

Safety Rules

The University of New Orleans wants to provide a safe and healthy work and academic environment for its students, faculty and staff. In order to accomplish this, the following is a list of safety rules that should be followed.

THESE LISTED SAFETY RULES ARE NOT TOTALLY INCLUSIVE. They are intended as a guide to develop proper health and safety practices and procedures. Should you have questions or doubts about safe operations in the workplace, please contact your supervisor or the Campus Safety Officer.

1. Possession of unauthorized firearms, alcoholic beverages, or illegal drugs will not be tolerated in the workplace. If you are required to take medication during the work hours, you may be asked to produce a written medical statement stating that the medication will not adversely affect your decision making or physical abilities.
2. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Use personal protection equipment to protect yourself from potential hazards that cannot be eliminated.
4. Operate equipment only if you are trained and authorized.
5. Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
6. Immediately report any recognized potentially unsafe condition or act to your supervisor.
7. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
8. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
9. Supervisors should obtain safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.

10. Follow recommended work procedures outlined for the job including safe work methods described in the Job Safety Analysis. Verify with your supervisor if there is a Job Safety Analysis for that procedure or piece of equipment.
11. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
12. Report any smoke, fire, spills, or unusual odors to your supervisor.
13. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
14. Never attempt to catch a falling object.
15. 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.
16. Fasten restraint belts before starting any motor vehicle.
17. Obey all driver safety instructions.
18. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
19. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
20. Adhere to rules and procedures specific to departmental operations.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
22. Smoke only in approved areas.
23. No fighting, running or horseplay allowed in the work areas or classrooms.

Employees who do not comply with university safety rules will be subject to the appropriate disciplinary action by their supervisors.