

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.
- b. Evaluate the general safety rules annually or as needed to ensure they are up to date.
- c. Be a resource for any employee with questions on general safety rules.
- d. Create and implement training programs for general safety rules.

2. Manager's, Supervisor's, and Department Heads:

- a. Abide by all general safety rules set forth in the Safety Manual.
- b. Ensure all employees are attending training sessions as required.
- c. Guarantee that employees are following all general safety rules and provide disciplinary action when necessary if they are not.

3. Employees:

- a. Abide by all general safety rules set forth in the Safety Manual.
- b. Attend any training sessions online or in the classroom as required by your supervisor or the EHS department.
- c. Provide any additional items that may need to be addressed under general safety rules.

C. Policies, Practices, and Procedures:

1. General Safety Rules:

- a. Observe and abide all warning signs and safety notices.
- b. Smoking is prohibited everywhere on UNE property. UNE is now a smoke-free facility.
- c. No running or horseplay is allowed in the workplace.
- d. Guard all floor openings and edge of working platforms greater than 3 feet to prevent a fall.
- e. Do not take unsafe short cuts or by-pass any safety devices or controls.

- 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 emergency equipment including fire extinguishers, fire alarms, fire blankets, eye wash stations, safety showers, AED's, etc.
- m. Familiarize yourself with the emergency evacuation procedure and the location of the nearest exits and muster points. A list of muster point locations for each building can be found in UNE's Annual Clery Report on the Safety and Security portion of the UNE website.
- n. Do not obstruct or block any exits, escape passage way or any emergency response equipment.
- o. Follow the manufacturer's operating instructions when working with machinery.
- p. Report all work related illness and injuries right away and submit an accident report.

2. General Tool and Device Safety:

The employer is responsible for the safe condition of tools and equipment used by employees but the employees have the responsibility for properly using and maintaining tools.

- a. All electrical tools will be in good repair.
- b. Saw blades, knives, or other tools should be directed away from aisle areas and other employees working in close proximity. Knives and scissors must be sharp. Dull tools can be more hazardous than sharp ones.
- c. Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools.
- d. Floors should be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.
- e. Keep all tools in good condition with regular maintenance.

- f. Use the right tool for the job.
- g. Examine each tool for damage before use.
- h. Operate according to the manufacturer's instructions.

3. Power Tools and Devices: The following general precautions should be observed by power tool users:

- a. Never carry a tool by the cord or hose.
- b. Never yank the cord or the hose to disconnect it from the receptacle.
- c. Keep cords and hoses away from heat, oil, and sharp edges.
- d. Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- e. All observers should be kept at a safe distance away from the work area.
- f. Secure work with clamps or a vise, freeing both hands to operate the tool.
- g. Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- h. Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- i. Be sure to keep good footing and maintain good balance.
- j. The proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts and should not be worn when working with machinery or equipment.
- k. All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use."
- l. These general practices should be followed when using electric tools to avoid electrocution:
 - i. Electric tools should be operated within their design limitations.
 - ii. Gloves and safety footwear are recommended during use of electric tools.
 - iii. When not in use, tools should be stored in a dry place.

- iv. Electric tools should not be used in damp or wet locations.
- v. Work areas should be well lit.

4. Electrical Safety:

- a. Cords will be of the three-wire grounded type whenever possible.
- b. All temporary power circuits will be equipped with a Ground Fault Circuit Interrupter. Use of an extension cord is considered temporary power.
- c. All temporary lighting fixtures will be equipped with bulb guards.
- d. Extension Cords:
 - i. Extension cords will not be used as a substitute for permanent wiring. Contact Facilities Management to install more electrical outlets if necessary.
 - ii. Extension cords will not be plugged into each other in succession in order to reach an outlet.
 - iii. Extension cords will not run through, behind, or in walls, ceilings or floors or other concealed space. Nor will they be run in or through ventilation ducts.
 - iv. Do not place extension cords under carpets, under doors, or other locations that subject the cord to abrasion or other damage.
 - v. Avoid creating a tripping hazard; do not place extension cords across walkways. If it is unavoidable, tape the cord to floor or walkway in order to negate the tripping hazard.
 - vi. Discard extension cords with broken wires or damaged insulation; splicing or taping is not allowed.
 - vii. Where hazardous atmospheres may exist, due to the presence of flammable gases or vapors or explosive dusts, extension cords will not be used.
 - viii. The combined length of the appliance cord and extension cord that is used on portable equipment, such a floor scrubber, projectors and hand tools, will not exceed 100 feet.
 - ix. Uncoil long cords when in use, to avoid overheating.
 - x. Replace short appliance cords with a longer one when appropriate.
 - xi. Select a cord with proper insulating materials if there will be exposure to moisture, oil or other chemicals.
 - xii. Frequently check the cord insulation, plug and connector for damage.

5. Personal Housekeeping:

- 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.

9. Defective or Broken Equipment: Any equipment that is found to be broken or defective will be removed from use. To ensure that no one is injured by defective or broken equipment the following actions should be taken:

a. Identify equipment with a tag or sign that states:

i. DANGER - In need of repair, do not use

ii. The name of the person who found the equipment broken.

iii. The nature of the defect (i.e. bare wire on electrical cord).

iv. The date that the equipment was removed from service.

b. Notify your supervisor that the equipment is defective and place a work order with the online Facilities work order system for the item(s) to be repaired or replaced.

c. See Chapter 8 of the Safety Manual for Lockout/Tagout Procedures

10. Safety Suggestions/Hazardous Condition Reporting:

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.