



<b>UMBC OFFICE OF ENVIRONMENTAL SAFETY AND HEALTH (ESH) PROCEDURE</b>	<b>TITLE:</b> <b>General Safety Rules for UMBC Employees</b>
<b>DATE CREATED:</b> <b>5/2023</b>	<b>REVISION: 1.0</b>

## PURPOSE STATEMENT

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.

## PROCEDURE

The following is a list of basic safety rules and guidelines that all employees are expected to follow to help ensure that UMBC is a safe and healthy place to work and learn.

- Always follow safety rules, policies, and procedures when performing any task.
- Report any unsafe conditions, near-misses, or safety concerns to your supervisor or to ESH at 5-2918 (or email at [esh@umbc.edu](mailto:esh@umbc.edu)). Don't proceed with any work if you feel that the conditions are unsafe and may lead to harm to yourself or others.
- All employees have the authority to stop work if an unsafe act or condition is observed. Contact ESH with any questions about stop work authority.
- 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.
- 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.
- 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.
- 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.
- Never handle tools, equipment, or machinery that you have not been trained on how to operate.

- Always wear the appropriate personal protective equipment (PPE) when required. Notify supervision or ESH if additional PPE is needed, or if your PPE doesn't fit or work properly.
- Read and understand the Safety Data Sheet (SDS) for any chemical that you will use.
- Ensure chemicals are labeled, stored, and disposed of appropriately. Contact ESH at 5-2918 if you need guidance with chemicals.
- Always observe all posted safety-related signage.
- Ensure that all required training is completed and current for any job or task you will be completing.
- Horseplay or roughhousing on the job is not permitted.
- Never work while fatigued, or while under the influence of alcohol or other intoxicating substances.
- 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.
- Never wear loose clothing or jewelry while operating machinery, material, tools or equipment where it is likely to get caught, entangled, or snagged.
- Never defeat or circumvent any safety guards, emergency shut-off switches, or other safety features of any tools or equipment.
- Ensure that equipment, tools, and machinery are inspected in the appropriate manner and frequency (such as before each use) and documented as applicable.
- Remove and tag out from service any broken, defective, or malfunctioning tools, equipment, or machinery and report it to your supervisor.
- Follow the rules of the road while driving and obey traffic laws and ordinances. Do not text or perform other distracting activities while driving.
- 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.
- 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).

## **ROLES AND RESPONSIBILITIES**

### **Administrators, Deans, Directors, Managers**

- Promote a strong, positive culture of safety where safety is a core value and a top priority
- Provide top-level support to ensure the sustained execution of safety-related programs, policies, and procedures at UMBC.
- Empower employees and supervisors to identify, report, and correct (when able) safety issues and concerns without fear of retaliation or reprimand
- Provide support and resources necessary to ensure employees have the necessary tools, equipment, and other resources needed to safely and effectively carry out assigned tasks
- Ensure employees complete any required safety training - including maintaining budgetary resources and financial support for required safety training
- Ensure department/area has clearly defined and understood processes and procedures for:
  - Supervisor enforcement of safety rules, procedures, regulations (i.e., code of conduct, disciplinary procedures)
  - Reporting of safety concerns, hazards, or deficiencies

### **Front Line Supervisors**

- Monitor and provide oversight of assigned areas to support a safe work environment that complies with the requirements of UMBC policies and ESH Safety Programs
- Ensuring individuals under their supervision have sufficient authority and support to properly implement the components of the Occupational Safety Program
- Maintaining awareness of and following safety procedures plans for all campus workplaces, classrooms, laboratories, field work locations, and student life areas;
- Ensuring compliance with training requirements for their areas of responsibility.
- Assist department/area management and leadership with prioritizing and committing resources to ensure continued safety and compliance

### **Employees**

- Perform work in a safe manner at all times, in compliance with UMBC policies, the Occupational Safety Program (and all applicable ESH Programs/Procedures), and federal/state/local regulations and standards.
- Ensure the procurement of all necessary tools and equipment (including personal protective equipment) prior to beginning any assigned work.

- Stop and immediately report to supervision, any identified safety concern or unsafe condition.
- Promptly injuries or illnesses incurred at work to supervision, regardless of severity.
- Report all near-misses/close calls, even if it didn't result in an injury or damage to property.
- Complete all mandatory safety training and continuing education.

### **Environmental Safety and Health**

- Provide consultation, technical support and subject-matter guidance on all aspects of the Occupational Safety Program.
- Perform continuous review and evaluation of all ESH programs and procedures and update, modify, or revise as needed to ensure continued effectiveness and relevance with current regulations, standards, codes, and hazards identified.
- Perform high-level audits and inspections of work areas, equipment, and work activity, as well as department/area programs, procedures, as well as records of safety-related inspections, preventative maintenance, and records of safety training.
- Follow up and investigate reported injuries, safety concerns, near-misses, and unsafe conditions. Communicate findings to department/area stakeholders and provide guidance for necessary corrective actions.

### **REFERENCES**

- UMBC Policy VI-13.00.01 - Environmental Safety and Health Management and Enforcement