



EMPLOYEE GENERAL SAFETY RULES

The success of any accident prevention program depends on the sincere, constant and active participation and support of all employees. If you see a hazard, report it to your supervisor immediately.

1. If you don't know the safe way, stop and find out. Unsafe conditions and practices must be reported to a supervisor immediately.
2. Work-related injuries, no matter how slight, must be reported to a supervisor as soon as possible and prior to going off shift.
3. If personal protective equipment is provided to you (ie. hearing protection, gloves, goggles, masks, respirators, hoods, etc.), you are expected to wear it.
4. If you have an unsafe or threatening encounter with another person, call for assistance and/or report the incident to your supervisor.
5. Horseplay and practical joking create safety hazards and therefore are strongly discouraged.
6. Missoula County is a drug free and alcohol free workplace. All Missoula County employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.
7. Smoking is prohibited except in designated smoking areas.
8. Never attempt to lift or push objects that may be too heavy for you. **ASK FOR HELP WHEN YOU NEED IT.**
9. Keep the places around you clean at all times.
10. Aisles and walkways must be maintained and remain clear at all times.
11. Slippery floors cause falls. Keep the floor clean and dry.
12. Learn the location of all AEDs, fire equipment, fire exits and alarm boxes in your department, and learn the evacuation policy and procedure of your department.
13. Learn how to access 9-1-1 through your department phone system.

WORKING SAFELY IS AN ESSENTIAL FUNCTION OF YOUR JOB.