



Safety

Teton County is committed to providing a safe working environment that protects employees and citizens from injury and loss. Every employee is expected to comply with the basic safety rules listed below. In addition, employees are expected to follow any detailed safety rules adopted by their specific department.

- Use common sense in performing your duties
- Report any work injury or illness to your supervisor
- Report unsafe conditions to your supervisor
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment
- Keep your work area neat and tidy
- Use mechanical devices or request assistance in lifting heavy loads
- Wear seat belts when operating any company or rented vehicle or driving your own personal vehicle while on company business
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways
- Keep paper clips, tacks, pins and other objects off the floors
- Store all sharp objects properly when not in use
- Open and close doors cautiously and use extra caution at blind hallway intersections
- Open only one file cabinet drawer at a time to avoid tip-over
- Report or clean up all spills immediately
- Use stepstools, platforms or ladders for climbing; never use chairs
- Report or replace frayed electrical cords
- Do not use cell phones or computers while driving a vehicle, except pursuant to exception(s) described in the Vehicle Use Policy

Emergency Evacuation Plans and Re-entry:

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow basic evacuation procedures but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly
- Secure locks on all secured containers and cabinets
- Leave your work area and report to your supervisor