

DELGADO COMMUNITY COLLEGE

EMPLOYEE SAFETY RESPONSIBILITIES

All employees must take an active role and take responsibility for their individual safety. In the event that an accident occurs, it may have serious long-term effects for the employee, his/her family and the employer. No one wins when an accident occurs and all employees must practice due diligence in this regard. The following is a list of key employee safety responsibilities that should be used as a guide as employees move about throughout the workplace.

1. **Always get a good night's rest.** It is important that employees come to work rested and ready for work. Fatigue robs the body of vitality and puts an employee at serious risk of injury.
2. **Do not use drugs or overdo alcohol.** Drugs and alcohol use can interfere with both mental and physical capacity. The mind slows down and physical activities are impaired.
3. **Maintain a good safety attitude.** This is critical. All too often, employees develop a bad safety attitude and this causes them to put themselves at risk or they do not follow safety rules.
4. **Be alert at all times.** Pay attention to what is going on at all times. Watch out for other employees. Communicate with other employees. Do not be on automatic pilot, and stay focused on the job at hand.
5. **Think before you act.** Safety has to be proactive, not reactive. Good decisions are critical to safety.
6. **Do not hurry or take shortcuts.** Hurry denotes actions out of control without thought. Shortcuts are accidents waiting to happen.
7. **Follow all college Safety Policies and Rules.** Rules are developed to protect the safety of each employee. Failure to follow college rules may put an employee's safety at risk and other employees as well.
8. **Employees should use the Personal Protective Equipment** and maintain the equipment in a usable and sanitary condition.
9. **Inspect tools and equipment frequently.** Tools and equipment should be inspected regularly by employees to ensure they are safe. Unsafe tools and equipment should be reported immediately.
10. **Practice good housekeeping at all times.** The number one most common type of accident is slips, trips and falls. Good housekeeping is a reflection on the employee's safety attitude. Poor housekeeping habits impair an employee's ability to be safe.
11. **Report all accidents and near misses.** Investigating these incidents can lead to a safer environment; promptly report to your employer if you have a job-related injury or illness and seek appropriate treatment.
12. **Seek immediate treatment.** In the event of an incident or accident where injuries occur, employees should always seek immediate treatment.

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I have read and understand the Employee Safety Responsibilities.

Employee Printed Name

Employee Signature

Date