Workplace Safety Guidelines

1. Introduction

This document outlines essential workplace safety guidelines designed to protect employees, visitors, and property. Adherence to these guidelines is mandatory for everyone in the workplace.

2. General Safety Rules

- Follow all posted safety instructions and warning signs.
- Report unsafe conditions or incidents immediately.
- Keep work areas tidy and free of hazards.
- Use personal protective equipment (PPE) as required.
- Know the location of emergency exits and equipment.

3. Emergency Procedures

1. In case of emergency, remain calm and follow evacuation procedures.
2. Report accidents, injuries, or near-misses to supervisors immediately.
3. Use emergency contacts for urgent assistance.

4. Personal Protective Equipment (PPE)

Employees are required to wear appropriate PPE based on their job responsibilities. Ensure all PPE is properly fitted and maintained.

5. Fire Safety

- Know the location of fire extinguishers and alarms.
- Do not block fire exits or aisles.
- Participate in regular fire drills.

6. Hazard Communication

All hazardous materials must be properly labeled. Review Safety Data Sheets (SDS) for information on handling and disposal.

7. Incident Reporting

Incident Type	Contact Person	Response Time
Work-related injury	Supervisor	Immediate
Fire	Emergency Services	Immediate
Unsafe condition	Safety Officer	Within 24 hours

8. Acknowledgment

All employees are required to read and understand these safety guidelines. Questions can be directed to the Safety Officer.