

General Safety Guidelines Policy

Effective Date: _____

Last Reviewed: _____

1. Purpose

The purpose of this General Safety Guidelines Policy is to establish procedures and guidelines to ensure the safety and wellbeing of all employees, visitors, and contractors within the workplace.

2. Scope

This policy applies to all employees, contractors, and visitors at *[Company Name]* facilities.

3. Responsibilities

- **All Employees:** Follow safety procedures, report hazards, and participate in relevant safety training.
- **Supervisors/Managers:** Ensure adherence to safety protocols and conduct regular safety reviews.
- **Safety Officer:** Oversee implementation and continual improvement of safety measures.

4. General Safety Rules

1. Report all accidents, injuries, and unsafe conditions immediately to a supervisor.
2. Keep work areas clean and free from hazards.
3. Follow all posted signage, warnings, and safety instructions.
4. Use personal protective equipment (PPE) as required for assigned tasks.
5. Do not operate unfamiliar equipment unless properly trained and authorized.
6. Participate in all required safety trainings and emergency drills.
7. Refrain from horseplay or unsafe behavior that could lead to injury.
8. Know the location of emergency exits, first aid kits, and fire extinguishers.
9. Comply with applicable federal, state, and local safety regulations.

5. Emergency Procedures

- Immediately report emergencies to safety personnel or call emergency services.
- Evacuate premises calmly and in accordance with evacuation plans.
- Assist others in need, if safe to do so.
- Follow instructions from authorized emergency response personnel.

6. Policy Review

This policy will be reviewed annually or as required to maintain relevance and compliance with applicable laws and regulations.

7. Acknowledgement

By working at *[Company Name]*, all employees agree to follow these guidelines and contribute to a safe workplace.

Signature: _____

Date: _____