

## GENERAL SAFETY RULES

(Your organization's name) considers these rules as minimum safety standards for usual work conditions and shall be adhered to by all who enter this job location. The general safety rules will be reviewed annually and updated as necessary.

All personnel shall adhere to the following:

1. Participate in new employee training.
2. Participate in continuing education, which is conducted on a departmental level.
3. All employees will receive annual training in the following areas:
  - Safe Operating Procedures
  - Ergonomic Hazards
  - Claims Management Procedures
4. Know and follow all safety regulations pertaining to your job.
5. Wear your appropriate personal protective equipment in accordance with the job operation that you are performing.
6. Notify your supervisor if you feel you do not have adequate safety protection in any work activity.
7. Report all accidents, injuries, unsafe acts, and unsafe conditions in the workplace immediately to your supervisor.
8. Report faulty electrical equipment. Faulty electrical equipment will be removed from service until the equipment has been repaired or replaced.
9. Follow proper lifting techniques and body mechanics. Never attempt to lift or push an object that is too heavy. Seek assistance and use mechanical aides when needed.
10. Refrain from horseplay or other acts that have an adverse bearing on the safety or well-being of an employee or coworker. Such activity is prohibited.
11. Wear your safety belt when driving any company-owned vehicle.
12. Practice general safe housekeeping in your individual work areas and maintain a neat and orderly work area safe from accidents and injury, being in compliance with building and fire codes.

**Make It a Habit to Work Safely!**

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Date