

GENERAL SAFETY RULES

A. Introduction:

1. The following general safety rules are to be followed by all applicable departments.

B. Responsibilities:

1. Environmental Health and Safety Department:
 - a. Develop and implement all general safety rules to be followed by employees.

- f. Never throw debris, tools or other objects from any height.
- g. Report all unsafe acts, unsafe conditions or incidents/accidents to your supervisors and safety personnel.
- h. Refer to Safety Data Sheet (SDS) before handling any hazardous materials.
- i. For any hazardous work, safe operating procedure/safe work procedures must be referred and adhered to.
- j. Label all chemical containers and store them in designated chemical storage area.
- k. Do not deface or change any manufacturer's labels on incoming chemicals or industrial products.
- l. Know the location of the nearest

iv. Electric tools should not be used in damp or wet locations.

v. Work areas should be well lit.

4. Electrical Safety:

- a. Good housekeeping is one of the best indications that a department is being well controlled and efficiently run. Poor housekeeping contributes to a host of hazards ranging from trip hazards to fire hazards.
- b. It is the responsibility of every person in each department to correct poor housekeeping. A continuous effort to eliminate trip hazards, and generally keep the work area free of hidden hazards, will contribute greatly to the job efficiency and the safety of faculty staff and work study students.
- c. Good housekeeping rules include but are not limited to:
 - i. Dispose of all garbage and food items in the proper receptacles in a timely manner. Do not leave food in your work area.
 - ii. Do not leave rags lying around work areas.
 - iii. Keep a neat and orderly work station
 - iv. Close all drawers and cabinet doors after you have accessed them.
 - v. Make sure all containers are donning their lids and are stored properly.
 - vi. Immediately clean up any spills in your work area, big or small.
 - vii. Keep all exits, aisles and walkways clear at all times.

6. Lifting:

- a. UNE personnel will not lift objects which appear too heavy or awkward to be lifted properly. The limit under normal conditions is fifty (50) pounds, but may be less under differing conditions.
- b. Employees will use lifting assistance devices when an object is clearly too heavy to be lifted, including: hand trucks, pallet jacks, forklifts, and hoists, and follow all safety regulations pertaining to these devices.
- c. When lifting, follow these guidelines:
 - i. Stop and think before you lift to evaluate the load, don't rush
 - ii. Keep heavy objects close to your body
 - iii. When lifting heavy objects: spread your feet wide apart, stick out your chest and tuck in your chin, tighten your stomach muscles, keep your back upright, bend at the knees and not your back, keep your shoulders parallel to the floor as much as possible.
 - iv. When carrying a load a long distance, occasionally shift it from one side to the other.
 - v. Do not lift and twist your back at the same time.

vi. Do not lean forward without bending your knees.

vii. Avoid lifting objects above shoulder level.

7. Vehicle Operation:

a. Material Transport: Material being transported, on or off campus, will be done with the following precautions by licensed drivers:

i. All material will be secured in place prior to departure.

ii. Tailgates will be in place.

iii. All personnel will wear seat belts at all times.

iv. Personnel will not ride in the bed of any vehicle or location that is not equipped with approved safety belts.

v. All state and federal traffic laws will be observed.

8. Machine and Equipment Guarding:

a. Guarding will be provided for all machinery or equipment that has exposed moving parts that can cause injury, such as pulleys, gear, fly wheels, etc. The guarding must be designed to prevent any inadvertent contact with these hazards. Contact EHS for assistance in determining sufficient guarding.

b. Machine guarding may not be removed or modified in any way due to safety hazards, failure to comply with this rule will result in disciplinary action as it puts other employee's at high risk for injury.

a. Please contact the EHS Department to make suggestions regarding health or safety issues including: occupational safety (work procedures, equipment), and environmental health (health concerns inside or outside buildings).

D. Training:

1. All new hires will receive training that is commensurate with their jobs and will receive annual re-fresher training as required by OSHA.