

Associated Students-SDSU

General Code of Safe Practices The Daily Aztec

All persons shall follow these safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to the Office Supervisor.

- 1) Anyone known to be under the influence of drugs, or intoxicating substances that impair the employees ability to safely perform their duties shall not be allowed on the job while in that condition.
- 2) Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees is prohibited.
- 3) Work shall be well-planned and supervised to prevent injuries in the workplace while handling materials or using equipment.
- 4) No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes, that it might unnecessarily expose the employee or others to injury.
- 5) Employees are instructed to ensure that all guards on all machinery/equipment are in proper places and adjusted and in perfect working order, and shall promptly report deficiencies to the Office Supervisor.
- 6) Workers shall not handle or tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless they have received instruction to do so from the Office Supervisor.
- 7) Employees are not to use chairs as ladders or stepping stools. Utilizing chairs with wheels as stepping stools is strictly prohibited.

- 8) Fax machines, printers, and copy machines all have moving, working parts that can get extremely hot while in use. No employees are to service such devices themselves and will report any malfunctions to the Office Supervisor. If attempting to clear a paper jam, it is necessary to wait approximately 5 minutes to allow the device to cool down before opening said device.
- 9) The large paper cutter in the office utilizes an extremely sharp and dangerous knife to perform its function. It is imperative to use extreme caution while operating this device. When not in use, the cutting "arm" is to be in the down position and secured with the red safety latch.
- 10) The light fluorescent fixtures throughout the office are not to be tampered with by any employees. One may not change out used bulbs. If the changing of bulbs is necessary contact the Office Supervisor. Employees are not to touch or replace the light fixtures/bulbs.
- 11) ALL exterior doors are to be left in their closed and locked positions at all times and under no circumstances are they to be "propped" open at any time by anyone.
- 12) Any noticed damages to any structures, support or otherwise, is to be reported to the Office Supervisor immediately.
- 13) The film processing room is absolutely off limits to all except unauthorized personnel only, acting under the authority and direction of the Office Supervisor.
- 14) It is necessary to keep the office as clean as possible and it will be considered a fire hazard if items such as backpacks, satchels, purses, or other personal belongings, and/or chairs or other office equipment is left out in any of the halls, walkways, passageways, or escape routes. Keep all common areas as clean as possible and free of debris. Employees are to remove such objects, if safe to do so, and/or report any such infractions.

