



## GENERAL SAFETY RULES

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedures consult your supervisor for guidance.

1. **ACCIDENT REPORTING:** Report all accidents or injuries to your supervisor and Human Resources **immediately**. This is the law.
2. **HAZARD PREVENTION AND REPORTING:** All employees shall be trained on every potential hazard they could be exposed to and how to protect themselves. Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed in the office or on the road. Employees will notify their supervisor of any prescription drugs that might affect their judgment or driving.
4. **SEAT BELTS:** All employees who drive or ride in company vehicles or are on company business and drive their own vehicles must wear seat belts.
5. **LAB MACHINERY AND EQUIPMENT:** Only qualified trained personnel are permitted to operate lab machinery or equipment. Manufacturer's specification and limitation instructions shall be followed. All manufactured supplied guards shall be maintained and not removed. Employees working in areas that require PPE shall use the designated PPE provided by CU Medicine or the facility for which the employee is placed.
6. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
7. **SAFE WORKING ENVIRONMENT:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
8. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Employees must practice proper use, care and storage of personal protective equipment.

- 9. HYGIENE:** It is each employee's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat or smoke only in designated areas, and always wash your hands before eating/smoking.
- 10. EMERGENCY PROCEDURES:** All employees are required to read and become familiar with CU Medicine's "Emergency Procedures Manual."
- 11. LIFTING:** Always use safe lifting practices, such as bending your knees instead of your back, holding the load close to you, lifting straight up and avoiding twisting of your body. If an item is too heavy, get help. Always insure good footing and a clear path.
- 12. CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.

*Updated February 14, 2017*