



# Safety in the Workplace

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# What is a Policy

- All companies have policies
- A policy is a rule for the workplace.
- Policies are designed to keep the workplace professional and to ensure that everyone has a clear understanding of expectations.\*

# What is a Policy

- Policies may be written or unwritten. Well run companies will have written policies that are followed.
- Many will have unwritten policies or will have written policies that are not followed.
- Sample policies
  - Attendance and tardy policies
  - Employee dress code
  - Romance in the workplace
  - Email and Internet use
  - Telephone use\*

# Sample Policies Online

- [Pfizer's policy about animal testing](#)
- [Coca Cola Workplace Rights Policy](#)
- [Valve employee handbook](#)

# What is a Procedure

- A procedure is a way of doing things.
- Companies have procedures for a variety of reasons
  - Safety
  - Standardization of quality of product
  - Expedite services\*

# What is a Procedure

- Most companies will have procedures laid out based on years of experience
- Common procedures
  - How to get help
  - Clock in, out, and taking breaks
  - Answering the phone
  - Safety (big huge issue)
  - Complaint\*

# Sample Procedures Online

- [OSHA Evacuation Plans and Procedures Tool](#)

# Where do they come from?

- OSHA (Occupational Safety and Health Administration) sets a number of safety procedures that specific industries must follow
  - Example: Ladder policies
- EPA (Environmental Protection Agency) has specific policies set forth that industries must follow to keep our water and air clean(ish).\*

# Where do they come from?

- Government
  - Local
  - State
  - Federal
- Unions—Unions may write policies and/or procedures into contracts for the safety and welfare of the membership
- Experience—Years of experience may lead a company to use specific procedures\*

# Where do they come from?

- CYA—Many policies and procedures are designed specifically to keep the company from being sued
- Management—Like it or not, agree or not, the management hired you and can fire you so their policies and procedures override your opinion.
- Money, money, money—Time is money, wasted resources are money, training is money. Many policies and procedures are designed to save and/or make money.
- The way things have always been done—Often this is one of the most common reasons.\*

# Orientation

- When you are hired on a job, you will usually undergo an orientation of some type.
- It can be
  - Formal—all new employees watch this video, attend a seminar, take a test
  - Informal—Follow someone around for a day or two listening to them
- This unit is intended to start us of thinking about workplace policies, procedures, and orientations that might occur on the workplace.\*

# Your Responsibilities

- As a new employee you are expected to follow all policies and procedures, regardless of your opinion.
- Generally, if you don't agree with a policy, you probably shouldn't work there.
- Changing policy takes time and trust. An employer needs to first trust your skills and work ethic before he/she will be interested in your opinion on making changes.
- Good rule of thumb on a new job: Keep your eyes open, your ears open, and your mouth shut. Establish your value and then suggest changes.\*

# But where my friend works...

- ...they all wear jeans and mainline Mt. Dew and they can come in whenever they want and on Fridays they all...
- I know, I know. I've heard it all before.
- Some workplaces are much looser than others.
- At Sno Isle my goal is to prepare you to work in the strictest of environments. If you end up in a looser worksite, wahoo!\*

# Project

- Let's take a look at the project!