



CITY OF PETALUMA Safety Rules

It is the City of Petaluma's policy that everything possible be done to protect employees and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee with safety rules will be grounds for corrective discipline.

To carry out these policies employees shall:

1. Report all unsafe conditions and equipment to your supervisor.
2. Follow the lockout procedure for adjusting or repairing any equipment.
3. Prevent fire by:
 - a. Disposing all combustible & flammable material in proper waste containers.
 - b. Never throw combustible or flammable materials on the floor or parking lot.
4. In case of fire, use fire extinguishers only if trained in their use of fighting fires.
5. Welding or cutting is performed only after cleaning the area of flammable or combustible materials or posting a fire watch.
6. Never reach into equipment unless it has first been locked out at the circuit breaker.
7. Wear eye protection when working with chemicals (goggles) and grinding (safety glasses).
8. Never step on the two steps, or any of the bracing, of a stepladder.
9. Check all stepladders prior to using them to ensure they are in safe condition without bent or broken parts.
10. In case of an emergency such as fire or earthquake, exit the building in an orderly fashion but do not leave the premises. Only designated personnel are responsible for shutting down equipment and putting out a fire.
11. Never use a chemical without knowledge of its hazards, use of proper protection, and what to do in case of an emergency spill.
12. Never use extension cords that have broken insulation or broken ground prongs at the plug.
13. Never use extension cords where they will create a tripping hazard.
14. Always use the proper lifting technique. Never attempt to lift or push an object, which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
15. Store all hazardous materials in a container with their original label.
16. Report all accidents, injuries and illnesses to your supervisor immediately.