

## Code of Safe Practices

### General Area of Specific Job Safety Class: Government Affairs Office

1. 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 instructions regarding the evacuation.
2. In the event of an injury, accident, illness, or an unsafe condition, please report to the Office Supervisor.
3. Keep fire extinguisher clear at all times. Do not play with it.
4. Exits must be kept clear, properly lit and unlocked during work hours.
5. Obey all company rules, signs, markings, and instructions.
6. Aisles, hallways and other traffic areas must be kept clear at all times.
7. 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.
8. The use of or being under the influence of alcohol or other controlled substances while on company or client premises are prohibited.
9. 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.
10. Material Safety Data Sheets (MSDS) are stored in the office and available for review by any person.
11. VTD work stations shall be provided with adjustable lighting, chairs and screens wherever required. Rest periods shall be provided as needed.
12. File drawers are to be opened one at a time and closed immediately when task is finished.
13. Do not stack boxes or items within 18" of ceiling or sprinkler head.
14. Watch out for carpets and plastic floor protectors to avoid possibility of tripping.
15. Use only approved cleaning agents provided by custodial staff.
16. Properly store/dispose of printer and copier toners.
17. Place backpacks and any items with straps out of the way of traffic to ensure no one accidentally trips over straps.
18. Ensure paper cutter arm is in down position upon completion of paper cutting job.
19. Have emergency contact information for each staff member readily available in case of emergency.
20. Leave the cubicles slowly to avoid bumping into people.
21. To retrieve items that are located on the top of the shelves (i.e. supply closet, copier area), please use a step stool that is located in the supply closet. Use it with caution!

22. Mandatory first aid kit to be kept by the Safety Supervisor. First aid kit to have the following: bandages, gloves, scissors, tweezers, sterile pads, ointment, and adhesive waterproof tape.
23. Ensure that cords are not in the walkways.
24. Space heaters are unplugged at the end of the work day.
25. To remove jams from the front office paper shredder, please ensure that it is unplugged before removing the jammed paper.
26. No smoking in designated areas (i.e. in front of offices).
27. In desk area (office and cubicle) ensure that overhead drawers are pushed in all the way to avoid hitting your head.
28. At the end of the work day dispose of beverages in the trash located outside the office to avoid spillage and potential disaster on your desk (i.e. documents soaking, computer equipment damage).

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**Facility: Aztec Center – Government Affairs Office**

I, \_\_\_\_\_ have read and fully understand my responsibility to strongly adhere to all  
(sign here)  
safety practices outlined in the "General Code of Safe Practices". I understand that at any time I  
violate any of these safe practices, disciplinary action may follow. I have received a copy and have  
fully discussed this outline with my immediate Supervisor.

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_