

# General Safety Rules

- Report every accident immediately to your supervisor
- Report unsafe conditions to the Facility Director of Safety Committee
- Give full attention to your work; avoid distracting others.
- Horse play or practical jokes will not be tolerated, as they lead to accidents.
- Use caution when approaching doors and corners or using stairways.
- Keep trash, debris, water, and breakage/spills off the floor area. *“DO NOT PASS IT BY, CLEAN IT UP.”*
- Sweep floors as needed.
- Be alert to nails, wires, metal strips, and other sharp objects.
- Do not operate equipment or machinery unless you are trained and authorized.
- Reckless handling of equipment, tools, containers, merchandise, or abuse of company property is not allowed.
- Comply with all safety rules, they are for your protection.
- Return all housekeeping equipment to proper storage area.
- Report all missing or defective fire extinguishers to the Facility Director or person on charge.
- When working with chemicals, wear proper protective equipment. Make sure you follow usage instructions exactly.
- Do not over fill garbage cans. If necessary, ask for assistance in emptying them.
- Be sure fire extinguishers are in place, charged, sealed, tagged, and initialed monthly.
- No moving of furniture. Action Requests must be sent to maintenance.
- No hanging objects from ceiling.
- If moving boxes of more than 20 lbs you must use the dolly.