1.0 Safety Information

1.1 Safety rules are necessary to define the minimum standards that must be upheld by every employee or student regardless of his or her capacity within the University.

1.2 Enforcement of these rules is the responsibility of all University employees and students.

1.3 Safety rules shall be given to all employees at hire and are to be reviewed on an annual basis.
   1.3.1 Rules should also be posted annually for review of all employees
   1.3.2 All meetings to review safety rules should be documented and sent to the Environmental Health Safety/Hazardous Waste Department.

2.0 General Safety Rules

2.1 Report accidents or any unsafe activity to a departmental supervisor.

2.2 Law prohibits possession or use of any weapons on campus.

2.3 The University is an alcohol and drug free zone. Law prohibits possession or use of these substances.

2.4 Smoking is allowed only in designated areas

2.5 Horseplay and fighting are not tolerated on campus.

2.6 Before beginning a task, notify your supervisor of any impairment that may reduce your ability to perform in a safe manner.

2.7 Operate equipment only if you are trained and authorized to do so.

2.8 Be sure to use personal protective equipment (PPE) to protect yourself from hazards.

2.9 Keep an orderly work environment. Pay close attention to hazards that can cause slips, trips, or falls.

2.10 Store flammables, hazardous materials, and hazardous waste in appropriate containers.

2.11 Use proper lifting techniques. Bend your knees when lifting objects. **DO NOT** bend your back when lifting objects.

2.12 Fasten safety belts before starting any motor vehicle.

2.13 Follow recommended work procedures.

2.14 Maintain an orderly environment.

2.15 Know departmental rules regarding first aid, evacuation routes, and emergency notifications.

2.16 Assist and cooperate with all safety inspections and investigations.

2.17 Report near misses and property damage regardless of severity. Comply with all traffic signs, signals, markers, etc.

2.18 Adhere to all departmental rules and procedures.

2.19 Report potentially unsafe acts or conditions to your supervisor.