

General Code of Safe Practices, Office/Administrative Area Employees

(Attachment 6 of the Injury and Illness Prevention Program)

The following list includes General Codes of Safe Practices applicable to office/administrative areas. It is each department's responsibility to evaluate department-specific hazards and develop additional Codes of Safe Practices as necessary for the specific hazards.

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](#)
2. Employees shall report all unsafe conditions immediately to the Supervisor or Environmental Health and Safety.
3. Employees shall report all accidents, injuries or occupational illnesses immediately to the Supervisor.
4. 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.
5. All employees shall be provided with training as it pertains to their job tasks.
6. Horseplay and other acts that tend to place individuals at risk or affect the safety of others in the workplace are strictly prohibited.
7. Substance abuse or other conditions that adversely affect the employee's safety, health, and behavior are not allowed at the workplace.
8. Weapons are not permitted in the work environment.
9. Files, materials, and supplies shall be stored safely.
10. Employees shall practice good housekeeping. Work areas, including areas under or around desks, shall be kept free of boxes or debris and trash shall be placed in appropriate receptacles.
11. Floors shall be kept clean and dry to prevent slipping hazards.
12. Spills shall be cleaned up immediately.

13. Trash, garbage or waste containers shall not be allowed to overflow.
14. File cabinet or desk drawers shall not be left open.
15. The top drawer of a file cabinet that does not have full bottom drawers shall not be fully opened.
16. VDT workstations shall be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
17. Proper lifting and carrying techniques and appropriate 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.
18. 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.
19. All electrical equipment shall be plugged into appropriate wall receptacles. Extension cords are permitted for temporary use only.
20. Power strips shall be plugged directly into approved electrical outlets.
21. Using three-pronged plugs is recommended to ensure continuity of ground.
22. Lights or lighting fixtures shall not be tampered with or removed. Physical Plant shall be contacted to repair or adjust the lighting as needed.
23. Employees shall wear personal protective equipment or clothing (PPE) in all areas requiring PPE to be worn.
24. Office equipment and hand tools shall only be used for their intended purpose.
25. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
26. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment.
27. 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.
28. 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.

29. In the event of a fire, employees shall sound the alarm and evacuate using designated escape routes.
30. Upon hearing a fire alarm, employees shall stop work, proceed to the nearest clear emergency exit, and gather at the designated assembly point.
31. 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.
32. All routes of egress shall be kept clear. Items shall not block or obstruct emergency exit doors, aisles, hallways, or stairways.
33. Adequate aisle space shall be maintained.
34. Electrical control panels shall not be obstructed. There shall always be a 36-inch clearance in front of this equipment.
35. 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.