Office
General Work Area Safe Practices

General Area or Specific Job Safety Class: _________________________________

Date Prepared: ____/____/____

Preparer: _______________________________________

Safe Work Practices

• Report all unsafe conditions to your supervisor or the safety coordinator.

• Report all accidents, injuries and illnesses to your supervisor or the safety coordinator.

• In the event of a fire, sound alarm.

• Upon hearing alarm, stop work and proceed to the nearest clear exit. Gather at the appointed location.

• Only trained and designated workers may attempt to respond to a fire or other emergency.

• Fire extinguishers should be kept clear at all times.

• Means of egress must be kept unblocked, well-lighted and unlocked during work hours.

• Employees must not store excessive combustibles (paper) in work areas.

• Aisles and hallways must be kept clear at all times.