

DOA GENERAL SAFETY RULES

1. Smoke only in approved areas.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment as required by the task and or equipment to protect yourself from potential hazards.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits or working with hot objects and working in confined spaces.
11. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting. Avoid manual lifting of materials, articles or objects that are too heavy. Wherever possible, use mechanical lifting devices to move heavy objects. When lifting,

have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted and slowly straighten your legs. If you must turn with a load, turn your feet and whole body. DO NOT twist yourself. Avoid reaching while lifting or putting the object down. If the object is too heavy for you, get assistance. Do not use makeshift or faulty ladders. Never attempt to catch a falling object.

15. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
16. Fasten restraint belts before starting any motor vehicle.
17. Obey all driver safety instructions.
18. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
19. Adhere to Departmental rules regarding first aid, evacuation routes, and fire Department notification, evacuate if directed. Do not drive during an evacuation. Stop your car and yield to employees evacuating and reentering the building.
20. Adhere to Departmental rules and procedures specific to Departmental operations.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.