

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
GENERAL SAFETY RULES <u>POLICY</u>	NEW: November 2007 REVISED:
Resolution No. 406 (consent) 11/07	Supercedes Resolution No.
Policy Number 5.32	PAGE 1 of 2

PURPOSE

To provide some general guidelines for creating and maintaining a safe work environment.

RESPONSIBILITY

1. The worker is responsible for following safe procedures.
2. The supervisor is responsible for ensuring the policy is adhered to.

PROCEDURE

General Safe Practices

1. Personal protective equipment shall be worn when and where required.
2. Report **ALL** incidents, accidents, injuries and illness to your supervisor immediately.
3. Report any unsafe condition, including someone under the influence or in possession of drugs or alcohol or hazards which may allow an injury to occur to yourself or a fellow worker.
4. Report any property damage, regardless of how minor to their immediate supervisor.
5. Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labelled and stored in designate areas (WHMIS).
6. Obey all posted signs and notices.
7. Always use the correct posture when lifting and get assistance if the weight is excessive.
8. Be aware of the location of the health and Safety Bulletin Board and the posted Occupational Health and Safety Act.

Housekeeping

1. Aisles shall be kept clear at all times.
2. Individual work areas shall be kept clean and tidy.
3. All materials, tools, products and equipment shall be kept in their designated area.
4. Liquid spills shall be cleaned up immediately to prevent slips and falls.

Fire Prevention

1. Become familiar with the location of fire alarms “PULL STATIONS”, fire extinguishers and exits.
2. Ensure aisles and exits are not blocked at any time.
3. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

Equipment Operation

1. Equipment shall not be repaired, adjusted or operated unless you understand the safe operating procedure and have received training.
2. Be aware of the use and location of the “EMERGENCY STOP” button before using any equipment.
3. Loose clothing, jewellery and long hair should be secured, to prevent entanglement with equipment.
4. The operator shall check all safety devices before operating the equipment.
5. All equipment shall be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication.