

CODE OF SAFE PRACTICES

Aztec Center Meeting Services Department

Employee Conduct

Employees are to obey all policies regarding safety at all times, and advise other employees to do the same when observed acting in an unsafe manner.

Employees shall report to work dressed in accordance with safety requirements for their job description.

Being under the influence of or the use of alcohol, controlled substances is prohibited. The use of prescribed medication that may jeopardize the safety of the employees of others is also prohibited .

While operating company vehicles employees are to wear seat belts and obey all traffic laws. When operating vehicles on campus grounds give right-of-way to all pedestrian traffic, drive at a safe speed, keep hands and feet inside the vehicle and park only in assigned areas. Employees are not allowed to smoke or use cell phones while driving. Only employees are to ride in company vehicles, passengers are not allowed to ride in the back or bed area of the vehicle.

Employees are to conduct themselves in a responsible manner, no horseplay or activity that may cause injury the employee or others or damage to property.

Smoking is allowed in designated areas only.

Employees are not to operate any equipment which they have not been properly trained, and in some cases certified to use.

When lifting, employees are to use proper lifting techniques or ask for assistance.

Administrative

Report all work related injuries, accidents, illnesses and unsafe conditions to your Supervisor or the Meeting Services Manager immediately.

Complete all necessary forms and reports for documenting work related injuries and accidents in timely manner.

Do not give employee home phone numbers or addresses to guests or customers.

Office Areas

All workstations must be free of debris, floor storage and unauthorized electrical cords.

Aisles, hallways and other traffic areas must be kept clear at all times.

Use only proper extension cords and poser strips, avoid overloading electrical circuits. Frayed or damaged electrical cords should be replaced immediately.

Remember to turn off desk lamps, coffee pots and space heaters when not in use.

Do not stack heavy items on top of file cabinets which could fall off during an earthquake. Nothing is to be stacked within 18” of the ceiling.

Fire, Life Safety and Emergency Evacuation

In the event of a fire are to sound the alarm and evacuate the area immediately.

Upon hearing a fire alarm, stop work and evacuate the building immediately, report to the designated meeting area for you department.

Keep areas in front of fire alarms, extinguishers and hoses free and clear at all times.

Employees are to know the general location of fire alarms and extinguishers in their normal work area.

In the event a serious injury is reported to you try to determine the extent of the injury, location of the injured person and the call 911. If the injury involves the head, neck or is a slip/fall try to prevent the injured party from moving until EMT's arrive.

Event Setup and Teardown

When carrying or moving heavy loads, exercise care to avoid over-exertion or strain, ask for assistance. Always push heavy loads, avoid pulling. Use handcart, table or chair dollies or other devices when needed. Back supports will be provided upon request.

Know the location of the Material Safety Data Sheets (MSDS) and how to read them.

Only use chemical containers that have manufacturer labels and MSDS information.

Do not mix cleaning chemicals of different types or uses.

Use caution when moving equipment on stairways and ramps.

Liquid spills are to be attended to immediately, marking the area with "wet floor" signs until area is safe.

Ladders or step stools are not to be issued to customers or guests and no one is to stand on tables or chairs. Ladders higher than 6' require that someone hold the ladder anytime someone is on it. Never stand on the top step of the ladder.

Scissor lift must only be operated by trained and certified personnel. Only Trainers are authorized to operate lift on ramps or steep inclines.

Use only power cords that are in good working condition; no cuts or frays and all prongs should be present in the plug.

When working on ladders of heights more than 6 feet, always require a second person to assist and support of area and ladder.

When setting up stages be sure that all legs are properly set and locked into place. Secure stage sections together to prevent separation.

When setting up tables be sure that all legs are properly set and locked into place.

Make sure rooms are sufficiently lit for customers and guests to move about safely.

