

Alabama Power Career Academy - SAFETY RULES

Electrical Equipment

1. Do not unplug equipment by pulling on the electrical cord. Instead, grasp the plug at the outlet.
2. Do not stretch an electrical cord across an aisle where someone might trip over it.
3. Do not overload extension cords.
4. Replace frayed electrical cords immediately.
5. Do not bring food or beverages into the classroom.
6. Do not attempt to repair equipment yourself. Repairs should be done by an authorized service technical only.
7. Do not lean over moving machine parts while wearing a long necklace, scarf, necktie, loose sleeves, or other clothing that could get caught in the machinery. Personal injury and damage to equipment and clothing could result.
8. Follow the manufacturer's recommendations for using equipment safely.
9. Place all components on a flat surface in a dust-free area that is not in direct sunlight.
10. Do not move equipment from one location to another unaided. Avoid jostling or jolting equipment if you must move it.

Computers

1. Do not insert pencils or other implements into drives. Doing so could damage the drive.
2. Do not insert or remove peripherals while active – this can damage the peripheral (USB), Go through the steps to disconnect the item.
3. Keep air vents unobstructed to prevent overheating.
4. Position keyboard to prevent them from being bumped or dropped off the work surface.
5. Use correct keying techniques, hand and finger exercises, and other tactics for preventing repetitive stress injury.
6. Be sure your hands are clean before using the computer keyboard.

Monitors

1. Adjust the brightness and focus for comfortable viewing.
2. Avoid glare on the screen.
3. Keep the screen free of dust and fingerprints. Clean it frequently, but only with a soft, lint free cloth.

Work Rules

1. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
2. Horseplay is not permitted on jobsites due to the possibility of resulting in accidents or injuries.
3. Every associate must participate in good housekeeping.
4. Always ensure that the operator of a machine sees you, never approach from behind or a blind side.
5. Do not perform a task unless you've been trained and you are aware of the hazards as well as how to mitigate/eliminate them.
6. Never leave machinery running unattended.
7. Dress properly and compactly: billowing, loose, or hanging clothes and accessories (ties, earrings, bracelets, loose sleeve, etc.) may easily get caught up in moving parts. At best, the offending objects may be destroyed; at worst, they could ruin the machine or severely hurt you.
8. When picking up a box or equipment, test the weight first and lift correctly.