









Safe Work Practice / Job Procedure

Horseplay

Potential Hazards

- Slips, trips, falls
- Stress
- Injuries
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

Safe Work Practice

- Do not

Safe Job Procedures:

1. Make sure that the main walkways are clear each morning
2. Ensure that access into and out of the building are clear of obstructions
3. Clean up after yourself through out the day
4. Keep all doorways free from obstruction throughout the office building
5. When you leave for the day, clear your desk and surrounding areas for the next day

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.