Ingleside Animal Hospital

**Workplace Safety Policy**

Workplace Safety is a top priority for all staff members. We must provide a safe facility for clients, patients, and staff.

Every staff member is tasked with the following:

* Keep parking areas, outdoor areas and building clean and clutter free.
* Keep floors clean and dry. When wet put out warning signs.
* Inspect your areas daily for hazards and needed repairs. Notify supervisor or manager immediately of needed repairs.
* Ensure all areas are properly lit.
* Keep all drawers and cabinet doors closed when not in use.
* Keep all animal cages and enclosures closed and safety clips on.
* Put all tools and instruments away after each use.
* Clean exam tables and sinks after each appt.
* Dispose of all sharps appropriately
* Assist clients and coworkers with large pets, food, etc.
* Always be aware of your surroundings.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_