

**EMPLOYEE SAFETY STATEMENT**



The City of Miami recognizes that safety is a priority in all City business and operations and is providing the following guidelines to assist in ensuring my safety and that of others:

- Ask the proper methods before performing a new task;
- Wear appropriate clothing and shoes, as required by my job;
- Wear all personal protective equipment, as required by my job;
- Use caution when handling and storing chemicals;
- Where hazardous chemicals are in use or transported, follow the instructions on the MSDS (Material Safety Data Sheet) that dictate product transport or handling.
- Know where the fire extinguishers and emergency exits are located in my area;
- Use guards on machinery whenever required;
- Lift objects properly, using my legs, not my back;
- Never operate any vehicles, equipment or power machines, unless I have been, authorized to do so, and properly instructed;
- Never attempt to repair defective electrical wiring, unless it is part of my job responsibilities;
- Never be under the influence of drugs or alcohol while on duty, or on the premises;
- Immediately report unsafe work practices or conditions, injury or illness, and accidents to my supervisor and/or the City-wide Safety Unit;
- Never perform any unsafe practice that will place me or others in danger;
- Never perform any functions outside of my physical capabilities without assistance and,
- Know and obey the Safety Rules in the General Safety manual and of my department.

I have received a copy of the City of Miami Safety Statement and these safety guidelines. I understand that a copy of my signed notice of receipt of this document will be placed in my official personnel file and that I am expected to abide by these guidelines at all times.

\_\_\_\_\_  
**PRINT EMPLOYEE NAME**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

