

Safety Rules

The following safety rules are to be adhered to:

1. Smoking is prohibited in all university buildings.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized weapons and firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
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. Use protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Do not operate equipment or machines without proper training and authorization.
7. Inspect the workstation for potential hazards and insure that it is in safe operating condition before using it.
8. If there is any doubt about the method of work to be used, consult the supervisor.
9. Follow recommended work procedures outlined for the job.
10. Return all tools and equipment in a designated place after use. Put scrap and waste material in a designated refuse container.
11. Report any smoke, fire, or unusual odors to your supervisor.
12. Use proper lifting techniques. For object exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.

13. Do not throw objects or attempt to catch a falling object.
14. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape or “wet floor” sign to identify the area before leaving it.
15. Fasten seat belts before starting any motor vehicle.
16. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
17. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
18. Jewelry, neckties, scarves, and other wearing apparel should be secured when working around equipment that may grab them.
19. Notify your supervisor of any breakage or malfunction of machinery or equipment.
20. Wear eye protection, respirators, or protective clothing in regulated areas or during functions requiring protective gear.
21. Report frayed electrical cords immediately.
22. Do not use electrical extension cords as a permanent electrical line.
23. Never turn on an electrical switch unless you know what it operates and have had the adequate training on that piece of equipment
24. Keep flammable items away from electrical outlets, cords or other electrical apparatus.

Note: Employees who do not comply with university safety rules may be subject to disciplinary action.