

## **L. AGENCY-WIDE SAFETY RULES**

Written safety rules and enforcement procedures are established to contribute to our having safe workplaces. The General Safety Rules and Enforcement procedures are provided during new employee orientation and annually distributed to all employees via email; records are maintained for the current fiscal year and previous two.

Managers and supervisors are asked to review worksite specific safety rules and methods for their enforcement with their employees. Managers and supervisors enforce the agency's general safety rules and develop any additional safety rules or procedures specific to their operations or work environments. Safety rule violations or failure to follow established safety procedures can result in disciplinary action up to and including dismissal based on the seriousness and/or willfulness of the violation.

The Safety Coordinator, safety staff, managers and/or supervisors are empowered to halt the work of contractors working in state facilities if they violate any applicable federal, state or agency safety standards. Contractors are instructed on the applicable safety policies, procedures, or work rules prior to the start of work. The contractor also provides any of their corresponding safety policies or procedures required by federal or state regulations.

### **General Safety Rules**

1. Be aware of and adhere to the safety and health policies, procedures, rules and work practices established by the agency.
2. Conduct yourself in a safe manner and maintain a safe work area.
3. Immediately report any unsafe acts or conditions to your manager or supervisor.
4. Report all incidents (including near misses) and accidents, whether an injury occurred or not (near misses), to your manager or supervisor as soon as possible.
5. Horseplay and practical jokes can cause harm or injury and are not permitted while performing official duties for the Commonwealth or while on Commonwealth owned or leased property.
6. Fighting and physical force should never occur while on Commonwealth owned or leased property or while performing official duties.
7. Displaying or using any weapon (or any instrument used as a weapon) or firearm (or missile-projecting device) while on Commonwealth owned or leased property or while performing official duties, unless authorized to do so as part of your assignment, is not permitted.

8. Use, possession, or being under the influence of alcoholic beverages or non-prescribed controlled substances while on Commonwealth owned or leased property or while performing official duties is not permitted.
9. Keep your work area clean and free from slip, trip, fall and other safety hazards.
10. Know and use proper lifting techniques and request assistance when lifting heavy or awkward loads.
11. Use only an ANSI (American National Standards Institute) approved stepladder or stepstool to reach areas above your “power zone” (shoulder-height). Move the stool or ladder as necessary to avoid over-reaching. Wooden ladders are prohibited for DGS use.
12. Follow warning signs that warn of possible safety hazards or conditions.
13. Always use handrails when walking in stairways and take one step at a time.
14. Do not run, and be careful in congested areas or at blind corners.
15. Obey traffic laws while operating a vehicle.
16. Wear seat belts at all times while driving on commonwealth business.
17. Know and adhere to your responsibilities concerning policies and procedures for emergencies such as fires, bomb threats, etc.
18. Use appropriate personal protective equipment (safety glasses, safety shoes, gloves, respirators, etc.) where it is justified or required based on workplace exposures.
19. Learn and obey safety precautions published by manufacturers while using equipment or chemicals.

### **Drug-Free Workplace**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other controlled substance either while on duty or in the workplace will not be tolerated in accordance with [Management Directive 505.25 Amended, Substance Abuse in the Workplace](#). Any employee involved in these activities may be subject to discipline, up to and including dismissal. In addition, employees may be subject to criminal penalties.

Employees are required to notify the agency of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Managers and supervisors should seek the assistance of the agency SEAP Coordinator whenever an employee has a suspected drug, alcohol or other problem which impairs their job performance. Employees with substance abuse problems can receive free and confidential evaluations by calling SEAP at 1-800-692-7459.

<b>Tobacco Use</b>
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Commonwealth buildings are required to be smoke-free. Please be aware of smoking restrictions that apply outside of buildings, and in particular, those that establish smoke-free areas. DGS has taken positive steps to reduce smoking hazards (tobacco use) in the workplace and to encourage smoking cessation among its employees. Employees should refer to the SEAP information, or ask their HR Representative for smoking cessation assistance information.