



PARTNERS IN DEVELOPMENT
FOUNDATION

Volunteer/Intern/Trainee

Health & Safety Guidelines

Safe working conditions are required by law and must be maintained at all times. It is your responsibility to practice safety on the job. Injury to an individual means a loss to both the individual and PIDF. To assist in providing a safe and healthful work environment for all and the general public, PIDF has established a workplace safety program. This program is a top priority for PIDF. The facilities manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of everyone.

PIDF provides information to all about workplace safety and health issues through regular internal communications channels such as staff meetings, bulletin board postings, memos, and other written communications. All receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from all involved parties. We encourage you to raise your ideas, concerns, or suggestions for improved safety in the workplace with your supervisor, with another supervisor or manager, or bring them to the attention of the facilities manager. Reports and concerns about workplace safety issues may be made anonymously, if you wish. All reports may be made without fear of reprisal.

Everyone is expected to obey safety rules and to exercise caution in all work activities. Everyone must immediately report any unsafe condition to the appropriate supervisor. Anyone who violates safety standards, who cause hazardous or dangerous situations, or who fail to report or, if appropriate, remedy such situations, may be subject to disciplinary action, including and up to termination of employment. The following rules apply to all and are minimum requirements for safety and health.

- Be careful! Report all unsafe conditions to your supervisor immediately. If you are in doubt as to whether something is safe, ask your supervisor.
- Horseplay and practical jokes on the job are prohibited.
- Safety is largely a matter of good housekeeping. Keep all walking areas clear and dry. Do not overload electrical sockets. Always turn off electrical power to equipment that is not required to be on before leaving for the day.

- Report every injury or illness, however slight, to your supervisor immediately. Your supervisor will obtain first aid or get medical assistance. First aid kits are located in all PIDF facilities — find out where they are located in your area.
- If medical attention is necessary, keep calm and do not attempt to move the injured person unless absolutely necessary. Know who your qualified first aid/CPR employees are and call them in an emergency. Call 911 for an ambulance and then render first aid if you are qualified to do so.
- Do not attempt to remove any foreign bodies from any person. Refer them to a doctor immediately.
- If a fire occurs, immediately call 911 for the Fire Department and then fight the fire. Do not risk injury. Never stack material so that it blocks exit doors, exit ways or fire-fighting equipment. Know where fire-fighting equipment is located and how to use it. Practice fire prevention by keeping your work area clean, obeying all *No Smoking* signs, and not storing flammables in work areas.
- When lifting heavy objects, lift with your legs or, better yet, ask for help.
- Take proper precautions when working in or around ponds and tanks as the presence of water and moisture can contribute to unstable footing.