

It is essential that all workers are aware of safe practices and include them in all activities on or off the job. All University employees, as a condition of employment, must abide by and follow all safety regulations and standards, written or implied, for the purpose of protecting the individual from bodily injury and preventing damage to equipment and property. As noted, the following items are general in nature and not all inclusive of every situation or condition.

1. Smoking is prohibited on campus.
2. Candles may not be burned in the work place.
3. Horseplay and fighting will not be tolerated.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Personal protective equipment will be used when required to protect the worker from potential hazards that cannot be eliminated. Faculty, Foremen, and Supervisors will ensure availability and proper use.
6. Operate equipment only if you are trained and authorized.
7. Inspect your individual work station before each shift to ensure that equipment, tools, and vehicles are maintained in proper working condition. Any situation which requires a work order shall be brought to the attention of your supervisor who will take necessary steps to see that it is done.
8. Report any unsafe working condition or act to your supervisor.
9. Whenever there is a question concerning the safety of a task or working condition, your supervisor should be consulted before commencing the task.
10. Accidents, near misses, injuries, and property damage shall be reported to your supervisor or their designee immediately, regardless of the severity of the incident. Your supervisor or their designee will see that injured employees receive medical attention and that all necessary reports are completed.
11. Follow recommended work procedures and safe work methods outlined for your job.
12. Maintain an orderly work environment and follow work procedures. All tools and equipment should be stored in designated places. Scrap and waste material should be put in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques and get assistance when a load is too heavy or too bulky for one person to handle safely.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
17. Drivers will utilize restraint belts if vehicle is equipped with them and will not start the vehicle until all passengers are properly buckled.
18. Vehicle operators must obey all driver safety instructions and be trained and properly certified or licensed. They must follow all state and local codes when operating University vehicles or equipment on or off campus. Riders in the back of pickups/trucks must be seated within the bed and not on sides of the vehicle.
19. All university drivers must comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know the safety rules and emergency procedures regarding first aid, evacuation routes, and fire department notification procedures for your work location.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
22. Before beginning work, report the use of any prescription and/or non-prescription medicine/drug use to your supervisor. Some drugs or medicines may cause the user to react in a manner which is not normal, become drowsy or possibly unconscious. Some medicines may cause a person to be incapable of operating a vehicle or machinery.
23. Employees working alone in potentially hazardous operations, including the performance of any experiments or who work late at night, must have someone within contact distance and should notify the department head or supervisor that they are working alone during the work day or the University Police after working hours.
24. Employees who ignore or do not comply with safety requirements may receive disciplinary action and, in extreme circumstances, may have their employment terminated.
25. Adhere to Departmental rules and procedures specific to Departmental operations.
26. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.