



Employee Safety Rules for All Departments

These safety rules have been established by the Central Safety Services Section, Risk Management, for the protection of each employee. All employees are expected to cooperate in observing these rules and to help in making the City a safe, healthful and orderly place to work.

1. Never operate any machine or equipment unless you are specifically authorized to do so by your supervisor.
2. Do not operate defective equipment or use broken hand tools. Report any defective or hazardous equipment to your supervisor.
3. Obtain full instructions from your supervisor before operating a machine with which you are not familiar.
4. Never start any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.
5. Make sure all safety attachments are in place and properly adjusted before operating any machine.
6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
7. Wear all protective garments and equipment necessary to be safe on the job. *Wear proper shoes.* Sandals or other open-toed, thin soled, or sneaker-type shoes are not permitted.
8. Do not wear loose, flowing clothing or long hair while operating moving machinery.
9. Never repair or adjust any machine or piece of equipment unless you are specifically authorized to do so by your supervisor.
10. Never oil, clean, repair or adjust any machine while it is in motion.
11. Never repair or adjust any electrically driven machine without observing prescribed lockout/tagout procedures.
12. Put tools and equipment away when they are not in use.
13. Do not lift items that are too bulky or too heavy to be handled by one person: ask for assistance.
14. Keep all aisles, stairways and exits clear of skids, boxes, air hoses, equipment and spillage.
15. Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
16. Stack all materials neatly: make sure piles are stable.
17. Keep your work area, machinery and all City facilities that you use clean and neat.
18. Do not participate in horseplay, tease or otherwise distract fellow workers. Do not run on company premises-always walk.
19. Power-truck operators must safeguard other workers at all times and must yield the right of way to pedestrians.
20. **NEVER TAKE CHANCES. IF YOU'RE UNSURE, ASK YOUR SUPERVISOR.**