



## Webb County General Safety Rules

Webb County employees are expected to develop and exercise safe work habits. All employees are responsible for compliance with safety procedures, standards, and rules as outlined in the Safety Manual and other applicable directives established. In addition, all employees will need to adhere to the following:

1. All employees must comply with all written and oral safety policies, regulations, directives, trainings, rules and instructions provide by Webb County.
2. Webb County does not expect you to take any unnecessary risks to work under hazardous conditions. Learn the right way to do your job the safe way. If you are not sure that you thoroughly understand the job, ask your supervisor for further instructions or contact Risk Management.
3. Report all on-the-job injuries (including those requiring only minor first aid) immediately to their supervisor. No employee shall go to a physician or other medical practitioner for treatment of any on-the-job injury without authorization from supervisor or Risk Management except under absolute emergency situations.
4. Complete cooperation in accident investigation is required by all employees, supervisors and witnesses to insure accurate determination of cause.
5. Personal protective equipment (PPE) must be worn when required on specific tasks. Immediately report to your supervisor if you do not have the proper PPE or it is damaged, torn, or needs replacing.
6. The workplace is an inherently dangerous place, and requires close attention to procedure. Therefore, absolutely no practical joking, scuffling, or horseplay of any kind will be permitted while on the job.
7. To eliminate the possibility of a serious injury, workers must not operate a machine unless guard or method of guarding is in good working order, in place and operational.
8. Only authorized persons that have been properly trained shall operate machinery or equipment.
9. Keep safety first by reporting any unsafe conditions, practices or unsafe actions to your supervisor or Risk Management.
10. Any violations of the Safety Policies, Safety Manual and all other Webb County Policies, regulations, trainings and practices, directives or rules will be cause for progressive disciplinary actions. Repeated violations may result in suspension or termination.

I have viewed the Safety Orientation Video.

I have read the above safety rules and understand my responsibility to work in a safe and healthful manner while on the job. I agree to comply fully with the above safety rules as written and the Webb County Safety Manual. I also understand that working in a safe and healthful manner is a condition of employment.

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have instructed this Employee on the expectations and accountability related to the above safety rules and reviewed information in the Safety Manual. The employee has demonstrated sufficient knowledge and skill to comply with the above rules.

\_\_\_\_\_  
Risk Management Staff

\_\_\_\_\_  
Date