

English

General Safety Rules

Purpose:

The purpose of general safety rules is to provide a framework ensuring positive standards of behavior for all staff in the organization.

Responsibilities:

(A) Employees:

- i) All employees must adhere to the general safety rules at all times in the organization.

(B) Supervisors:

- i) Must ensure that all employees within their departments have been trained and are working in compliance with the general safety rules. The progressive discipline procedure must be strictly adhered to on occasions where corrective action is required.

(C) Health and Safety Coordinator:

- i) Develop and maintain current general safety rules in consultation with the joint health and safety committee.

(D) General Manager:

- i) Review and approve all general safety rules, in consultation with the joint health and safety committee and the health and safety coordinator, prior to implementation.

Procedures:

Safety Rules

- ▶ Wear approved personal protective equipment/apparel, as directed.
- ▶ Use proper lifting techniques when manual material handling is required.
- ▶ Obey all rules, signs and instructions.
- ▶ Report immediately any condition or practice which may pose a risk to people, equipment, property, materials or the facility to your supervisor.
- ▶ Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
- ▶ Do not operate any piece of equipment, forklift truck unless assigned by your immediate supervisor/manager.
- ▶ Do not remove “danger or lock out tags” placed on machinery or equipment. Safety devices on equipment must not be removed or made inoperative. Shut down and lockout machines before cleaning, oiling, adjusting or repairing.
- ▶ All defective tools or equipment are to be reported directly to the area supervisor. Do not attempt to repair any machinery, electrical equipment or wiring requiring a qualified and authorized person.
- ▶ Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air toward your own body or that of another person.
- ▶ Machine tools must be attended while they are in operation. An operator should not be distracted while his machine is running.
- ▶ “Rough House” or “Horse Play” is dangerous and will not be tolerated. It often results in someone else sustaining an injury.

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- ▶ Check your equipment constantly for unsafe conditions.
 - ▶ All flammable liquids and acids must be kept in safe containers and properly identified.
 - ▶ Aisles must be kept clear. Materials, parts, tools, oil, grease, or other articles must not be left in aisles or wherever they may cause a tripping or slipping hazard to any person.
 - ▶ Protect yourself and fellow employees by helping keep the plant clean and tidy at all times. Do not leave food, refuse, wrappings or rags laying around.
 - ▶ Do not operate machinery unless all guards are in place.
 - ▶ Stay clear of overhead loads.

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