

SUBJECT: General Safety

REGULATORY STANDARD: Occupational Safety and Health Act of 1970

DATE: January 2000

Introduction:

Montana Tech's primary objectives are to ensure the safety and health of its employees and to protect its property. Safety is a concern with every job description on the Montana Tech campuses, not just in the laboratories, machine shops, welding rooms, and other places where chemicals, tools and machines are used. Safety is a necessity in all departments of a work force and should become a habit. Ninety to ninety-five percent of all accidents can be prevented if everyone uses assigned safety equipment and follows the established safety procedures.

Safety procedures:

These general safety procedures should be followed every day.

- Report all work injuries and illnesses immediately.
- Report all near misses to your supervisor. A near miss is an incident that has the potential to cause serious injury or property damage. The incident reveals a physical condition or employee action that could lead to future serious injury or property damage if not corrected.
- Report all unsafe work conditions to your supervisor.
- Report all damaged or faulty equipment to your supervisor. Do not attempt to repair it yourself unless you are authorized and qualified.
- Be aware of hazards that can cause you to slip, trip or fall, including slippery walking surfaces. Do not run power cords, computer cables or telephone wires across walkways creating a tripping hazard.
- Maintain good housekeeping in all work areas.
- Wipe up spills immediately to prevent slips and falls. Contact the Office of Environmental Health and Safety for any hazardous materials spills.
- Keep all traffic areas, aisles and exits clear.
- Report any burned-out lights.
- Look for fire hazards (overloaded outlets, space heaters too close to combustibles, etc.) to ensure everyone's safety.
- Look for unsafe electrical connections such as extension cords, damaged outlets or cords, overloaded outlets, etc.
- Keep access clear to all electrical panels.
- Keep access clear to all fire alarms and fire extinguishers.
- Approach doors slowly and open them with caution; someone may be on the other side.

- Keep all fire doors closed; they cannot be blocked open.
- Use only approved space heaters (permanently sealed oil-filled radiators) and unplug them when you are out of the office.
- Prevent back injuries by following proper lifting procedures.
- Never use a box, bucket, chair, shelf, etc. as a ladder. Use only approved step-stools or ladders.
- Always wear your seat belt.
- Never stand up in the back of a moving vehicle or sit on the sides of moving pickups.
- Do not operate equipment unless you have been instructed in its use.
- Be aware of machine guards. Never remove a guard on a machine.
- Follow proper lock out tag out procedures when required.
- Always wear the appropriate personal protective equipment (safety glasses, gloves, hearing protection, foot protection, etc.)
- Avoid use of alcohol and illegal drugs and misuse of prescription drugs.