

NDSU GENERAL SAFETY RULES

NDSU's General Safety Rules are considered minimum safety standards for usual work conditions and shall be adhered to by all who enter the NDSU workplace. All employees must be fully aware of the expectations of management regarding proper job performance. Special instructions and introductions of all loss control/safety rules and regulations must be made during the following critical periods.

1. General safety rules will be reviewed during general orientation.
2. Department rules shall be reviewed during the first day the employee is on the job.
3. Rules should be reviewed annually and posted in each department.

The following written General Safety Rules shall be posted in a conspicuous manner at fixed worksites and where possible in remote mobile locations. All personnel shall adhere to the following:

1. Participate in **new employee training** immediately upon hire or as soon as possible thereafter.
2. Participate in **mandatory annual baseline training** and continuing education which is conducted on a departmental level; major programs included are:
 - General Safety Rules
 - Substance Abuse Program
 - Basic Principles of Ergonomics
 - Housekeeping, Slips, Trips, and Falls
 - Electrical Safety
 - Material Handling
 - Fire and Evacuation Procedures
 - Claims Management and Incident Reporting
 - Hazard Communications (Right to Know Law)
 - Bloodborne Pathogens
 - Personal Protective Equipment (PPE)
 - Computer Security
 - Departmental Safety Policies and Procedures
3. Report all accidents, injuries, near misses or safety hazards in the workplace immediately to your supervisor (24 hr reporting requirement). Remember NDSU's Designated Medical Provider requirement.
4. Immediately report all faulty electrical equipment to Facilities Management (231-7911). Faulty electrical equipment will be removed from service until the equipment has been repaired or replaced.
5. Immediately report any dangerous situations or equipment to appropriate maintenance personnel or to Facilities Management (231-7911) or the NDSU Police (231-8998).
6. Ask and insist on sufficient help before lifting or moving heavy objects. Follow proper procedure when lifting - bend knees and keep back erect, lift with weight close to the body and do not twist while lifting. Use mechanical devices!
7. Remember - Horseplay, scuffling and other adverse safety acts are not allowed in the workplace.
8. Always wear your safety belt when driving any NDSU leased/owned vehicle and comply with CDL requirements, if specific to your job position.
9. Always wear your appropriate personal protective equipment in accordance with the job operation that you are performing. This is a mandatory requirement and the responsibility of each department.
10. Participate in proper housekeeping, This is mandatory in all departments.
11. Comply with the Drug and Alcohol Policy: Number 155 as set forth by University System Policy.
12. "No Smoking" in any NDSU facility or designated areas.
13. In the event of a fire, **sound the alarm and evacuate the building**. Each building and department will have a Fire Procedure for review of exits and alarms. Stairways, aisles, and doorways are also to be maintained in compliance with building safety and fire codes.
14. Chemicals and other hazardous substances shall only be used by person's familiar with and trained in the hazardous characteristics.
15. All farm related equipment, power tools, buildings, associated vehicles, and equipment used in agriculture production or animal care are to comply with general safety regulations as outlined by the University.
16. All small appliances and hand tools are to be kept in good working order and inspected regularly by the supervisor for signs of wear and inappropriate use.
17. Stairways, aisles, and doorways are to be maintained in compliance with building safety and fire codes.
18. Proper height devices, such as ladders, scaffolds or stools, will be used. When appropriate, seek assistance of a second person and wear appropriate fall protection equipment.