

CODE OF SAFE PRACTICES

General Area or Specific Job Safety Class: Aztec Center Building Services Department

1. Report all injuries, accidents, illnesses and unsafe conditions to your Supervisor or the Building Services Manager *immediately*.
2. In the event of a Fire, notify your Supervisor or sound the alarm. Upon hearing an alarm, stop Work and follow you Supervisor's instruction regarding evacuation.
3. Keep Fire extinguisher clear at all times.
4. Exits must be kept clear, properly lit and unlocked during work hours.
5. Aisles, hallways and other traffic areas must be kept clear at all times.
6. All workstations must be free of debris, floor storage and unauthorized electrical cords.
7. When carrying loads, exercise care to avoid over-exertion or strain. Ask for assistance when moving or lifting heavier items. Use handcart or other devices when needed. Always wear back supports when lift heavy objects.
8. The use of or being under the influence of alcohol or other controlled substances while on company or client premises is prohibited.
9. 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.
10. Wear seat belts and shoulder harness while operating motor vehicles. Obey traffic laws and use defensive driving techniques. Lock vehicle when unattended. Turn off engine when refueling. **NO SMOKING!!**
11. Safety glasses are to be worn whenever operating equipment.
12. Non-slip shoes are to be worn at all times. Use extreme caution on grass slopes or walkways.
13. 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 option, is not in a safe condition. Never use defective equipment.
14. **NO HORSEPLAY!** All equipment can be dangerous if handled recklessly. **BE RESPONSIBLE!**
15. All cleaning and repairs to equipment are to be done with the equipment turned OFF. All guards must be in place and functioning.
16. Chemicals are to be handled by trained personnel only. Any spills are to be reported to your Supervisor immediately. Obtain first aid for any skin contact.

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Maintenance Continued

16. Welding is to be done by trained personnel only, in well-ventilated areas.
17. When operating golf carts, obey traffic laws and proper parking regulations. Verify working order, especially hillside breaks. Be cautious of golf play in the area. No more than two persons in cart. When parking, always engage the hill brake.
18. Material Safety Data Sheets (MSDS) are stored in the superintendent's office and available for review by any person.
19. All prescribed safety and personal protective equipment must be used when required. Safety equipment must be maintained in good working condition.
20. Obey all company rules, signs, marking, and instructions. Smoking is allowed only in authorized areas.
21. No loose clothing, ties, or excessively long hair is allowed near machinery and moving parts.
22. Use caution on stairways and ramps.
23. When leaving machinery unattended FOR ANY REASON, main electrical switch must be in the off position.
24. Pallets are not to be left standing on edge. They must be stacked flat in designated areas.
25. All cylinders are to be securely fastened in an upright position at all times.
26. Employees are required to inspect their assigned vehicle before driving to see that they are in proper driving condition. Any defects in any company vehicle should be reported to the employee's immediate supervisor promptly.
27. Only employees are permitted in company vehicles. Passengers are not allowed at any time.
28. When operating carts, hands and feet must be kept inside the cart at all times.
29. Do not work under any vehicles supported only by jacks or chain hoists. Jack stands must be used.
30. Use "Lock out Tag out", procedures for assuring equipment power source is locked out for safety.
31. Any ladders or hoist used for work at heights above 12 feet, always utilize 2 people to help support ladder and assist as needed.
32. Observe speed limit signs and use caution in areas of Cart crossings.

- 33. When storing material always keep items 18” from ceiling and sprinkler heads.
- 34. Scissor lift must only be operated by trained and certified personnel. Only Trainers are authorized to operate lift on ramps or steep inclines.
- 35. On all power cords with 3 prongs, never cut ground prong on plug. If ground prong is missing on a 3 prong plug, cord must be removed from service and discarded.
- 36. When working on ladders of heights more than 6 feet, always require a second person to assist and support of area and ladder.
- 37. Never store chemicals in unmarked bottles. All containers must have labels to clearly identify what chemical is in container.
- 38. Always be cautious when mixing chemical. Never mix 2 caustics chemicals at any time. Refer to MSDS sheet for proper ingredients of all chemicals.
- 39. Always clean up spill immediately and secure area and post wet floor signs when spill occur.
- 40. Only the Building Services Manager is authorized to work on live electrical circuits at any time.
- 41. A written lock-out-tag out program must be adhered to at all times.

Aztec Center Building Services – Code of Safe Practices Acknowledgement

I, _____, have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices”. I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

Signed	Date
Supervisor _____	
Signature / Printed Name	Date

- Please forward to Payroll -