

## GENERAL SAFETY RULES FOR THE LSUA CAMPUS

The following are the most commonly used safety rules for state facilities. Rules may be modified and added in order to fit the needs of our campus.

1. No smoking in University facilities.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of severity.
7. Immediately report any smoke, sure or unusual odors to your supervisor.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
16. Adhere to any state, local, or campus policies on infection control procedures.

Violations of these safety rules can result in employee disciplinary action, including possible termination of employment.