



## Environmental Safety and Health (ESH) Procedure

### General Safety Rules for UMBC Employees

*One of the top priorities of UMBC and the Office of Environmental Safety and Health (ESH) is to promote and encourage a working environment that is safe and healthy for all employees.*

*However, it is only through a shared commitment to safety at all levels of the UMBC community that a safe work environment can be truly achieved.*

*Each employee plays a critical role in creating a safe workplace for everyone. The following is a list of basic safety rules and guidelines that all employees should follow to help ensure that UMBC is a safe and healthy place to work and learn.*

1. Always follow safety rules and regulations when performing any task.
2. Report any unsafe conditions, near-misses, or safety concerns to your supervisor or to ESH at 5-2918. Don't proceed with any work if you feel that the conditions are unsafe and may lead to harm to yourself or others.
3. Notify your supervisor as soon as possible if you become injured on the job. Refer to the ESH website (<https://safety.umbc.edu>) for instructions on reporting an injury and for follow-up treatment.
4. Do not perform a task if you are unsure about what to do and seek additional guidance or clarification from your supervisor. Never proceed in the face of uncertainty.
5. Don't rush to complete a job, cut corners, or take shortcuts. There is no job or task that is so urgent that it can't be completed safely.
6. A clean and tidy workspace is a safe workspace. Practice good housekeeping and keep your work area clean and tidy. Cleaning as you go is a best practice.
7. Always store combustible and flammable materials in approved storage containers.
8. Never handle tools, equipment, or machinery that you have not been trained on how to operate.
9. Always wear the appropriate PPE when required.
10. Read and understand the Safety Data Sheet (SDS) for any chemical that you will use.
11. Ensure chemicals are labeled, stored, and disposed of appropriately. Contact ESH at 5-2918 if you need guidance with chemicals.
12. Always observe all posted safety-related signage.
13. Ensure that any training and certifications that are required for your job are completed.
14. Horseplay or roughhousing on the job is not permitted.
15. Never work while fatigued, or while under the influence of alcohol or other intoxicating substances.

16. Use the right tool for the job. Using a tool in a manner that it is not designed for is more likely to lead to an injury.
17. Never wear loose clothing or jewelry while operating machinery where it is likely to get caught or snagged.
18. Never defeat or circumvent any safety guards, emergency shut-off switches, or other safety features of any tools or equipment.
19. Remove from service and report any broken, defective, or malfunctioning tools, equipment, and machinery to your supervisor.
20. Follow the rules of the road while driving and obey traffic laws and ordinances.
21. Practice good ergonomics by maintaining good posture, utilizing proper lifting techniques, and getting up and stretching and taking small breaks away from your work throughout the day. If something is too heavy to lift, get help from a team member or utilize equipment such as dollies or carts. A good rule of thumb is to seek assistance if the item to be handled is greater than 35 pounds.
22. Dress appropriately for work in very hot or very cold conditions and remember to stay hydrated.

If you have any safety-related questions or concerns, contact ESH at 5-2918 or email [esh@umbc.edu](mailto:esh@umbc.edu).