



The establishment of a set of safety rules does not, by itself, guarantee a low incident rate. While these guidelines are for avoiding injury, safety rules will not eliminate the need for continuous safety training nor reduce the importance of the supervisor's role in incident prevention.

The following safety rules shall apply to all employees of SLCC:

- Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated at SLCC. Smoking is prohibited on our campuses.
- Possession or use of any weapons on campus is prohibited by law.
- Employees must notify their supervisor of any permanent or temporary impairment that may reduce their ability to perform in a safe manner.
- Inspect the workstation for potential hazards and ensure that equipment or vehicles are in safe operating condition before using them. Operate equipment only if you are trained and authorized.
- If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
- Immediately report accidents, incidents, or property damage to your supervisor or The Office of Safety & Security, regardless of severity, as well as potential hazards or unsafe acts.
- Follow recommended work procedures outlined for the job, including those in the job safety analysis. Use Personal Protective Equipment (PPE) as recommended/required.
- Maintain an orderly workplace. Store all tools and equipment in their designated places. Put scrap and waste material in a designated refuse container.
- Report any smoke, fire, or unusual odors to your supervisor.
- Use proper lifting techniques. Bend your knees, not your back. Get help. For objects exceeding 50 pounds in weight, supervisors should be consulted for specific safe lifting methods.
- Never attempt to catch a falling object.
- 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.
- Fasten safety belts before starting any motor vehicle.
- Comply with all traffic laws, signs, signals, markers, and persons designated to direct traffic.
- Know emergency plans and evacuation routes via floor plan maps in each building.
- Walk, do not run. Horseplay or fighting are not tolerated on campus.
- Check all electrical cords to ensure that the wires are not frayed and that the plugs are secure. Do not allow cords to extend across doorways, aisles, or other walkways. When removing plugs from receptacles, grasp plug, not the cord.

Questions or Concerns?

Please contact us at safetyandsecurity@solacc.edu or 337.521.8914.