



February 2011 Ohio Community Corrections Association Safety Report

GENERAL SAFETY RULES

A Company's General Health and Safety Rules are put in place to protect all workers and visitors. These workers may be contractors entering your facility or job site or they may be your own employees. The rules are to be reviewed and followed by everyone to ensure their safety.

General Safety Rules will ensure that all Company personnel understand and follow the basic safety guidelines. They will apply to associates as well as visitors, contractors, and vendors. The General Safety Rules are to be followed at all times. For the associates of the company, the rules are a condition of their employment. They are not an option but a requirement.

All safety signs must be obeyed. They may be used to designate areas as HEARING PROTECTION REQUIRED or HARD HAT REQUIRED. Safety signs will be used to convey important information to anyone entering an area. Notify management if safety signs are missing, damaged, or illegible so they may be replaced.

When working with equipment, it is always important to know the hazard. Know what it is that you are working with and the proper way to operate. Read the operator manual before using a new piece of equipment or get the proper training for its use.

Some general rules that must be followed while in a facility or on a jobsite are:

- Associates must learn and follow the specific safety rules for their department or area.
- All personnel working alone in an area must notify their supervisor or security so they may be checked on periodically.
- Horseplay is not permitted on jobsites or in facilities due to the possibility of resulting in accidents or injuries.
- Every associate must participate in good housekeeping

Visitors, vendors, and customers are an integral part of business. They may want to see the facility they are servicing or just see how your facility operates. In any case, they need to be kept safe from any hazards that may be encountered throughout the facility. An associate from your facility should always accompany these people and are responsible for informing and ensuring visitors follow all of the appropriate safety rules. In the event that there is an emergency or evacuation of any kind, the company policy will be followed and the visitors, vendors, and customers should be escorted to safety following the rules put in place.

All general safety rules are put into place to protect everyone entering a facility or work site. It is very important to know what these rules are and to follow them. If you are escorted by an associate, you should stay with that associate. They will ensure your experience is a safe and healthy one.