

**SAFETY RULES**

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Effective date: 08/81

Revision date : 04/10

Review date : 12/12

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**Policy:**

Responsible to ensure that employees know and understand the basic rules and policies that relate to safety.

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**Prevailing Codes and Standards:**

TJC EC 01.01.01

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**Procedure:**

1. In case of sickness or injury, no matter how slight, report to your supervisor.
2. Do not treat your own or another worker's injury or remove foreign particles from the eye.
3. Never operate appliances or equipment unless required guards are in place and secured.
4. Do not remove safety guards except when absolutely necessary to make repairs or adjustments, and then replace immediately upon completion of the task. If a guard is not properly in place or is in need of repair, report the condition to the supervisor.
5. Weapons, especially guns, are not permitted on LSUHSC property. (Refer to the Weapons policy).
6. Horseplay, throwing things and scuffling will not be tolerated.
7. Never distract the attention of another worker while performing duties.
8. Intoxicating beverages are not permitted on the premises at any time.
9. Loose, ragged, flowing or torn clothing shall not be worn around moving machinery.
10. Before using a ladder, ensure that the safety feet are in place, safety supports are satisfactory, and there are no broken rungs. When possible, use a safety observer to hold the ladder. Report unsafe ladders to the Supervisor.
11. Do not attempt to lift or push objects that may be too heavy for you. Ask for help.
12. When lifting objects, bend at the knees, keep your body erect, then push upwards with your legs. Lifting the correct way helps avoid strains. (Refer to Personal Protective Equipment Policy.)
13. Clean up any spilled oil, water or solvents to help prevent falls.
14. Learn the location and proper use of the fire fighting equipment in your section and work areas.
15. Lock out circuit breakers and switches on electrical or rotating equipment when service work requires exposure to potential hazards.

16. If you are not trained in the proper use of a tool or the procedure for safely performing a task, stop and ask your Supervisor.
17. Read posted safety bulletins and obey warning signs.