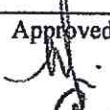



BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article: I	SOG # I-3
	Section: Administration	
	Subject: General Safety Rules	

All BBFPD personnel are required to follow these general safety guidelines. These guidelines have been established in order to provide a safe working environment.

1. Observe and obey every rule, regulation and order necessary for the safe conduct of work. Supervisors will take such action as is necessary to maintain compliance.
2. Report all injuries to the supervisor no matter how slight. The district will ensure that prompt medical attention is provided. Remember to fill out an "Employee's Claim for 'Workers' Compensation Benefits" form to start the claims process.
3. Horseplay, fighting and any other action that has a negative impact on the safety or well-being of employees is prohibited.
4. All personnel will receive safety instruction through orientation, training, and the "safety" communication vehicle.
5. All personnel will be familiar with and practice all of the safety requirements associated with your job.
6. All personnel are expected to report all unsafe acts and unsafe conditions to your supervisor immediately.
7. All personnel shall report to work refreshed, alert, and ready to work safely and responsibly.
8. If you are under the influence of alcohol, drugs, or other controlled substance, you will not be allowed to work. If you are caught consuming these substances to the job, you may be terminated.
9. All personnel shall use appropriate and required safety equipment.
10. All personnel shall wear appropriate uniform or safety clothing for the job assigned. Rings, necklaces, and loose frayed safety clothing are not appropriate when working on or around machinery.
11. Keep all safety guards and devices in place and in proper working condition. Defeating any guard or safety device is grounds for disciplinary action.
12. Use the right tool for the job. "Cheaters" and other tool modifications are not permitted since they could fail and cause injury.
13. Keep tools in good condition.
14. Keep the work area clean, neat, and orderly.
15. To prevent strains, use the stronger leg muscles rather than the back (as this increases strength and control) for proper lifting.
16. Perform only the work that has been authorized and that you are qualified to do so.
17. **Do not** expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform that job safely.
18. Assist coworkers who are less experienced.
19. When in doubt, **ask questions first**. Employees will not be reprimanded for being safe. Use good judgment at all times.
20. Contribute to the BBFPD safety program by practicing these general safety guidelines.

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