

## SAFETY RULES

- No Tobacco use on campus — ACT 211
- Horseplay and fighting will not be tolerated on campus.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated on the campus grounds. Inform your instructor if you are required to take medication during class hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability is required.
- Before beginning work, notify your instructor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect the work station for potential hazards and ensure that the equipment is in safe operating condition before using it.
- Immediately report any recognized potentially unsafe condition or act to your instructor and also document it on the Hazard Control Log posted in the conference room.
- If there is any doubt about the safe work method to be used, consult the instructor before beginning work.
- Immediately report accidents and property damage to an instructor regardless of the severity so an Incident/Accident Report can be completed.
- Follow recommended work procedures outlined for the job including any safe work methods described in the job safety analysis.
- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated location. Put scrap and waste material in designated refuse container.
- Report any smoke, fire, or unusual odors to your instructor or administration.
- Use proper lifting techniques. For object exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the instructor.
- Never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Know departmental rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to department rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

*Employees and students who do not comply with campus safety rules  
will not be allowed to remain on campus.*