**Facilities and Services Workplace Safety Statement**

Facilities & Services is committed to providing a safe working environment for all its employees in order to avoid accidents, injuries, and damage to University property.

The attached Facilities and Services General Workplace Safety Rules summarize basic safe work practices. Individual shops and departments may also post guidelines and rules that pertain to their particular work. Any employee involved in a work-related accident that results in damage to university property or other resources may be subject to discipline, up to and including discharge.

Supervisors are responsible to make sure that all employees are aware of the general and specific guidelines and rules that apply to them. Employees should receive reminders of these safety guidelines at least annually during the performance review process.

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 Employee signature Date

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 Supervisor signature Date

**Facilities and Services General Workplace Safety Rules**

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