

Safety

Every Utility employee is expected to perform his/her job in a safe manner and is encouraged to contact the appropriate Utilities associate or assistant director, supervisor, manager, safety coordinator, or environmental Health and Safety representative should any questions arise regarding the safety of work activities, equipment, or procedures. Periodic safety meetings are also held in each shop to discuss safety situations. Remember, ***“If it’s not safe to do, don’t do it.”*** If you are unsure of the safety issues contact your supervisor immediately.

While specific safety procedures or rules apply within various shops and operations of the Utilities Department, the following are general procedures or regulations that apply to all employees:

1. In case of serious injury or illness, fire, explosions, disorder, or other emergency where immediate assistance is required, evacuate, and then dial 911 on any campus phone. In the event of fire, smoke, or the smell of smoke or burning material, dial 911 immediately. 911 calls UTPD.
2. Familiarize yourself with the locations of emergency exits, fire alarms, and fire equipment (extinguishers and hoses) and know their proper use. Insure that easy access to this equipment is not hampered by the cluttering of equipment and materials.
3. If fire extinguishers are used or discharged for any reason, report this fact to the Environmental Health and Safety Office or to your supervisor immediately.
4. Obey safety signs and comply with all posted, written, or verbal safety instructions and regulations. Understand that the purpose of any safety advice, rule, or regulation is to protect you and your fellow employees from injury and possible disability or death.
5. If no safety policies are posted, please contact the Utilities Safety Coordinator at 475-6777.
6. Immediately report any work-related injury or illness to your supervisor, who will have a “First Report of Injury” form completed.
7. The assistance and cooperation of each employee is essential to the Utilities safety protection program. Report any unsafe activity, practice, or condition to your supervisor, safety council representative, or to the Utilities Safety Coordinator.
8. Before starting a work task, check tools and machinery, protective equipment, and the surroundings for unsafe conditions. Never use a tool or piece of machinery that is defective, or which is missing guards or protective devices. Use the right tool for the job – substitutes and “make shifts” can injure.
9. Safety equipment and devices should be utilized in the performance of your job. You should use such items as safety goggles, aprons, safety shoes, hard hats, etc., where your particular job or task requires them. Furthermore, employees shall wear appropriate personal protective equipment for the job.

10. Do not attempt to lift anything believed to be unsafe or beyond your capability. Use the proper techniques for lifting. You should lift with your legs and not with a bent back or in an awkward position. Get help when lifting or carrying loads too heavy for one person to handle.
11. Motor vehicles are to be operated in a lawful and safe manner (see Section 4.8).
12. Reporting to work under the influence of illegal drugs or alcohol is prohibited. Please report to your supervisor if you are using a legal prescription or over the counter medication that may impair your ability to perform your job or impact safety. You are not required to inform your supervisor of the name of the drug or its intended use.
13. Personal radios and audio recorders should not be used on the job if they annoy others, create an unsafe work environment, or impede the quality or quantity of the work being performed.
14. Use extreme care in handling electrical equipment. Remember to properly ground equipment, pull and lock disconnect before working on equipment, report equipment or wiring in bad order, and avoid splashing water into electrical equipment. Use a Ground Fault Circuit Interrupter when using electrical power tools outside or in wet/humid environments.
15. Know the applications and limitations of power tools; read the operating manual and/or ask for assistance.
16. Do not remove guards and other protective items from any type of power tools or moving pieces of equipment.
17. Tools and equipment should be used only for the purpose for which they are designed. Furthermore, defective tools and equipment should not be used – report such equipment to your supervisor.
18. Employees required to use flammable and combustible liquids should be aware of the hazards, and use the materials only in areas that are well-ventilated, and store them in approved, well-marked containers.
19. Whenever combustion engines are used, the exhaust should be vented and fuel stored in approved metal containers (not glass or plastic).
20. Poor housekeeping is one of the major causes of injuries; therefore, every effort should be made to maintain work areas in orderly condition in order to reduce the hazards of falls, trips, and slips.
21. A large number of laboratories and other areas contain toxic and hazardous materials; therefore, care should be taken when working in these areas. Be aware of caution signs and labels.

22. Personnel working with or around fireproofing, insulation, soundproofing, ceiling, wallboard, or similar materials should check with their supervisor to ensure the materials do not contain asbestos before working with the materials in the routine manner. If asbestos is present your supervisor will provide you with proper equipment and work procedures.
23. The use of compressed air for cleaning should be as a last resort and then only when the hose is equipped with an approved air nozzle that limits static pressure to 10 psi.
24. Falls from ladders are another major cause of injuries. Follow the proper procedures for the use of ladders, including maintaining good balance and avoiding defective ladders. Set the foot of the ladder one foot out from perpendicular for each four feet up to the point of support (1/4 of height).
25. In areas where work is being done overhead, be alert for the possibility of falling objects. Persons working above and those below should take preventive measures. Use hard hats and barricade the area when needed.
26. Report any unsafe condition or practice in your work area to your supervisor.
27. You should thoroughly understand the safety requirements of your job and not undertake the job until thoroughly instructed and authorized by the supervisor. If there are questions concerning safety, you should ask for clarification from your supervisor before attempting the job.