

## GENERAL OFFICE / CLERICAL SAFETY RULES



BBSI has developed these Safety Rules patterned after Cal OSHA requirements. Read and become familiar with these rules and other safety rules that apply to your job.

1. Perform only those duties for which you have been hired to perform.
2. Report any unsafe conditions to your supervisor immediately.
3. Report all accidents and injuries to your supervisor as soon as practical.
4. Do not lift any item in excess of 25 pounds. Use caution when reaching to lift overhead.
5. Horseplay is prohibited at all times.
6. Report any problems with defective lighting or equipment prior to beginning the work assignment.
7. Report any tripping hazards noted in parking lots, stairways, or walkways immediately.
8. Neither drugs nor alcohol are permitted on any company job site, property, or vehicle. Suspected job intoxication will be handled according to BBSI's Drug and Alcohol Policy.
9. Post-accident drug testing will be conducted based upon BBSI's Drug and Alcohol Policy.
10. Familiarize yourself with emergency planning, evacuation procedures, exits, First Aid facility sites, and fire extinguisher locations.
11. Observe all safety warning signs.
12. Never use your hand as a hammer.
13. Keep all cabinet drawers closed when not in use. Never open more than one file cabinet at a time.
14. Keep all aisles and walkways surrounding the work area free of cords, debris, or other tripping hazards.
15. When continuous typing is required:
  - a. Stretch your wrists prior to starting the assignment;
  - b. Keep your wrists straight and use wrist pads;
  - c. Your distance from the monitor should allow you to adequately focus on the screen and text;
  - d. Rest your wrists frequently (once every hour); and
  - e. Ensure the screen glare is minimized and the lighting is adequate (no eye strain).
16. Familiarize yourself with the hazards of office supply chemicals and the precautions. This information can be obtained in the office copy of the Safety Data Sheets booklet.
17. If you are not trained in First Aid response, do not attempt First Aid. Call for help.
18. Do not overload electrical plugs. Use extension cords on a temporary basis only.
19. Use caution when handling any cutting equipment.
20. Should you ever have any safety concerns that you have brought up to your supervisor, and the issue is not being addressed, contact BBSI HR.