3-02/050.05 - Employees' Safety Responsibilities

Employees are required to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, to prevent damage to equipment and to conserve materials. Failure to comply with the following rules and regulations may result in disciplinary action, including discharge. Each employee shall:

- Keep work areas clean and orderly at all times. Be alert to hazards throughout the work site and report all unsafe conditions promptly to their supervisor;
- Report all accidents or potential accident cases immediately to the immediate supervisor. Immediately report any injury or illness sustained in the course of employment in accordance with Department procedures;
- Obey all safety rules and observe all safety procedures. If any doubt exists about the safe procedure for performing a specific function, the employee shall seek instructions from his supervisor or other employee knowledgeable with the required work procedure or equipment. Avoid engaging in any horseplay and refrain from distracting others;
- Operate only equipment that they have been trained on and authorized to operate by the supervisor. Use only the authorized equipment for the job and handle it safely and properly;
- Wear required protective clothing and equipment when such has been mandated by Department policy and/or Cal/OSHA regulations. Dress safely and sensibly; and
- Take an active part in the safety program. Unless otherwise indicated, participation in scheduled safety training and inspection is mandatory.