

Associated Students – SDSU
Mission Bay Aquatic Center
General Code of Safe Practices

1. All persons shall follow these safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to the supervisor or department manager.
2. Report all injuries, accidents, illnesses and unsafe conditions to your Supervisor or the Duty Person immediately.
3. In the event of a fire, notify your Supervisor and pull a manual alarm switch. Upon hearing an alarm, stop work and follow the MBAC evacuation plan. Remain there until the all clear signal is given.
4. Keep fire extinguishers clear at all times.
5. Exits must be kept clear, properly lit and unlocked during work hours.
6. Aisles, hallways and other traffic areas must be kept clear at all times.
7. All workstations must be free of debris, floor storage and unauthorized electrical cords.
8. When carrying loads, exercise care to avoid over-exertion or strain. Ask for assistance when moving or lifting heavy items. Use handcart or other devices when needed. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.
9. The use of or being under the influence of alcohol or other controlled substances while on MBAC, vendor premises, or in MBAC vehicles is prohibited.
10. Only authorized, proper, non-skid stepladders are to be used. When lifting, use your legs not your back and never lift while in an awkward position.
11. Wear seat belts and shoulder harness while operating motor vehicles. Obey traffic laws and use defensive driving techniques. Lock vehicle when unattended and use steering wheel lock when leaving vehicle. Turn off engine when refueling AND DO NOT SMOKE OR HAVE AN OPEN FLAME WITHIN 100 FEET.
12. Safety glasses are to be worn whenever operating equipment.
13. Non-slip shoes, closed toe shoes are to be worn while performing maintenance or in the shop area. Use caution on wet areas. No bare feet allowed in shop area.

14. No employee shall operate any equipment in which they have not been properly trained. Required safety equipment must be used. Do not operate any equipment which, in your opinion, is not in a safe condition. Never use defective equipment.
15. NO HORSEPLAY! All equipment can be dangerous if handled recklessly. BE RESPONSIBLE!
16. All cleaning and repairs to equipment are to be done with the equipment turned OFF. All guards must be in place and functioning.
17. Material Safety Data Sheets (MSDS) are stored outside the maintenance office and available for review by any person.
18. All prescribed safety and personal protective equipment must be used when required. Safety equipment must be maintained in good working condition.
19. Obey all company rules, signs, markings, and instructions. No smoking is allowed in building, yard, or dock.
20. When leaving machinery unattended FOR ANY REASON, electrical switch must be in the off position.
21. Employees are required to inspect any vehicle before driving to see that it is in proper driving condition. Any defects in any vehicle should be reported to the employee's immediate supervisor promptly.
22. Normally only employees are permitted in MBAC vehicles. Non-employee passengers must be approved by the MBAC duty person.
23. Do not work under any vehicles supported only by jacks or chain hoists. Jack stands must be used.
24. Use "Lock out Tag out" procedures for assuring equipment power source is locked out for safety when working on machinery.
25. Any ladders or hoist used for work at heights above 12 feet, always utilize 2 people to help support ladder and assist as needed.
26. Never store chemicals in unmarked bottles. All containers must have labels to clearly identify what chemical is in the container. Poisonous solutions not intended for consumption shall be appropriately labeled and not stored in containers used previously for food or beverages.
27. Always clean up spill immediately and secure area and post wet floor signs when spills occur.

