

General Code of Safe Practices, Shop, Facilities, Operations, and Maintenance Employees

(Attachment 8 of the Injury and Illness Prevention Program)

The following list includes General Codes of Safe Practices applicable to Shop, Facilities, Operations, and Maintenance areas. It is each shop's responsibility to evaluate job tasks to identify specific hazards associated with the job tasks and develop additional Codes of Safe Practices as necessary for the specific hazards. Please refer also to the document entitled General Code of Safe Practices, Office/Administrative Area Employees (IIPP Attachment 6).

1. All employees shall read and familiarize themselves with the following safety-related resources:
 - Emergency Preparedness Web site
 - Injury and Illness Prevention Program
 - A Violence-Free Workplace Policy, Attachment 5 of the IIPP
2. Employees assigned to work in a shop or on a job site shall be familiar with the safety-related programs and procedures that pertain to their jobs, for example:
 - The Confined Space Entry Program
 - Lockout/Tagout Policy and Procedures
3. All employees shall be provided with training as it pertains to their job tasks prior to beginning work and training shall be documented.
4. Safety topics relevant to each shop shall be reviewed at tailgate meetings and this shall be documented.
5. Employees shall report all unsafe conditions and equipment immediately to the Supervisor or Environmental Health and Safety.
6. Employees shall report all accidents, injuries or occupational illnesses immediately to the Supervisor.
7. Department Chairs, Directors, and Managers are responsible for overseeing that their employees obey rules and regulations to ensure a safe work environment and taking action as necessary to obtain compliance from their employees.
8. Horseplay and other acts that tend to place individuals at risk or affect the safety of others in the workplace are strictly prohibited.

9. Substance abuse or other conditions that adversely affect the employee's safety, health, and behavior are not allowed at the workplace.
10. Weapons are not permitted in the work environment.
11. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
12. No employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
13. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
14. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
15. Employees shall follow safe and correct work procedures as applicable to the work tasks being performed and not substitute potentially unsafe faster procedures for safe procedures.
16. Employees shall wear proper personal protective equipment, including safety glasses, goggles, hard hats, safety shoes, gloves, protective clothing, and respirators as appropriate and required. Personal protective equipment shall be readily available and employees shall be trained on the use and limitations of personal protective equipment.
17. Environmental Health and Safety shall issue respirators as appropriate for use when hazardous exposure cannot be controlled by engineering designs or administrative controls.
18. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
19. Personal fall protection systems shall be used as required by the job task.
20. Employees shall be aware of surrounding areas and assure proper footing to avoid trips and falls.
21. Guards shall be used on equipment as required to prevent cuts and abrasions.
22. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor.
23. Employees shall not handle or tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless they have received instructions from their Supervisor.
24. Safe operations shall be maintained around electrical sources and equipment.

25. Proper lockout and tagout procedures shall be used prior to performing maintenance on equipment.
26. All electrical equipment shall be plugged into appropriate wall receptacles or power strips.
27. Extension cords are permitted for temporary use only (90 days).
28. Power strips shall be plugged directly into approved electrical outlets.
29. Employees shall not run electrical cords or any other cords, ropes, cables, or other trip hazards across aisles, walkways, corridors, passageways, stairways, or any other areas where people might be expected to walk. Electric cables and cords shall be secured to avoid trips and falls.
30. Electrical tools shall be inspected before use to ensure safe operation.
31. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
32. Work areas shall be kept free of debris and trash shall be placed in appropriate receptacles.
33. Eating and drinking are not permitted in areas where hazardous materials are used or stored.
34. Flammable liquids shall be stored in appropriate containers and approved flammable storage cabinets.
35. Flammable liquids shall be stored away from ignition and radiant heat sources.
36. Aggregate quantities of flammable liquids over ten gallons shall be stored in an approved flammable storage cabinet.
37. All chemical containers shall be properly labeled to clearly identify the contents, stored to prevent accidental misuse and spills, and closed/capped when not in use.
38. Hazardous chemicals shall be stored on the lowest shelves or below eye level and the shelves shall have proper seismic restraints to prevent toppling.
39. All spills shall be cleaned up promptly using appropriate materials.
40. Employees shall be aware of the location and proper use of the hazardous materials spill kits.
41. Employees shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets of all chemicals in use and be knowledgeable about how to access an MSDS.

42. Emergency shower and eyewash stations shall be available with unobstructed access and tested at least monthly to ensure they are in proper working order.
43. Hazardous waste materials such as spilled chemicals, used oils and lubricants, shall be handled in accordance with state, federal and local regulations and the SDSU standard operating procedures. All waste containers shall be labeled with a hazardous waste label.
44. Trash, garbage or waste containers shall not be allowed to overflow.
45. Employees shall use handcarts and other mechanical material handling devices for heavy loads.
46. Proper lifting and carrying techniques and equipment shall be used, for example when lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. Employees shall not attempt to carry or move more than can be safely handled.
47. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.
48. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
49. Employees working in cold environments shall wear appropriate clothing and protective devices.
50. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
51. Compressed gas cylinders shall be securely fastened. Cylinders with regulators shall be individually secured. Those with safety caps may be secured in groups.
52. Trussed handcarts shall be used for transporting compressed gas cylinders.
53. Employees shall not roll cylinders or handle them by their valves.
54. Compressed gas cylinders not in use (not equipped with a regulator) shall have the safety cap in place.
55. Employees shall not enter manholes or other similar places that receive little ventilation unless it has been determined that it is safe to enter. Employees shall comply with proper confined space procedures.
56. In the event of a fire, employees shall sound the alarm and evacuate using designated escape routes.

57. Upon hearing a fire alarm, employees shall stop work, proceed to the nearest clear emergency exit, and gather at the designated assembly point.
58. Materials and equipment shall not be stored under egress stairways. Items shall not block access to fire extinguishers, fire pull stations or other firefighting equipment.
59. All routes of egress such as stairways, aisles, hallways, emergency doors and exits shall be kept clear of items that can impair orderly evacuation and be well-lighted and unblocked.
60. Portable fire extinguishers shall not be operated, tampered with or removed except in an emergency and in accordance with [safety procedures](#). If a fire extinguisher is used, the department shall contact Physical Plant to recharge the extinguisher.
61. Employees shall be aware of the instructions in the [SDSU Emergency Preparedness Web site](#) and know how to respond in the event of a fire or other emergency evacuation/situation.
62. Adequate aisle space shall be maintained.
63. Electrical control panels shall not be obstructed. There must always be a 36-inch clearance in front of this equipment.
64. When storing high materials of any description, a minimum clearance of 18 inches between the top of the storage and the fire sprinkler head is required.
65. Employees shall wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Proper speed limits shall be observed and employees shall practice defensive driving.
66. Motorized vehicles and other mechanical equipment shall be inspected daily prior to use.
67. Employees shall shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.
68. Nonessential employees shall maintain a safe distance from field equipment.
69. Employees shall not ride in equipment not designed for this purpose.