

# Workplace Safety Guidelines

## 1. Purpose

The purpose of this document is to establish clear safety guidelines to ensure a secure and healthy working environment for all employees, contractors, and visitors.

## 2. Scope

These safety guidelines apply to all staff, contractors, and visitors in the workplace.

## 3. General Safety Rules

- Always be aware of your surroundings.
- Report unsafe conditions or potential hazards immediately.
- Do not remove or disable safety devices or signage.
- Follow all posted safety instructions and warning signs.
- Maintain clean and orderly work areas.

## 4. Personal Protective Equipment (PPE)

- Wear required PPE such as helmets, gloves, and safety glasses when indicated.
- Inspect PPE regularly and replace if damaged.
- Report any issues with PPE to your supervisor.

## 5. Emergency Procedures

1. In case of fire, evacuate the building using the nearest exit.
2. Familiarize yourself with the location of emergency exits and assembly points.
3. Report accidents or incidents promptly to the appropriate personnel.

## 6. Accident Reporting

- Report all injuries, no matter how minor, to your supervisor.
- Complete incident report forms as required.

## 7. Roles and Responsibilities

Role	Responsibility
Employee	Follow safety guidelines and report hazards or incidents.
Supervisor	Ensure compliance, conduct regular inspections, and address safety concerns.
Management	Provide resources and training for workplace safety.

## 8. Training

- Attend all required safety training sessions.
  - Understand emergency procedures and evacuation routes.
  - Review safety guidelines regularly.
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## **Document Review**

This document will be reviewed and updated annually or as required to ensure ongoing safety and compliance.