Workplace Safety Guidelines

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Purpose

To ensure a safe and healthy work environment for all employees.

Scope

Applies to all employees, contractors, and visitors at company facilities.

General Safety Rules

- Follow posted safety signs and instructions.

- Report hazards immediately to Facilities or HR.

- Use protective equipment where required.

Emergency Procedures

- Fire: Evacuate using nearest exit, meet at designated assembly point.

- Earthquake: Drop, cover, and hold until shaking stops.

- Medical: Call 911 and notify building security.

Workstation Ergonomics

- Adjust chair, monitor, and keyboard to reduce strain.

- Take regular breaks to stretch and move.

- Report discomfort or repetitive stress symptoms to HR.

Incident Reporting

- All injuries or near misses must be reported within 24 hours.

- Use the Safety Incident Form available on the intranet.

Contact

For safety questions or concerns, email safety@company.com.