

Safety Rules

APPLICABLE STANDARD: N/A

EMPLOYEES AFFECTED: All

WHAT IS IT?

Safety rules outline the expected “do’s and don’ts” regarding safety within the operation.

WHY IS IT IMPORTANT?

Establishing safety rules within the organization is one of the most fundamental steps a company can take when developing a safety program. Safety rules set expectations for all workers, from the owner to the next employee hired. Without documented safety rules, it becomes impossible to consistently enforce company directives and ensure every employee is treated fairly.

WHAT IS REQUIRED?

- Develop a list of safety rules that outline safe and unsafe working behaviors for all employees.
- Introduce the safety rules to all employees, including the management team.
- Make the safety rules part of your new employee orientation.
- Once the safety rules are known by all employees, enforce them consistently across the entire organization.
- Review the safety rules on a periodic basis to ensure they are still relevant within your operation.

HOW DO YOU DO IT?

Start with a list of safe behaviors that you want to see within your organization and a list of unsafe behaviors that you don’t want to see. Your list of rules will grow over time as you develop safe working procedures for each process.

Most lists of safety rules address the following required actions:

- use of personal protective equipment
- use of proper clothing
- use of lockout/tagout before servicing or entering equipment
- reporting of injuries.

Prohibitions against unsafe behaviors typically include these:

- no removing machine guards without authorization
- no riding of conveyor systems
- no unauthorized use of equipment
- no fighting or horseplay.

Appendix A presents a sample set of safety rules.

Once your list is complete, share it with employees. Many companies will have a kickoff meeting to introduce the rules and ensure that all employees are made aware of the rules at the same time.

Once the rules are in place, the toughest challenge begins: enforcing them. Rules that are not consistently enforced are not rules at all. To effectively enforce work rules, please refer to the "Progressive Discipline" module.

As part of good safety management, the list of safety rules should be reviewed regularly to make sure that they are still relevant within the organization.

APPENDIX A: Sample List of Safety Rules

Here is a sample list of rules from a scrap processing company.

[COMPANY NAME] SAFETY RULES

Your safety is the constant concern of this company. Every precaution has been taken to provide a safe workplace. [Name or title of the person in charge of safety] makes regular inspections and holds regular safety meetings. [He or she] also meets with management to plan and implement further improvements in our safety program.

Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously, and any willful or habitual violation of safety rules will be considered cause for dismissal. [Company name] is sincerely concerned for the health and well-being of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Accident reporting

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

Specific safety rules and guidelines

To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.

- Never distract the attention of another employee, as you might cause him or her to be injured. If it is necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, etc.
- Safety equipment such as restraints, pull-backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panels, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden, and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable commonsense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard-soled shoes and appropriate clothing. Shorts or minidresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.