

General Safety Rules

Adherence to the following safety rules reduces the risk of mishaps:

- Don't smoke or use tobacco products on campus.
- Don't engage in horseplay.
- Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment (PPE) to protect yourself from potential hazards that can't be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect your workstation for potential hazards and ensure that equipment/vehicles are in safe operating condition before use.
- Immediately report accidents, near misses, and property damage to your supervisor regardless of severity.
- Immediately report any potentially unsafe condition or act to your supervisor.
- If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
- Follow recommended work procedures outlined for the job, including safe work practices outlined in the job safety analysis, standard operating procedure, or owner's manual.
- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Place scrap and waste material in a designated container.
- Fasten restraint belts. Do not use cell phones while operating a government vehicle or while using your personal vehicle or rental car for official business