



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – GENERAL SAFETY RULES:

1.0 Scope and Application

In order for Dane County and its facilities to operate effectively toward the goal of providing a safe working environment, County employees must be aware of those rules and regulations which impact the manner in which they perform their duties. These General Work Rules represent the minimum acceptable standards of safety conduct expected of all employees. Any employee who fails to adhere to these work rules or who violates such rules may be subject to disciplinary action up to and including dismissal.

These rules are not intended to be all inclusive and additional safety policies may be applicable to your job classification and/or work being performed. Questions regarding these rules or the applicability of other safety policies to your work should be brought to your Supervisor's attention. In the event that a disagreement or conflict arises as to whether or not an unreasonable level of risk is involved with a particular task, employees and supervisors shall attempt to resolve the issue. If there is continued concern with the safety issue, the Department Head or designee should work with the employee and supervisor toward corrective action. The Department Head may wish to contact the Safety Coordinator or Risk Manager to assist to resolve the issue.

2.0 Responsibilities

Risk Manager: Support and management of this policy.

Department Heads: Ensures that work rules are communicated to employees.

Supervisors: Communicates work rules to employees.

Employees: Follow all work rules.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Policies and Requirements

Individual departments may develop their own internal general work rules which will supplement those contained in this policy. Consult with your Supervisor on department specific work rules.

4.0 Definitions

None.

5.0 Training

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised.

6.0 Documentation Requirements

Compliant to departmental procedures



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7.0 General Work Rules

1. All employees are required to report unsafe conditions, acts or equipment to their Supervisor immediately.
2. All employees are required to report accidents and injuries, no matter how minor, to their Supervisor immediately.
3. Horseplay, wrestling, practical jokes and throwing of objects is forbidden.
4. Smoking is only allowed in areas expressly designated for that purpose. Smoking is forbidden at all times when refueling equipment and when working with hazardous and flammable chemicals. All Dane County buildings, owned or leased are smoke free.
5. Wearing apparel must be consistent with departmental policies.
6. The drinking of alcoholic beverages and use of illegal drugs of any kind during working hours is prohibited.
7. Lighting shall be appropriate and adequate for the activities being performed.
8. The public will be kept away from all work areas that could expose them to a hazard. This protection shall be in the form of proper signage and/or use of barricades.
9. Work areas shall be kept neat and clean at all times.
10. All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object which could present a trip/fall hazard, such as electrical cords, boxes, etc., should be properly stored and secured. Walkways and hallways should not be used for storage.
11. Any substance spilled or observed on the floor which could cause the floor to become slippery or create a hazard must be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, "wet floor" signs shall be posted to warn employees and the public.
12. All tools, equipment and materials shall be returned to their proper storage location after use.
13. Oily and greasy rags must be stored in an approved (FM or UL) covered metal container. These containers must be emptied nightly.
14. Compressed air shall not be used for cleaning an employee's body. Compressed air used for cleaning work surfaces shall be reduced to less than 30 psi through the use of flow restrictors and shall only be permitted when used with effective chip guarding and personal protective equipment to protect the operator and other employees from the hazards of the release of compressed air and flying debris.
15. Inspect all personal protective equipment that has been issued to you for defects before each use.



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16. Inspect all assigned tools and equipment you work with for safe operation on a daily basis.
17. Use the right tool for the job and use each tool only for the task for which it was intended.
18. Report defective or unsafe equipment and work practices to your Supervisor.
19. Do not operate equipment or use tools if training and orientation have not been received.
20. Do not abuse equipment and/or tools that have been provided to you to use.
21. Do not block or lock exit doorways or egress routes.
22. Fire extinguishers and safety showers/eye washes must be inspected monthly.
23. Burning must be performed in strict accordance with local ordinances while exercising caution. Supervisors must authorize all burning activities.
24. Compliance with the Dane County Uniform Work Rules.
25. Compliance with established departmental safety rules.

End Policy