

PHYSICAL PLANT

A. General

Employees are expected to be alert and to use common sense at all times to avoid hazards, committing unsafe acts and creating hazards that may cause injury to other employees.

If an injury occurs, employees will notify their supervisor immediately, and in no case later than the end of their work shift on the day of the accident. This includes illness thought to be work related. In an emergency situation when the supervisor is not available, the Physical Plant office or the Vice President of Finance & Administration should be notified.

Employees will immediately report any unsafe conditions, damaged tools, or defective equipment to their supervisor.

All spills, including liquids, oil, grease, etc., shall be wiped up immediately. Any acid spills should be neutralized with a weak ammonia solution before being diluted with water.

Employees shall keep their work areas neat and orderly.

Employees use of intoxicants and controlled substances is prohibited and will result in discharge.

B. Personal Protective Equipment

To prevent injury due to abrasions, cuts, splinters, etc., protective gloves are required to be worn when handling heavy or rough items or materials.

Loose fitting clothing, long sleeves, ties, gloves, or hanging jewelry are not to be worn when working with machinery.

Employees will wear protective equipment as specified for particular jobs and activities, including but not limited to: protective glasses, goggles, face shields, protective shoes, hard hats, gloves, respirators, ear protection, etc.

Hand and eye protection shall be worn when working with caustic chemicals such as bowl and tile cleaners, solvents, drain cleaners, and degreasers.

Canvas topped or opened toe shoes are not to be worn during manual labor - or intensive assignments. Protective shoes with composition soles are required, since they reduce foot injuries and minimize slipping.

C. Housekeeping

Good housekeeping is a sign of good workmanship and provides safe working conditions. Good housekeeping will prevent accidents caused by tripping, stumbling, slipping, stepping on, or bumping into tools, materials, or other objects.

Dirty, cluttered vehicles and littered work sites create unsafe conditions.

Truck beds shall be kept clean and orderly, providing the employee safe access.

Orderly work sites are to be maintained at all times. Unused or unnecessary materials and litter should be removed.

Hand tools shall be kept clean and stored in proper place when not in use.

Equipment shall be kept clean, free of excess grease, and uncluttered to prevent restriction of operation.

Truck and machine cab interiors shall be kept clean and orderly.

Oily rags, solvent waste and flammable liquids shall be kept in fire-resistant closed containers until disposed of. Oily rags can cause spontaneous combustion and should not be stored.

D. Vehicles

No other than the driver shall ride on any tractors or attached equipment at any time.

All motor vehicles shall be operated at speeds that will permit safe emergency stopping.

Employees will always be seated when riding authorized vehicles. Seat belts are to be used wherever provided. No one should ever ride in the bed of a truck.

E. Fire Protection

Employees will maintain free and unobstructed access to fire extinguishers/equipment, fire doors, and exits in the area in which they work.

F. Chemicals

Employees will never mix cleaning compounds or other chemical products unless authorized by their supervisor. AN ACID SOLUTION MUST NEVER BE MIXED WITH AN ALKALINE.

Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and will comply with safety instructions on the containers.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.

G. Material Handling

All materials shall be stored neatly, orderly, and securely so that they do not topple or create tripping or fire hazards.

Material is to be stored on shelves whenever possible.

Hand trucks or forklifts are to be used for moving heavy items from one location to another.

Barricades or proper signage shall be used to ensure safety for others when hazardous conditions are created by the work performed, such as torn carpets, uneven or slippery floors, open excavations, and during tree trimming and removal operations.

H. Ladders

Employees will safely use ladders or step stools when performing any task that cannot be conveniently reached from the floor.

I. Lifting

Employees will use proper lifting techniques.

Employees should never attempt to lift heavy objects without help.

J. Machines and Equipment

Employees will not use equipment for any purpose other than for which it is intended.

Machinery will be shut off, locked out, and tagged out when being repaired or adjusted.

Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

Employees will observe the OSHA Lockout/Tagout safety procedure.

Employees will not tamper with or render inoperative safety guards and switches on machinery. Machine guards will be kept in place during machine operation. Operators will not reach around machine guards for any reason.

Employees will never reach into any motorized or moving equipment.

Employees will not use electrical equipment while standing on a wet surface.

Employees will not operate or attempt to repair, to clean, or to adjust equipment unless it is part of the employees' assigned duties and the employee has been properly trained.

Extreme care will be used when working with electrical devices and tools.

Employees will not walk, stand, or work under any raised or hoisted equipment or load that is not secured by an adequate safety restraint.

All electric power tool cords and extension cords should have rubber insulation. Damaged cords are not to be used.

Employees will make sure electrical power tools and equipment are properly grounded or are double insulated.

When overhead work is being performed, reasonable areas must be blocked off around the work area to keep other employees from being injured by falling tools or other objects.