Safety Rules Protect You



WHAT'S AT STAKE
The safety rules, policies and procedures of your workplace are there to protect you from workplace hazards and to help prevent injuries.

WHAT'S THE DANGER
All of the procedures in the world are not going to help, however, if you don't know or follow them. It's important you know what the safety rules are and where to find them listed in your workplace.

EXAMPLE
For example, fire safety programs are necessary in all workplaces. They are there to protect you and your co-workers from death or injury. They also protect the company's property, which in turn helps ensure you will have a job in the future.

HOW TO PROTECT YOURSELF
Take it upon yourself to go over the workplace manuals and become familiar with procedures. For example, fire safety programs include evacuation plans to provide a way to escape, and equipment and procedures to fight fires. Here is a sampling of fire safety policies, procedures and rules that may be in effect at your facility:

An alarm system, sprinklers and fire doors help confine fire, smoke and heat to their point of origin. Part of this system may include overhead warehouse doors or corridor doors that automatically close in a fire. To ensure this system works as designed when it is needed, never block a fire or exit door. Never store anything where it can interfere with a sprinkler head.

Part of your company's fire policy will likely include an emergency evacuation plan. Many plans require you to leave the building and assemble at a meeting point to await further instructions. Know and understand your facility's evacuation plan and your part in it. If an alarm is sounded, activate your plan and get out, even if you know the alarm is ?just a drill.? Practice makes perfect.

Many facilities have implemented no-smoking policies. Usually smokers are given a specified area in which to smoke, although some facilities are completely smoke-free. Smoking policies have been implemented for many reasons including:

- To reduce risk of fire.
- To reduce exposure to second-hand smoke.
- To reduce damage to sensitive electronic equipment.
- To encourage employees to work and live more healthy lifestyles.

FINAL WORD

Talk to your supervisor about the specific safety requirements for your facility and where to find the procedure manuals. Take responsibility for your safety. After all, it is your life we are talking about.