

## **CODE OF SAFE PRACTICES FOR ALL EMPLOYEES**

### **A. General Activity Areas and Hallways**

1. Walk, **do not** run -- walk **to the right** to avoid collisions.
2. Watch where you're going. Don't read or look back while walking.
3. Be alert to doors opening into hallways.
4. Pick up any foreign objects from the floor.
5. Wipe up any liquid or food spilled on the floor.
6. Use care around icemakers, water dispensers, etc.
7. Give right-of-way to wheeled equipment.
8. Keep cabinet doors and desk drawers closed to avoid bumping into them or tripping.
9. Use care when pushing rolling equipment. Get help when necessary.
10. Respond appropriately to Fire Alarms. (See Fire Response and Evacuation Plan)

### **B. Doors**

1. When opening doors, **use caution** and be aware that someone else may be approaching from the opposite side.
2. When using double doors, use the one on the right.
3. Look through view-glass (if available) before opening to avoid hitting someone.
4. Do not block the door with anything.
5. Look before pulling a cart or wheeled equipment through.
6. Never wedge or block open hall doors or fire doors. Doors equipped with magnetic door holders **may be** put in "Open" position for traffic flow.

### **C. Smoking**

1. All smoking restrictions of the local City Ordinance regarding smoking will be enforced.
2. Smoking is **NOT PERMITTED IN THE BUILDINGS.**
3. Smoking is **ONLY** permitted outside buildings and only in "designated" smoking areas.

#### D. Sharps

**Note:** *Sharps are needles, broken glass and china, lancets, pieces of metal, staples, knives, Razor blades, etc. (i.e., anything that can cut, slice or puncture is considered a "sharp".)*

1. All "sharps" must be handled with care to prevent injury to you and others.
2. Use the correct "sharp" for the job:
  - a. Cut paper with scissors,
  - b. Use a "carton opener" to open cardboard boxes,
  - c. Never use an unguarded razor blade or scalpel blade for any task. These should be in proper holders and used for the task for which they were designed.
3. Wear the correct protective gloves when handling any object that could potentially be sharp or have rough edges that could cut.
4. Before using glass or china make sure there are no chips or cracks.
5. Disposal of sharps must protect anyone who may come in contact later; co-employees, participants, family members, cleaning staff, you. Put the item into a special "sharps" or "glass" box or container when available. If there is none, wrap it well and clearly label **"SHARPS - HANDLE WITH CARE"**.

#### E. Lifting

Always use proper lifting techniques:

1. **DO NOT** attempt to lift/carry something too heavy for you. Size up the load visually before attempting to lift and then if too heavy or large - **GET HELP!**
2. Get as close to object/person as possible.
3. Take firm, natural footing with weight on both feet.
4. Use your thigh or leg muscles, bend knees, then straighten, keeping load close to your body.
5. Keep back straight, head in alignment.
6. **DO NOT** twist or turn as you lift.
7. Divide weight between both hands, and/or get help.

#### F. Furniture

1. Close storage cabinet drawers by using your hand on the handles. Do not try to push in with knee, hip or elbow -- you could injure yourself.
2. Doors, drawers and utility cabinets should be kept closed when not in actual use.

3. Check chairs, tables, shelves for any potential problems (breaking, collapsing, loose wheels or casters, etc.) Report problems to your supervisor.
4. Get help to move heavy and/or large furniture. Use the appropriate dollies or carts.

#### **G. Storage**

1. Avoid storing heavy items above waist height. Store close to floor, where easily accessible.
2. Use appropriate ladder or step stool to reach items overhead. **NEVER** stand on a chair or desk.
3. Store flammables **ONLY** in approved container or storage cabinet.
4. Store all chemicals according to established procedures.
5. **DO NOT** store anything on top of cupboards or files that will not maintain an 18" clearance of fire sprinkler heads. (Fire Code requirement)
6. Keep floors free of clutter.
7. Keep all storage areas neat and hazard free.

#### **H. Grounds and Parking Lots**

1. Watch for unlevel areas, curbs and bumper stops.
2. Always use the crosswalks, when provided.
3. Pedestrians -- watch for moving traffic.
4. Drive **slowly**; watch for vehicles backing out, pedestrians, etc.
5. Report oil spills and chuckholes to Facilities Management.
6. Always follow directional signs for routing traffic, especially at entrances and exits.

#### **I. General Safety**

1. Know the policies and guidelines in the ***Injury Illness Prevention Program and Safety Management Manual***.
2. Report injuries immediately and seek medical attention when necessary (See "Reporting of Job Related Employee Injuries Policies and Procedures").
3. Observe all warning signs -- they are for your protection.

## All Employees – Code of Safe Practices Acknowledgement

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I, \_\_\_\_\_, have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “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.

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Signed

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Date

Supervisor

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Signature / Printed Name

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Date

**- Please forward to Payroll -**