

## Workplace safety rules

Organization name: \_\_\_\_\_

*This document is only a sample of general and job-specific safety rules. This is not a comprehensive list, and some items may not apply to your operations. Be sure to review these safety rules and customize them for your organization and industry. Contact your safety advisor or a Pinnacol Safety Consultant for assistance with identifying the hazards at your workplace and developing appropriate rules.*

These safety rules are intended to provide you with knowledge of the established safe practices and procedures that apply to many of the work situations you may encounter while working for [organization name] \_\_\_\_\_. If you are ever in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance before starting work.

**GENERAL RULES:** These are provided as examples. Please review and edit so they are appropriate for your workplace.

**INCIDENT REPORTING:** Report all incidents (injuries, accidents or near misses) before the end of the workday. Incidents should be reported immediately, or as soon as it is practical to do so. Falsification of records, including employment applications, time records or safety documentation, is not tolerated.

**HAZARD REPORTING:** Notify a supervisor immediately of any unsafe condition and/or practice.

**ALCOHOL OR ILLEGAL DRUGS:** Employees are prohibited from working while under the influence of alcohol or illegal drugs. No illegal drugs or alcohol are allowed on the work site. Employees must notify their supervisor if they are taking any prescription drugs that might affect their performance.

**DRIVING:** While driving a vehicle owned by the organization or driving your own vehicle for business purposes, obey all traffic laws and signs at all times. Wear your seatbelt at all times. Do not drive over the posted speed limits. NEVER text and drive.

**HOUSEKEEPING:** Maintain an organized work area. Store items properly when not in use. Do not obstruct aisles or doorways. Clean up spills immediately.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** Appropriate PPE must be worn at all times. PPE will be allocated and training completed as necessary based on each job task. Training requirements and specific PPE are listed in detail in the job-specific safety rules.

**JOB-SPECIFIC RULES:** Think about rules that could apply across common/similar categories, as in the examples below.

**EMPLOYEE POSITION:** Identify a rule/rules that would apply to a particular department or position classification.

**DANGEROUS TASK:** Identify a rule/rules that govern how employees should complete the critical steps of a dangerous task, such as material handling or lock-out/tag-out procedures.

**EQUIPMENT OPERATION:** Identify rule/rules associated with use of specific equipment. These could apply to hand/power tool use, machine guarding or powered equipment like forklifts.

**INJURY CAUSES:** Identify a rule/rules to address known or potential sources of workplace injuries. Examples might be falls from heights, burns or needlestick/sharps injuries.

I, [print name] \_\_\_\_\_, understand the safety rules of [organization name] \_\_\_\_\_. I am aware that my failure to follow any rule may result in disciplinary action.

I also understand that, by law, workers' compensation benefits can be reduced by 50% when a work-related injury or illness results from failure to follow safety rules.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.*