

# **DELGADO COMMUNITY COLLEGE**

## **EMPLOYEE SAFETY RULES**

1. Immediately report any recognized potentially unsafe condition, act, accident, near miss, or property damages to your supervisor.
2. Follow recommended work procedures as outlined for the job. If in doubt about the safe work method to be used, consult the supervisor before beginning.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from equipment without specific authorization.
5. Operate equipment only if you have been trained and are authorized.
6. Inspect the workstation for potential hazards; ensure equipment is in a safe operating condition before using; do **NOT** remove safety guards from equipment without specific authorization.
7. Maintain an orderly environment and work procedure; store tools and equipment in a designated place; put scrap and waste material in a designated reuse container; do not leave objects in aisles, passageways, or other places where persons might fall or trip over them (i.e. exits).
8. Do not permit a fellow employee to remove a particle from your eyes or administer any type of major first aid. Go to the school nurse or hospital emergency room, or contact Campus Police.
9. Employees performing potentially hazardous jobs should wear clothing that fits. Clothing too large or too small, loose ties, floppy sleeves or torn clothing can cause accidents. Footwear should provide proper support and protection. Long hair should be tied up.
10. Stealing or abuse of College property will not be tolerated.
11. Narcotics, illegal drugs, or unauthorized medically prescribed drugs will not be used on campus. Employees/students taking medications containing narcotics should inform their supervisor/instructor before starting work/class so that a determination can be made if he/she should be allowed to work/attend class.
12. Smoking is permitted only in designated areas. **Smoking in all buildings is prohibited.**
13. Fighting, horseplay, and practical jokes will not be tolerated in the workplace or classroom.
14. Except for security personnel, weapons or firearms of any type will not be allowed on any Delgado facility.
15. Report any smoke, fire or unusual odors to your supervisor.

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I have read and understand the Employee Safety Rules.

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Employee Printed Name

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Employee Signature

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Date