

INJURY & ILLNESS PREVENTION POLICY

Safe Practices

These rules have been adopted to help you make safety a regular part of your activities.

Work Safety ~ Safety is everyone's business. Accidents can be prevented. Report all unsafe conditions immediately.

Material Handling ~ Do not toss objects; always carry or pass them. Use hand trucks whenever possible. Get help with heavy or awkward objects.

Trash Disposal ~ Keep sharp objects and dangerous substances out of the trashcan.

Cleanup ~ Remove refuse promptly to prevent slips and tripping. Keep aisles, kitchen and stairways clean and clear.

Work Area Conditions ~ Protruding nails, torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Close all drawers.

Ladders ~ Use the proper ladder for a job, not a box, chair or any makeshift arrangement. Place ladder securely. Ladders are located in the stairwell at the end of the kitchen hall.

Electrical Hazards ~ Do not stand on a wet floor while using any electrical apparatus. Be sure extension cords are in good repair. Do not make unauthorized connections or repairs. Do not overload electrical outlets.

Gas-Fired Stove ~ Follow lighting instructions carefully. If you smell gas, turn off all controls and call for help.

Fire Extinguishers ~ Fire extinguisher is located _____ and read label to learn how to use them in an emergency.

Prevent Infection ~ All punctures, cuts and scratches are potentially dangerous -- get first aid at once.

Horseplay ~ Scuffling, practical jokes and tricks are never safe. Please supervise your guests.

A lot of this has been rewritten to make it apply to rental space, not work space.