

All Campus Recreation staff is collectively and individually responsible for ensuring the safety in all programs and must take immediate personal steps to stop unsafe behavior.

CODE OF SAFE PRACTICES – CAMPUS RECREATION

It is our policy that everything possible will be done to protect employees, ARC Members and guests from accidents. **Safety is a cooperative undertaking requiring participation by every Campus Recreation employee.** Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable A.S. and government safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, all Campus Recreation employees SHALL:

1. Report any unsafe conditions/equipment to supervisor or safety coordinator.
2. Report accidents, injuries and illnesses to your supervisor or safety coordinator.
3. Persons known to be under the influence of intoxicating liquor or drugs shall not be permitted to be on the job.
4. Horseplay and other acts that have an adverse influence on the safety or well being of other employees or members are strictly prohibited.
5. In the event of fire, sound the nearest alarm and evacuate the building.
6. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR " signal is given.
7. ONLY trained workers may attempt to respond to a fire or other emergency.
8. There shall be no storage of any type permitted in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
9. Maintain all work areas in a safe, clean, neat and orderly manner.
10. Clean all spills promptly.

11. 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.
12. Never stack material on top of lockers, file cabinets or other high places. Do not store any material in an unstable manner.
13. Report frayed electrical cords or exposed wiring to your supervisor immediately.
14. Never use a metal ladder when working on or near electrical components and systems.
15. Avoid using electrical tools or equipment that is not properly grounded.
16. Plug all electrical equipment and appliances into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
17. Install appropriate rubber protectors onto electrical cords to prevent electrical shock, trip hazards and allow wheelchair access.
18. Avoid using compressed air for cleaning off clothing.
19. Avoid storing compressed gas cylinders in areas that are exposed to extreme heat sources, electric arcs or high temperature lines. All cylinders shall be chained in an upright position to prevent falling or tipping over.
20. Identify and appropriately label all pipelines as to their contents.
21. Wear hearing protection in all areas having high noise exposure.
22. Wear goggles or face shields when performing grinding operations.
23. Report all faulty or excessively worn hand tools to your supervisor. Do not use.
24. Do not enter confined spaces unless tests for toxic substances and oxygen deficiency have been provided.
25. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
26. Consume food only in areas where hazardous chemicals are absent.
27. Appropriately label and store all poisonous solutions not intended for consumption.
28. Compile a written **Lock-out-Tag-out** program at all times.

