

SDSU CHILDREN'S CENTER CODE OF SAFE PRACTICES

General Area or Specific Job Safety Class: SDUS Children's Center

- 1. Report all injuries, accidents, illnesses and unsafe conditions to your Supervisor and the Director or Assistant Director *immediately*.**
- 2. In the event of a Fire, notify your Supervisor or sound the alarm. Upon hearing an alarm, stop work and follow your Supervisor's instruction regarding evacuation.**
- 3. Know the location of all fire extinguishers in the building.**
- 4. Keep Fire extinguisher 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 children or heavy objects, exercise care to avoid over-exertion or strain. Ask for assistance when moving or lifting heavier items. Use handcart or other devices when needed.**
- 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. Non-slip shoes are to be worn at all times. Shoes must be able to stay on feet when running or quickly moving to ensure children are safe. Use extreme caution on grass slopes or wet walkways.**
- 11. 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.**
- 12. Open all doors slowly-children may be sitting on the other side.**
- 13. 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.**
- 14. Material Safety Data Sheets (MSDS) are available on line at 3M www.3ECompany.com or phone [800-360-3220](tel:800-360-3220).**
- 15. The use of or being under the influence of alcohol or other controlled substances while on company property is prohibited.**
- 16. Obey all company rules, signs, marking, and instructions. Smoking is only allowed on designated areas of campus.**
- 17. When storing material always keep items 18" from ceiling and ensure items are secured to avoid them falling and injury people below.**

- 18. 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.**
- 19. When working on ladders of heights more than 6 feet, always require a second person to assist and support of area and ladder.**
- 20. Never store chemicals in unmarked bottles. All containers must have labels to clearly identify what chemical is in container. Discard any unlabeled containers.**
- 21. Always be cautious when mixing chemical. Never mix 2 caustics chemicals at any time. Refer to MSDS sheet for proper ingredients of all chemicals.**
- 22. Always clean up spill immediately and secure area and post wet floor signs when spill occur.**
- 23. Notify the Director or Assistant Director immediately should the center experience any power outage or electrical problem. Contact the Building Services Manager directly to investigate the problem. Only the Building Services Manager is authorized to work on live electrical circuits at any time.**