

# ***BASIC SAFETY RULES and GUIDELINES***

Safety is a top priority for See Monterey. The success of our safety program depends on the alertness and personal commitment of all our team members. See Monterey will provide information to all team members about workplace safety and health issues when necessary through internal communication channels such as team meetings, postings, memos, or other communication vehicles. All reports and concerns about workplace safety issues should be made to your supervisor immediately.

Team members are required to comply with all safety rules and exercise caution in all work activities. Team members should immediately report any unsafe condition to their supervisor. Team Members who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including separation of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, team members should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate workers' compensation insurance benefits procedures. Safety can be achieved through teamwork. Team members and managers must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. The following safety rules are to be followed at all times:

## **General Safety Rules**

1. Team members are to report all accidents, illness, and injuries, no matter how large or small, to their supervisor at once when they happen. NO EXCUSES.
2. Use care in lifting. Use your leg muscles, not your back. ALWAYS ask for assistance when moving bulky and heavy loads.
3. No running, horseplay, or dangerous acts are allowed while on See Monterey premises or on duty.
4. No drugs are allowed into the workplace or anywhere on See Monterey property unless they are prescription drugs and have been approved for possession and use on See Monterey property by an authorized medical doctor and notification has been provided to the VP of People & Operations. In addition, no illegal drugs are allowed into the workplace or anywhere on See Monterey property or to be consumed prior to or during work hours. Lastly, at no time are team members to report for work under the influence of alcohol or drugs, including prescription drugs that have not been previously approved for use on See Monterey property by an authorized medical provider.
5. Off-duty volunteer activities, sports, recreation, parties, etc., are not covered by workers' compensation in *any way* through See Monterey.
6. If objects start to fall from bookshelves, files or machines, let them fall. Get out of the way as soon as possible so as to not get injured and DO NOT try to stop any falling objects.

7. Do not create or contribute to unsanitary conditions. Each team member is expected to maintain good housekeeping conditions at their work area.
8. When a team member is off work for a period longer than three (3) days due to illness or injury, the team member may be required to report to their supervisor with a doctor's note releasing the team member back to work. It will then be at the discretion of the supervisor and/or senior management to send the team member to the authorized medical doctor for a confirmation of the return to work authorization.
9. Know the locations of the fire extinguishers throughout See Monterey.
10. When carrying objects, use caution, watching for and avoiding obstructions or loose material.
11. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
12. IMMEDIATELY report any defective or depleted safety equipment (fire extinguishers, etc.) or safety hazards to your supervisor.
13. Do not use equipment for any other purpose than it is intended.

### **Office Safety Rules**

1. When working with a video display terminal (computer screen), have all furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Do not open more than one file drawer at a time. It may tip over on you.
3. Do not tip backward in swivel or other chairs.
4. Do not stand on chairs to reach high places. Use a stepladder.
5. Do not leave desk or cabinet drawers open, this will prevent a tripping hazard.
6. Keep items that create slipping hazards off the floor, i.e. pens, paper clips, etc.
7. Use handrails when ascending and descending stairs.

### **Housekeeping Safety Rules**

1. Keep all work areas clean and free of debris. Any waste material should be placed in the proper waste containers and all spills shall be wiped up promptly.
2. Keep stairways clear of items. All areas under stairs that are egress routes should not be used to store combustibles.
3. Do not store materials and equipment against doors, exits, fire ladders or fire extinguisher stations.
4. Do not stack material precariously on top of file cabinets or other high places.
5. All cords running across walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.

### **Fire Safety**

1. In the event of a fire or earthquake, evacuate the premises and proceed to the nearest clear exit. Gather at the designated area outside the building.

2. Only trained workers may attempt to respond to a fire earthquake or other emergency.
3. Exit doors must comply with fire safety regulations during business hours.

## **ERGONOMIC SAFETY**

### **Standing and Walking**

Of prime importance is to keep a straight back...a naturally straight, not a rigid back. Always avoid swayback and strain to the back. Correct posture is as important at work as at rest. Keep your head up, chin in, pelvis forward, toes straight ahead. Be sure to wear comfortable working shoes. While standing, it is good to rest one foot on a support to ease the strain on your back. Change positions frequently.

### **Sitting**

When sitting, find a chair low enough to put your feet flat on the floor or use a foot stool. Sit firmly against the back of the chair. Remember not to overdo the straightness. Cross your legs or put your feet on a stool to ease the strain on your back. Lastly, remember not to slump in your chair.

### **Lifting and Carrying**

Lift heavy objects properly. Know your limits; lift only things you can handle easily. Get assistance with *anything* too heavy for yourself.

- When lifting anything, it is most important to first **size up the load** and observe the load's position to surrounding hazards. If you need help, get it! Nothing is too important to be done unsafely.
- **Stand as close to the load as possible.** Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
- **Take a secure grip**...injuries have occurred when loads slip / fall due to inadequate grip.
- **Keep weight close to the body**...elbows close to the body. Use your leg and hip muscles, not your back.
- **Bend hips and knees while lifting**...keep your back straight.
- When reaching for an object overhead, grip it with palms up and lower the object slowly. On the way down, keep the object as close to the body as possible.
- Watch out for protruding nails, sharp edges, etc...
- Keep fingers away from pinch points when lifting.

When carrying an object:

- Keep your back as straight as possible.
- Keep weight load close to the body and centered over your pelvis.
- Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
- Put your load down by bending the hips and knees with your back straight and the load close to the body.
- If the load is too heavy - *get help*.

## **REPETITIVE MOTION SAFETY**

There may be functions in the workplace which require repetitive motion. In these repetitive motions, workers challenge their upper body muscles and joints (fingers, wrists, elbows, shoulders) to keep up with the desire to do a good job. Our goal is to help you

become aware of ways to avoid the uncomfortable symptoms of what has been referred to as repetitive trauma.

### **What Causes Repetitive Trauma?**

- Repetitive stressing of the same muscle centers.
- Over stressing muscle, ligament or tendon tissues.
- Stressing cold muscles and tendons without warming up.
- Awkward body motions.

### **Symptoms of Repetitive Trauma:**

- Pain, swelling or stiffness that persists 48 hours or more.
- Pain that diminishes during use, but returns during rest.
- Range of motion restricted by pain or stiffness.
- Loss of strength and function.

### **How to Avoid the Pain of Repetitive Trauma:**

- Learn and use **SAFE WORK TECHNIQUES**.
- **STRETCH** shoulders, elbows, wrists and fingers before, during and after work.
- **LIFT**, move and carry objects with **ALL FOUR FINGERS** and **THUMB**, using a firm and proper grip. Remember to vary your grip to avoid over stressing the same muscle tissue.
- **EXERCISE** the work muscles regularly outside of work.
- **WARM-UP** your muscles and ligaments before undertaking strenuous work.
- **USE SMOOTH, EFFICIENT MOTIONS** in your work.

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## **Acknowledgement Form**

I acknowledge that I have received a copy of See Monterey's Basic Safety Rules & Guidelines and understand it is my responsibility to adhere to them. I further understand that failure to do so may result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature