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.

- 15) All injuries are to be reported promptly to the Office Supervisor so that arrangements can be made for medical or first aid treatment as soon as possible.
- 16) If the lifting of heavy objects is necessary and safe to do so, the "buddy system" shall be utilized and two or more people shall be recruited to help move said object. While moving/lifting heavy objects, it is necessary to always life using the larger muscles in your legs; never bend over to pick up a heavy item.
- 17) When exchanging water containers on the water cooler, it is again necessary to implement the buddy system and to use caution while exchanging water jugs as the weigh approximately 45 pounds each and are very bulky.
- 18) Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

The Daíly Aztec Management requíres all employees to observe and obey every rule, regulation, and order, implied or otherwise, as is necessary to the safe conduct of duties in the workplace and will take action as is necessary to obtain observance. All employees shall be given frequent accident prevention instructions.

The Daily Aztec – 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 -		