

Northwestern State University

Safety Rules

University Safety Rules are for all University Employees.

A University Employee is defined as any person that receives a paycheck from NSU.

1. No tobacco use in any building or facility, including Athletic Facilities and outdoor Athletic Facilities. All owned and leased University property is No Smoking, as per Louisiana State Law.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the workplace.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner. This would include any prescribed or over-the-counter medication that may alter your physical capabilities or judgment.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect your work area for potential hazards and ensure that any equipment or vehicle is in safe operating condition before using it.
7. Contact the Physical Plant using the online Work Request System for all hazards and work requests.
8. Immediately report any recognized or potentially unsafe condition or act to your Supervisor.
9. If you have any doubt about the safe work method to be used, consult your Supervisor before beginning the work.
10. **IMMEDIATELY** report all accidents and property damage to your Supervisor, regardless of severity. The Supervisor will in turn notify University Police and EHS, so that a report can be made.
11. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
12. Report and smoke, fire or unusual odors to your Supervisor and University Police. Dial 911.
13. Fasten seat belts before operating any motor vehicle. Obey all driver safety instructions.
14. Comply with all traffic signs, signals, markers, and persons designated to direct traffic, including all state, parish/county, city/town, and university traffic ordinances.
15. Report all traffic accidents to the local law enforcement authorities. This includes all accidents that occur out of town, while traveling on University business. Also report all accidents that occur on University business to University Police at 318-357-5431 **IMMEDIATELY**.
16. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
17. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
18. Employees will inspect their individual workstations before each shift to ensure that equipment, tools and vehicles are maintained in proper working condition. Any situations which require a work order will be reported to the supervisor. The supervisor will report the problem to the Physical Plant Work Control Center and then take necessary steps to see that the work order is completed.
19. Vehicle Operators must be employees and have taken the Driver Safety Course and must be on the Authorized Driver's List. Operators must be properly licensed and follow all state and local laws when operating vehicles on state business or state equipment on or off campus. Students are not allowed to drive state vehicles.
20. Persons who ride in the back of pickups/trucks MUST be seated within the bed of the truck and not on the sides of the truck. Riders MUST NOT stand in the back of a moving vehicle or on the tailgate of a moving vehicle.
21. Utility Vehicles and Golf Carts should only be used for University business. Do not ride more persons than seats in the cart or utility vehicle. All persons should be seated with their body inside the passenger area of the cart or utility vehicle.

I certify by signing the Safety Sign-In Sheet for the 4th Quarter each year, that I have received a copy of the NSU Safety Rules. I also understand that I have a responsibility to abide by the rules set forth in this document. Employees who ignore or do not comply with the Safety Requirements may receive disciplinary action, and in extreme circumstances may have their employment terminated.