by custodial staff.
22. Properly store/dispose of printer and copier toners.
23. Use caution when opening back office door, open slowly to avoid hitting someone.
24. Supply cabinet doors in copy room: close overhead cabinet doors immediately after removing office supply needed to avoid hitting yourself on the head.

