



Facilities & Services General Workplace Safety Rules

THINK SAFETY, ACT SAFELY

1. **You are responsible** for your own personal safety and the general safety of your co-workers.
2. **Promptly report** hazardous conditions to your supervisor.
3. **Observe and obey all posted safety notices.**
4. **Follow F&S special procedures** such as shop rules, lockout/tagout, confined space, etc.
5. **Always use personal protective equipment** appropriate to the job, such as gloves, eye protection, earplugs and/or earmuffs, hard hats, respirators, hard-toed shoes, etc.
6. **Inspect all equipment before use.** When a tool shows excessive wear, exchange it for another one.
7. **Use only those power-actuated tools on which you have been trained and authorized.**
8. **Adhere to safe practices** for lifting, bending, and reaching.
9. **Never wear loose or dangling** clothing, rings, and other jewelry around moving machinery. This includes shop equipment (such as power saws) as well as office equipment (such as shredders).
10. **Never leave running equipment unattended.**
11. **Know the locations** of fire extinguishers, eye wash stations, fire alarms, safety showers, and fire exits in your working area.
12. **Read the Material Safety Data Sheets (MSDS)** and follow the instructions when working with chemicals.
13. **Inspect ladders** daily before use. Remove defective ladders from service.
14. **Use a flashlight** when going into darkened areas.

