

General Safety Rules

Description

General

- University employees or students shall not turn on, use, repair, or operate any machine, tool, vehicle, crane, electricity, gas, steam, air, acid, caustic or other dangerous material or equipment unless authorized by a supervisor.
- Safety guards and devices furnished by the University or department shall be used. Removal or non-use will not be authorized.
- Approved personal protective equipment shall be worn when the exposure indicates the need for it, i.e., head and ear protection, face and eye protection, respiratory equipment, safety belts, protective footwear, etc. (See Section 7, "Personal Protective Equipment" for more details).
- Only tools, equipment, and machinery that is properly maintained and adjusted may be used.
- University-provided tools may not be modified unless authorized by a supervisor.
- Floors must be kept free of debris or substance that might constitute a tripping or slipping hazard. Employees responsible for any such spill shall clean it up immediately.
- Horseplay, running and practical jokes are prohibited in buildings because of potential slipping, tripping and collision hazards.

Clothing & Safe Dress

- Employees will wear clothing appropriate to their work assignments. Clothing will be in reasonably good condition and clean.
- Supervisors are responsible for ensuring that employees are informed as to the requirements for wearing apparel that is suitable for the type of work to be performed and the hazards involved.
- For those working with machinery or in other hazardous operations, clothing should be well fitted, with no loose or flowing appendages. Sleeves, if full length, should be buttoned at the wrist. The practice of working without a shirt is not approved.
- Unless working conditions dictate otherwise, employees must wear shoes while at work. Shoes should be well-fitted with good soles and heels and of a style that completely covers the foot. Open-toe shoes, or light-weight shoes of the canvas "sneaker" type may not be safe. Safety shoes or safety toe caps are recommended in foot-hazardous work. Because of sanitation and liability, persons with bare feet should not be allowed within campus buildings.
- Employees with long hair who work around moving machinery must wear adequate hair covering to preclude the possibility of entanglement.
- Jewelry such as rings, pendants, necklaces, earrings, watches shall not be worn when they constitute a hazard, i.e. working around moving machinery, electrical or electronics equipment, etc.