



ARTICLE XVI ADMINISTRATIVE DEPARTMENT SAFETY RULES AND PROCEDURES

The following rules and procedures apply to all Town of Selma employees with administrative-type positions, in addition to all other Town Safety rules and procedures:

- 1) No personal protective equipment is required unless an employee is working in an area that requires personal protective equipment.
- 2) Employees should use proper lifting procedures when carrying, stacking, pushing, pulling, rolling, sliding, and lifting heavy boxes, furniture, equipment, or other objects.
- 3) Keep floor spaces clear of materials, equipment, objects, electrical leads, computer and telephone cables, and/or debris that would create a slipping, tripping or falling hazard.
- 4) Equipment using hand-fed processes such as electric staplers and paper cutters should have guards.
- 5) Keep all filing cabinets and desk drawers closed when not in use.
- 6) To reduce stress and prevent fatigue, change tasks at least once every two hours. Stretch arms, neck, and legs often if you do the same type of work for long periods of time. Rest your eyes often by closing them or looking at something other than the work at hand.
- 7) Noise is an unavoidable component of most offices. It can cause stress, loss of concentration and reduced productivity. In general, every effort should be made to keep nuisance noise to a minimum.

Policy adopted by Selma Town Council

Effective Date: August 10, 2021

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.