Workplace Safety Policies

Workplace policies specific to your business

Common workplace policies

Arriving and leaving work

* Walk in pairs
* Park under lighted areas
* Let someone know you are leaving
* Call or text when you arrive safely at home

General Safety

* Always be aware of your surroundings.
* Walk with a group when traveling to and from your car.
* Keep valuables out of sight and limit the amount of cash you carry.
* Use a ladder or stepstool to reach items higher than you can reach.
* Lock all valuables cabinets, and supply cabinets when not in use.
* Injuries must be reported immediately to a supervisor.
* Hallways and doorways should always be kept clear.
* Customers always have the right-of-way.
* If you don’t know how to use a piece of equipment, ask first
* Report any unsafe condition to your supervisor.
* When walking in the halls and stairway, keep to the right and use special caution at intersecting corridors and at door openings.
* If there is a spill, stay in the area, ask for help, then clean or block the area and monitor or place caution sign until dry.
* Follow ***wet floor*** caution signs by walking only on areas that are dry.
* Remove all defective equipment and furniture from service immediately. Tag the item as ***Defective*** or ***Do Not Use***. Report equipment to the appropriate supervisor
* Use a stepstool or ladder, never climb shelves to reach an object.

Stay infection free

* Cough or sneeze into your arm, not your hand
* Wash your hands regularly:
	+ After eating
	+ After using bathroom
	+ If visibly soiled
	+ After multiple uses of hand sanitizer

100 Safety Tips

<http://100simplebooks.com/100-workplace-safety-tips-and-free-printable-list/>

ID badges

* The use of Identification badges are essential in promoting security.
* ID badges must be
	+ worn at all times
	+ clearly visible
	+ worn above the waist
	+ front facing out, not turned over.
* Anyone not wearing a badge should be treated like a visitor.

Visitors

* Visitors should have their own temporary passes issued at the front desk.
* Visitors should sign in and provide the following:
	+ Full name
	+ Time of arrival
	+ Sign out time of dismissal
	+ Reason for visit
* Visitors should have a picture ID that is held at the front desk and returned upon leaving.

Workstations

* Kept your workstation clean and free of clutter
* Always log off your computer when you step away from your workstation, even if its just a few minutes.
* Use correct posture, don’t slouch or slump in your chair, use ergonomics
* Take scheduled breaks
* Know company policies on safety
* Report unsafe conditions to your manager

Workers Comp Act

* Statutes which establish liability of employers for injuries to workers while on the job or illness caused by the job, and requirements for insurance to protect workers.
* Duties of employers, workers and supervisors:
	+ Ensure or protect health and safety
	+ Includes workplace bullying and harassment
* Occupational Health and Safety (OHS) policies on workplace bullying and harassment.

Workers Compensation

* If an accident or injury occurs, report it to a manager immediately.
* Fill out the appropriate paperwork.
* See an approved workers comp medical provider ASAP
* Provide a note form the provider as to what treatment and work limitations are prescribed, and for how long.

Company specific safety policy slide #1

Company specific safety policy slide #2

Company specific safety policy slide #3

Company specific safety policy slide #4

Company specific safety policy slide #5

Safety is everyone’s responsibility