

CITY OF NEW HOPE GENERAL SAFETY PLAN

(Approved by Safety Committee May 18, 2000)

General Safety Rules

- Work safely at all times and do not take any chances
- Immediately report all injuries and accidents to your supervisor
- Report dangerous conditions to your supervisor – utilize “Safety Program Hazard Notification” form; also report any potential accidents by completing a “Near Miss Accident Report” form.
- Wear personal protective equipment in accordance with department requirements or City policy
- Wear seat belts in all City vehicles
- Observe warning signs and barricades
- Never operate or repair unfamiliar equipment; obey warning signs and machine directions
- Maintain tools in good working order; perform maintenance of machinery on regular basis
- Follow prescribed safety procedures on use of equipment and machinery
- Be familiar with locations and operation of fire extinguishers
- Do not obstruct access to emergency devices such as fire hydrants, extinguishers, eye wash/showers, and electrical switch boxes

Housekeeping

- Maintain a clean and orderly work area; put items back where they belong
- Clean up spills (oil, grease, water, etc) to avoid slipping hazard
- Do not block aisles, passageways, stairways, electrical panels, fire extinguishers, or sprinkler control valves
- Avoid tripping hazard by securing electrical cords if located within or near walkways
- Keep lunchrooms, restrooms, and locker rooms clean
- Dispose of trash in proper waste containers; recycle materials when appropriate
- Report hazardous housekeeping conditions to your supervisor
- Maintain well lit stairways

Office Safety

- Always close desk and file drawers immediately after use
- Open one file drawer at a time – an open drawer near the top of a cabinet could tip the cabinet forward
- Lift loads correctly to avoid strains and sprains. Seek assistance when needed.
- Don't tilt back in chairs or sit on the edge of them
- Use sturdy step stools or small ladders to reach high shelves – never stand on chairs; store ladders where they will not be tripped over or damaged
- Never leave blade of paper cutter in an upright position