

# GENERAL SAFETY RULES

Safety Rules have been developed to provide safe and healthy working conditions for all BRCC constituents (employees, students, visitors, etc.). The establishment of safety rules does not, by itself, guarantee a low accident rate. Safety rules shall help identify more serious hazards, assist in focusing the attention of students, employees, and supervisors on these hazards, and provide guidelines for avoiding injury. Safety rules shall neither eliminate the need for continuous safety training nor reduce the importance of the supervisor's role in accident prevention. As a reminder, most accidents can be prevented when established safety rules and protective equipment is properly utilized!

## General Safety Rules

- Be sure all electrical appliances, typewriters, calculators, etc. are turned off before leaving.
- Check all units to ensure stoves, hot plates, and microwaves are turned off after use.
- Never stand on a chair or stool equipped with coasters to reach objects on high shelves or bookcases. Step stools & ladders are available for such purpose.
- When using file cabinets, do not open more than one drawer at a time; added weight can overturn the cabinet. Do not walk away & leave the drawers or desk drawers open where someone can walk into them.
- Keep your work area clear of objects or debris that could cause someone to trip or fall.
- When operating copiers, shredders, or other machines with automatic feeders, be careful of ties, scarves, or other apparel that might become entangled in the machine or appliance. Do not attempt to clear copies unless you are qualified to do so.
- Tobacco usage & smoking is prohibited at all BRCC locations.
- Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs shall not be tolerated in the work place, classroom or on facility grounds.
- Before beginning work/class, notify your supervisor/instructor of any permanent or temporary impairment that may reduce your ability to perform expected functions (i.e. walking, talking, standing, sitting, or other determined/assigned duties) in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect the work station for potential hazards & ensure equipment or vehicle is in safe operating condition before use.
- Immediately report any potentially unsafe condition or act to your supervisor/instructor.

- If there is any doubt about the safe work method to be used, consult the supervisor prior to beginning operations (i.e. work/class).
- Immediately report accidents, potential hazards, and property damage to a supervisor/instructor prior to beginning work/class.
- Supervisors shall obtain special safety permits when operations are outside the normal day-to-day operations or may present an increase in the likelihood or severity of hazards in the work/class area. Examples of conditions requiring special safety permits are working with hot objects (*i.e. welding, cutting, and grinding in unapproved areas*), working in confined spaces, working with electrical currents not previously approved, etc.
- Recommended work procedures outlined for the job (safe work methods developed, approved, & implemented for each occurrence (i.e. each class/work assignment).
- An orderly environment & work procedure shall be maintained at all times during the identified deviation in work/class practices. All tools & equipment shall be stored in a designated area place, scrap, and waste materials in a designated refuse container
- Report any smoke, fire, or unusual odors to your supervisor/instructor immediately and cease operations until the problem has been corrected.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be established in writing by the immediate supervisor.
- Never attempt to catch falling objects.
- 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.
- Fasten seat belts before starting any motor vehicle; obey all driver safety instructions.
- Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
- Know all rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to rules and procedures specific to Campus operations.
- Assist & cooperate with all safety investigations and inspections; assist in implementing safety procedures as requested.
- Walk, do not run!
- Electrical cords present hazards. Do not allow cords to extend across doorways, aisles, or other walkways. When removing plugs from receptacles, grasp plug, not cord.
- Check all electrical cords to ensure wires are not frayed & plugs are secure.
- A good worker is a safe worker. Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.