

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.

28. Any damage to vehicles, boats, building or related parts shall be immediately reported to the maintenance supervisor or duty person so they can repair before use.
29. Engines must be off when fueling boats, vehicles and cans must be on the concrete or a metal container or stand in contact with the concrete. Never fill the portable tank in a vehicle or on something that is not metal which is touching the ground. Nozzle must always be attended and pump shut down when not in use.
30. All boats must have required U.S.C.G. safety equipment before use.
31. Any unsafe equipment must be tagged "out of service"; repair report filled out, filled on the repair report hook.
32. Vehicles must be driven slowly when in parking lot and yard, use extra caution in proximity of people.
33. All use of fixed power tools (saw, drill dress, etc.) may only be by employees that have received proper training. A face shield is always required.
34. Trailers used on Santa Clara Point must be connected to truck with hitch latched and proper attachment confirmed as well as safety chain connected.
35. Trailers leaving Santa Clara Point will have bearings greased, tire inflation checked per tire specs, lug nut torque checked (105 ft. lbs), lights checked for operation, coupler connected, checked, latched and pinned, safety chains attached and boat properly secured at 3 points, 1 bow 2 stern.
36. Vehicles must be turned off whenever operator is not behind the wheel, NO EXCEPTIONS.
37. Employees should contact the duty person to insure best management practices for hazardous materials spill cleanup.
38. All exit doors shall remain unlocked from the inside during business hours.
39. All work areas shall be maintained in a safe, clean, neat and orderly manner.
40. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Ask for help from another employee or contact your supervisor when help is necessary.
41. Do not store any material in an unstable manner.
42. Report frayed electrical cords or exposed wiring to your supervisor immediately.

- 43. Never use a metal ladder when working on or near electrical components and systems.
- 44. Do not use electrical tools or equipment that are not properly grounded.
- 45. All electrical equipment and appliances shall be plugged into appropriate wall receptacles or approved extension cord sized for capacity. Except for double insulated tools or equipment three pronged plugs shall be used to ensure continuity of ground. GFIC protection is mandatory if area is or could be wet!
- 46. Do not use compressed air for cleaning off clothing.
- 47. Do not store compressed gas cylinders in areas that are exposed to extreme heat sources, electrical arcs or high temperature lines. All cylinders shall be chained in an upright position to prevent falling or tipping over.
- 48. Hearing protection shall be worn in all areas identified as having high noise exposure.
- 49. Safety glasses or face shields shall be worn when performing operations that risk eye injury.
- 50. Always keep flammable or toxic chemicals in closed containers when not in use. Store flammables in approved flammable storage cabinets unless in approved container.
- 51. Consuming food in areas where hazardous chemicals are present is prohibited.

MBAC – 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 -