1.0 Policy
Work activities related to the issues noted within this manual section shall be conducted safely.

2.0 Purpose
To identify general safety rules utilized throughout the organization not covered in other Sunbelt Controls Safety manual sections.

3.0 Scope
Applies to all Sunbelt Controls work sites.

4.0 Definitions
None

5.0 Requirements

5.1 General Requirements
- Smoking is permitted in designated areas only. All other areas are considered non-smoking.
- Creating or contributing to unsanitary or unhealthy conditions is prohibited.
- All forms of horseplay are prohibited, including but not limited to; throwing items, wetting others with water hoses, playing practical jokes on fellow employees.
- The use of air for removing dirt or foreign particles from personal attire is prohibited.
- Do not direct compressed air toward yourself or other employees.
- Employees are required to remain in assigned work areas, unless otherwise directed by their immediate supervisor.

5.2 Clothing and Personal Appearance
- Employees shall wear clothing appropriate for their department.
- Dangling earrings or necklaces (exposed) that may become entangled in equipment is NOT allowed, except in office areas and locker rooms.
- Loose clothing is NOT allowed in operating areas – i.e., clothing tied around the waist or shoulders, neckties, un-tucked shirttails, etc. (This measure is to prevent the possibility of getting caught in equipment).
- Sleeveless or fishnet/mesh shirts are NOT allowed while on the job site – i.e., muscle shirts, tank tops, etc.
- Shorts, where allowed, shall be worn at a length of no greater than 3” above the knee.
- Long hair and/or beards, where allowed, shall be neatly groomed and/or covered to avoid being caught in, gears, chains, rollers, etc as necessary. Ponytails, hairnets or other company approved headgear shall be required as deemed appropriate when the length of hair exposes employees to such hazards.

5.3 Barricades

- Barricades shall be installed when a hazard exists and removed immediately after completing work activities and/or when the hazard has been abated.
- Barricades shall be erected to only include the area where the hazard exists and should be coordinated with the area supervision.
- Caution tape (yellow with black lettering) shall be used to identify a hazard, but will allow personnel to proceed through the area with care.
- Danger tape (red with black lettering) shall be used to identify a hazard zone where only authorized personnel are allowed to enter.
- Whenever barricade tape is used, a warning tag shall be attached to the tape at all normal through traffic locations stating the date of installation and the specific hazard information.

5.4 Manual Lifting

- Tasks involving repetitive lifting should be analyzed to determine alternate methods of completing the task.
- Training on proper lift techniques shall be provided in new employee orientation and periodically through site safety meetings.
- Employees are responsible for seeking assistance in lifting heavy or bulky objects and/or when the object will block their vision.
- When the heavy item is over 50 pounds two people should lift the item together to prevent injuries or accidents.

6.0 References

None