

SECTION 3

General Safety Rules

These General Safety Rules are considered minimum safety standards for usual work conditions and shall be adhered to by all who enter the specific job location. The following written General Safety Rules shall be **posted** in a conspicuous manner at fixed work sites and where possible in remote mobile locations. The General Safety Rules shall also be annually reviewed and updated as needed. All personnel shall adhere to the following:

1. Participate in new employee training.
2. Participate in continuing education which is conducted on a department level; major programs included are:
 - The Right To Know Act (Hazard Communication Act)
 - Fire control procedures as well as evacuation protocol
 - Claims Management
 - Back care (Body mechanics)
 - Electrical safety
 - Hazardous wastes (Bio-hazards)
 - District safety policies and procedures
 - On the job training within the department
3. Report all accidents, injuries, safety concerns (near misses), or safety hazards in the workplace immediately to your supervisor.
4. Report faulty electrical equipment. Faulty electrical equipment will be removed from service until the equipment has been repaired or replaced.
5. Report any dangerous physical situations at any Fargo Park District facility, with any equipment to your appropriate maintenance personnel.
6. Ask and insist on sufficient help before lifting heavy objects. Follow proper procedure when lifting – bend knees and keep back erect, lift with weight close to the body and do not twist while lifting. Use mechanical devices!
7. **Remember – You are responsible for your safety.**
8. Always wear your safety belt when driving any company-owned vehicle.
9. Always wear your appropriate personal protective equipment in accordance with the job operation that you are performing.
10. Participate in proper housekeeping. Proper housekeeping is mandatory for all departmental areas.

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