

# **CITY OF TAYLORVILLE**

## **GENERAL SAFETY GUIDELINES** **ALL DEPARTMENTS**

1. Practical jokes, horseplay and catcalls have no place on the job. Any employee participating in such activities shall be subject to disciplinary action.
2. Drinking of an alcoholic beverages or use of drugs, on the job or during working hours is prohibited. Any employee reporting to work under the influence of alcoholic beverages, drugs or consuming alcoholic beverages during working hours or during any breaks will be subject to disciplinary action.
3. All hazard warning signs and tags should be obeyed.
4. Only personnel properly authorized and trained will be allowed to operate employer owned equipment.
5. All machinery and equipment will have appropriate safety guards installed in accordance with manufacturer's recommendations, good safety practices and will not be removed except for service. As the manufacturer may not properly guard some equipment, guarding specifications should be referred to in the OSHA statutes.
6. Appropriate clothing suitable to the type work performed will always be worn. Loose clothing will not be worn near machinery or equipment with moving parts.
7. Jewelry such as rings, identification bracelets, long chains, or earrings, etc., will be removed when work involves climbing, material handling or operating mechanical equipment.
8. Personal Protective equipment and/or clothing should be worn as required by rules specified for each department. Personnel failing to make use of protective equipment should be subject to disciplinary action.
9. All accidents will to be reported as soon as possible to the injured person's immediate supervisor. This includes all accidents, no matter how slight the injury.
10. Employees will use proper lifting techniques.
11. Work will be at a steady pace. Unnecessary hurry may result in injury.
12. All employees must wear a reflective safety vest at all times when working on public roadways and set safety traffic cones and place appropriate signs for the work being done.
13. All employees using grinding or drilling equipment will be required to wear goggles or a full-face shield.

14. Whenever using percussive equipment such as a *jackhammer*, employees should use protective steel toecaps. If other duties may dictate the potential for a similar type of injury, the toecaps should be used.
15. Whenever an employee encounters any work procedure that is questionable, the employee should call it to the attention of the employee's superintendent and/or supervisor.
16. All liquid spills are to be cleaned up immediately.
17. Use the prescribed tools to do the job safely.
18. Ask for assistance in handling heavy or awkward loads.
19. Hard hats will be worn as each department specific rules.
20. Seat belts are to be worn at all times. **(See Seatbelt Policy)**
21. Cell Phone usages are prohibited while operating City vehicles or equipment. **(See Cell Phone Policy)**
22. **Employees found to be consistently or willfully ignoring safe work practices should be disciplined in accordance with established disciplinary procedures.**