

<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2105</b>
	<b>SECTION: 2100 SAFETY</b>	
	<b>SUBJECT: GENERAL SAFETY</b>	

**Purpose:** To provide a safe working environment.

**Scope:** This policy is to be followed by all Scotts Valley Fire District employees.

**Procedure:**

*General Safety Rules*

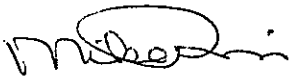
1. Observe and obey every rule, regulation and order necessary for the safe conduct of work. Supervisors will take such action as is necessary and allowed in disciplinary guidelines to maintain compliance.
2. Report all injuries to the supervisor no matter how slight. The district will assure that prompt medical attention is provided. Complete an *Employee's Claim for Workers' Compensation Benefits* form and a *Supervisor's Accident Report* form to start the claims process. (See SOPs relating to accident reporting).
3. Horseplay, fighting and any other action that has a negative impact on the safety or well being of employees is prohibited.
4. Receive safety instruction through orientation, training, and safety meetings.
5. Be familiar with and practice all of the safety requirements associated with your job.
6. Report all unsafe acts and unsafe conditions to your supervisor immediately.
7. 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 substances, you will not be allowed to work. If you are caught consuming these substances on the job, you are subject to disciplinary action.
9. Use all appropriate and required safety equipment.

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10. Wear clothing that is appropriate for the job. Rings, necklaces, and loose frayed 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 of safety device is grounds for disciplinary action.
12. Use the right tool for the right job. Tool modifications are not permitted since they could fall and cause injury.
13. Keep tools in good working 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.
16. Perform only the work that has been authorized to be done.
17. DO NOT expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform the job safely.
18. Assist co-workers 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 when at work.
20. Contribute to the district safety program.

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