



Basic Safety Rules

As an employee of Orange County you are expected to follow all universal safety precautions, act and behave in a safe manner, and constantly learn about the hazards associated with your particular job. You are expected to follow these basic safety rules at all times while employed at Orange County. Failure to follow these rules increases the risk of being injured while working and may result in disciplinary action.

You should:

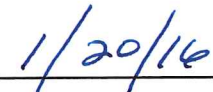
- Report all accidents, injuries or “near misses”, no matter how minor, to your immediate supervisor as soon as possible and not later than the end of the shift on which the injury or incident occurs. This must be done regardless of whether the accident results in an injury that requires medical treatment or results in time lost from work. Prompt reporting of injuries is a requirement under the NC Workers' Compensation Act.
- Comply with all federal and state statutes and Orange County's personnel rules and regulations in maintaining a workforce free of alcohol and drug abuse. Assure that your ability to perform your job is not affected by the use of alcohol or drugs when scheduled to report to work, or scheduled for “on call” duty. Report to your supervisor, prior to performing covered duties if taking a prescribed medication that could impair your ability to perform the covered duties.
- Avoid horseplay and practical jokes on the job.
- Observe and obey safety rules, policies, signs, warnings, and instructions. Utilize available engineering and administrative controls as well as appropriate personal protective equipment.
- Take time before initiating any job to think through what you are about to do. Do not take any unnecessary chances. Learn the right way to do your job. If you do not thoroughly understand the job or task, ask your supervisor for further instructions. Work at a speed consistent with working safely.
- Know and practice procedures to follow in case of fire, tornado, hurricane or other disaster. Familiarize yourself with your department's Emergency Action Plan.
- Use the handrails on stairs or on elevated surfaces. Avoid stairs when carrying a load and use the elevator when present.
- Use an appropriate ladder or other climbing device to reach elevated work. Jumping down from an elevation such as a ladder, bench, or platform can result in injury and should be avoided.

- Wear the proper clothing and footwear for the job being conducted. Ask your supervisor if you are not sure of the appropriate clothing or footwear you should be using for your particular type of work.
- Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective when the defect could lead to injury or harm. When appropriate, tag defective tools or equipment as "Out of Use".
- Exercise care when operating a vehicle on County business. Operate a County vehicle as if it is your own. Obey all traffic rules and state licensing requirements.
- Remove jewelry such as rings, identification bracelets, etc., in work involving climbing, materials handling, or operating mechanical equipment. Secure hair and avoid wearing loose-fitting clothing near machinery or equipment with moving parts. Only operate equipment you have been trained and authorized to operate.
- Maintain good housekeeping practices in order to prevent accidents. Do not allow waste to accumulate in your work area. Dispose of waste materials properly. Wipe up any spills of liquid immediately. Keep aisles and pathways clear. Drawers should not be left open.
- Report any unsafe conditions or unsafe acts to your supervisor immediately.
- Follow health and sanitation rules for the welfare and consideration of other employees.

Signature:



 Bonnie B. Hammersley, County Manager



 Date