

General Industry Safety Handbook

1. Introduction

Welcome to [Company Name]. This Safety Handbook is designed to promote a safe and healthy workplace for all employees. Our goal is to prevent workplace injuries and illnesses by fostering a culture of safety, in compliance with OSHA and other applicable regulations.

2. General Safety Policies

- All employees are expected to follow safety rules and report unsafe conditions.
- Supervisors are responsible for enforcing safety policies and providing necessary training.
- Safety violations will be addressed through progressive disciplinary action.

3. Hazard Communication

- Employees have the right to know about the hazardous chemicals they work with.
- Safety Data Sheets (SDS) are available for all hazardous substances.
- All containers must be properly labeled with hazard warnings.

4. Personal Protective Equipment (PPE)

- Required PPE must be worn in designated areas.
- PPE includes gloves, safety glasses, hearing protection, and respirators, as applicable.
- Employees must maintain and store PPE properly.

5. Emergency Procedures

- Evacuation maps and fire extinguisher locations are posted throughout the facility.
- In case of fire, activate the nearest alarm and evacuate immediately.
- Report all emergencies to a supervisor or call 911.

6. Equipment and Machine Safety

- Only trained personnel may operate machinery.
- Lockout/tagout procedures must be followed before maintenance.
- Report damaged or malfunctioning equipment immediately.

7. Electrical Safety

- Do not operate electrical equipment with wet hands or near water.
- Extension cords must be inspected regularly.
- Report frayed wires or exposed conductors.

8. Ergonomics and Manual Handling

- Use proper lifting techniques: bend your knees and keep your back straight.
- Request assistance for heavy loads.
- Adjust workstations to avoid repetitive strain.

9. Slips, Trips, and Falls Prevention

- Keep work areas clean and dry.
- Use caution signs for wet floors.
- Do not block aisles or exits.

10. Chemical and Environmental Safety

- Store chemicals in designated areas.
- Use appropriate containment methods.
- Dispose of hazardous waste according to regulations.

11. Health and Wellness Policies

- Report injuries or illnesses immediately.
- Stay hydrated and take breaks in extreme temperatures.
- Violence or harassment will not be tolerated.

12. Training and Education

- All new employees must complete safety orientation.
- Refresher training is conducted annually or as needed.
- Training records are maintained by the Safety Department.

13. Incident Reporting and Investigation

- All incidents must be reported to a supervisor within 24 hours.
- Incident investigations will be conducted to determine root causes.
- Corrective actions will be implemented to prevent recurrence.

14. Appendices

- Glossary of Safety Terms
- Incident Report Form
- Emergency Contact List
- OSHA Regulation Summary

For questions or concerns regarding safety, please contact your supervisor or the Safety Manager at [Contact Information].