

## **DEPARTMENT OF NATURAL RESOURCES (DENR) SAFETY RULES**

The following safety rules are intended to help reduce the chance of accidents and injuries. All employees are expected to comply accordingly.

1. Refrain from the use of tobacco products in or on DENR owned, leased or occupied premises, in accordance with DENR's tobacco-free workplace policy.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
6. Immediately report any recognized potentially unsafe condition or act to your supervisor.
7. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
8. Immediately report any accidents, incidents or property damage to a supervisor regardless of severity.
9. Immediately report any smoke, fire, or unusual odors to your supervisor.
10. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
11. Never attempt to catch a falling object.
12. Fasten restraint belts before starting any motor vehicle.
13. Obey all driver safety instructions as outlined in the Department's vehicle operation and monitoring policy.
14. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
15. Adhere to Department procedures regarding first aid, evacuation routes, and fire notification.
16. Observe all safety notices and posters (i.e., wet floor signs, restricted access area, etc.).
17. Keep your work area clean and orderly, to include:
  - a. Ensure aisles/walkways are free of boxes, wastebaskets, chairs and other obstacles that could impede traffic;
  - b. Close desk and file drawers in order to avoid hazards while walking;
  - c. Keep the floor clear of litter.
18. Avoid the storage or placement of objects overhead, except where adequate storage is provided.
19. Wipe up any liquids spilled on the floor immediately.
20. Ensure cords are positioned where they do not pose a tripping hazard.
21. Avoid plugging one extension cord into another extension cord and/or using multiple surge protectors.
22. Refrain from the use of small electrical equipment in your work area (i.e., fans, space heaters, coffee makers, miniature refrigerators, etc.).
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.