

Western State College of Colorado

All employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards, as well as any specific safety standards applicable to their positions. Supervisors are obligated to take prompt and effective actions to remedy unsafe conditions or practices. The workplace safety committee assists employees and supervisors with information and resources related to safety standards.

GENERAL SAFETY GUIDELINES

These general safety guidelines are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter at Western.

- **Follow Department Safety Standards:** Employees will follow their department's specific safety procedures at all times. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance before proceeding with your work/task.
- **Accident Reporting:** Report all accidents or near misses to your supervisor as soon as possible. If you have an accident you must complete a "First Report of Injury" form and give it to the human resources office within four days.
- **Hazard Reporting:** Employees are obligated to notify their supervisor of any unsafe condition or practice which they observe that may affect their own safety, or that of any other person. If you know the proper way to correct an unsafe condition, you should do so; otherwise, promptly report unsafe conditions or practices to your supervisor.
- **Horseplay:** Throwing things, wrestling and running (if not in a coaching capacity), pushing and similar conduct can be dangerous due to the potential for slipping, tripping, collisions and injury; therefore, employees must refrain from horseplay while working.
- **Alcohol or Illegal Drugs:** All employees must abide by the Trustees drug-free workplace policy and policy against unlawful possession, use or distribution of illicit drugs and alcohol. No illegal drugs or alcohol are allowed at work. Employees must notify their supervisor of any prescription drugs that might affect their judgment, or alertness (especially if operating machinery).
- **Seat Belts:** All employees who drive or ride in college vehicles, or who are traveling on college business, must wear seat belts.
- **Clean Work Areas:** Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress. Dispose of all debris in proper receptacles. Broken glass and other sharp objects must be securely wrapped, to cover sharp edges/points, before being placed in the waste basket.
- **Slippery Conditions:** If employees observe slippery conditions which may present a slip and fall hazard, they should report the location promptly to facilities services. Employees who spill non-hazardous liquid on a floor are responsible to clean it up immediately.
- **Proper Lifting:** Do not lift, push or pull materials or objects which are too heavy for you. Obtain assistance from another person or persons and, whenever possible, use mechanical lifting devices to move heavy objects. Follow safe lifting techniques: bend at your knees, lift with your legs, avoid twisting and lifting at the same time, know where you are setting your load down, and use good communication when lifting as a team.
- **Ladders:** Faulty or makeshift ladders must not be used; do not stand on chairs or other furniture; use only ladders or step ladders in good condition. Inspect your ladder before using it to make sure that there is no damage to the ladder. Make sure that it is safe to use and you follow manufacturer's guidelines. Promptly dispose of faulty ladders and step ladders.
- **Tools:** Use tools only for their intended purpose, and only after receiving training in their proper use. College-provided tools may not be modified.

- Machinery & Equipment: Machinery and equipment, including vehicles, are only to be operated by qualified persons adequately trained in the use of the equipment and authorized to operate it. All required machinery guards will be used.
- Damaged Equipment/Tools: Do not operate any equipment, machinery, or tool if it is broken, missing safety guards or known to be in an unsafe condition. Any damaged equipment, machinery, tools or missing machine guards must be reported to your supervisor immediately.
- Moving Parts: If working around moving parts of machinery or equipment, avoid wearing loose clothing, dangling jewelry, or unrestrained long hair styles as they may become caught and result in injury.
- Personal Protective Equipment: Approved personal protective equipment shall be worn when a work process or environmental exposure indicates the need for it, i.e., head and ear protection, face and eye protection, gloves, respiratory equipment, harnesses, protective footwear, etc. Employees must practice proper use, care and storage of personal protective equipment.
- Electricity: Do not tamper with electrical circuits or remove tags from electrical breakers locked out for maintenance. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to your supervisor and have electrical equipment repaired or serviced by a qualified electrician.
- Signs/Labels: Be aware and follow all warning signs and labels.
- Hazardous Materials: Follow proper use and handling procedures for all hazardous materials. Do not use a chemical, if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment, handling and disposal methods. Material Safety Data Sheets (MSDS) will be available and accessible to all employees for any hazardous materials used in their jobs.
- Fire Extinguishers: Know the location of fire extinguishers and, if you are not familiar with using fire extinguishers, ask for training from your supervisor.
- First Aid Kits: Know the location of your department's first aid kit. If you use the first aid kit, notify your supervisor. Persons rendering emergency assistance are exempt from civil liability under the Colorado Good Samaritan Act for Emergency Care (CRS §13-21-108).
- Exits: All emergency exits, hallways, electrical panels, fire alarm panels, fire extinguishers and emergency equipment shall be kept clear of all obstructions by a minimum of three feet.
- Illness/Contagion: Observe hand washing/sanitizing and cough covering conventions to protect against the spread of contagious illnesses.

I, _____, have read and understand the WSC general safety guidelines listed above. I agree to act in accordance with the safety guidelines at all times while working, and understand that the violation of any guideline is cause for corrective and/or disciplinary action.

Employee Signature: _____ Date: _____

Supervisor or HR Rep. Signature: _____ Date: _____