



GUSTAVUS ADOLPHUS COLLEGE

## SAFETY POLICY STATEMENT


The Gustavus Adolphus College Safety and Health Program is based on the premise that each and every one of our employees is entitled to a safe and healthful working environment. Our Safety and Health Program is designed specifically for the protection of our employees, the campus community and visitors. Faculty, managers, administrators, supervisors, and all employees are directed to make safety a matter equal in importance to that of other job functions.

We believe that every employee is concerned for their safety and the safety of their co-workers and will recognize that the rules and policies contained herein are for their protection. The goals that we have set for our Safety and Health Program can only be achieved through a cooperative effort between all employees. Safe working habits and awareness through knowledge of safety rules and policies are a condition of employment at Gustavus. All faculty, managers, administrators, supervisors and employees are required to familiarize themselves with every rule, policy and written program applicable to their work areas that are set forth and must abide by them. These rules, policies and written programs will be enforced in reprimand, suspension or employment termination.

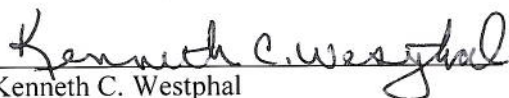
All employees are encouraged to make suggestions which will assist in maintaining safe working conditions and to immediately bring to the attention of their manager/supervisor any unsafe working conditions. It is through our joint participation in safety efforts that accidents and injuries can be prevented.

Accidents cause pain and suffering, lost productivity and can create financial burdens for our employees and institution. Personal injuries can have lifelong affects and can severely restrict the quality of life for employees and their families. Therefore, the safety and health of our employees is of utmost importance and a highly valued part of working safely together within the campus community. Gustavus Adolphus College remains committed to providing all employees with a safe and healthful place to work.

Our policy toward safety is in no way limited to the rules that follow. Any unsafe practice, whether listed here or not, will be addressed. **No job is so important that we cannot take time to perform our work safely.**

  
Rebecca M. Bergman  
President

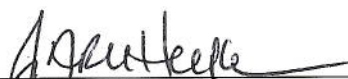
Date 4/22/15

  
Kenneth C. Westphal  
Vice President of Finance, Treasurer

Date April 22, 2015

  
Mark J. Braun  
Provost and Dean of the College

Date April 23, 2015

  
James R. VanHecke  
Vice President for Student Life and Dean of Students

Date April 22, 2015

**MAKE YOUR LIFE COUNT**

# GUSTAVUS

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## GUSTAVUS ADOLPHUS COLLEGE

### SAFETY RULES AND PROCEDURES

All employees shall follow the safe practices and rules contained in this document and any other such rules and procedures communicated on the job. It is important that all employees observe and obey all rules and regulations necessary to maintain a safe workplace and practice safe work habits. Working safely is a condition of employment.

1. Employees are empowered to work safely and to watch out for the safety of co-workers. If co-workers are observed working in an unsafe manner, employees should communicate their concerns to their co-worker and/or their supervisor/manager.
2. Employees will fully understand all work area emergency procedures and participate in drills when requested. Supervisors/managers shall ensure that their employees are familiar with emergency notification systems, emergency contact numbers, evacuation routes, emergency equipment locations and assembly areas.
3. All injuries and illnesses, no matter how slight, must be reported to the direct supervisor/manager of the employee so that arrangements can be made for medical or first aid treatment, if necessary. An accident/incident/illness report will be completed and submitted to Campus Safety within 24 hours. Supervisors/managers will ensure that the injured employee provides updates on their work status and if they have any work restrictions.
4. Good housekeeping must be practiced at all times to prevent slips, trips and falls. Clean up all waste and eliminate any dangers in work areas. Notify the appropriate supervisor/manager immediately of unsafe work areas. No employee should undertake a job that appears to be unsafe. Exits, fire suppression equipment, electrical panels must always be kept clear of obstructions in the event of an emergency.
5. Personal Protective Equipment (PPE) shall be worn whenever necessary and/or required, including wearing seatbelts in all vehicles and equipment. Inspect PPE prior to use and notify the appropriate supervisor/manager immediately of any defects.
6. There will be absolutely no use of intoxicants or illegal drugs during working hours. Anyone suspected of being under the influence of intoxicants or illegal drugs, which may impair their skills and/or judgment, shall not be allowed on the job. Employees shall notify the appropriate supervisor/manager of prescription medications being taken that may affect job safety. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, and/or other causes that may cause injury to the employee, or others.
7. Horseplay, scuffling, fighting, running, throwing tools or materials, and other acts which tend to have an adverse influence on employee safety, or the safety of others, is strictly prohibited.



8. All employees will participate in regular safety meetings and/or trainings. Submit training recommendations to the appropriate supervisor/manager
9. The College shall have an active safety committee that meets routinely. Minutes shall be published and made available to all employees.
10. Work shall be well planned to avoid injuries in the handling of heavy materials and use of equipment. Supervisors/managers shall encourage team lifts and the use of lift equipment. Always use proper lifting techniques when lifting heavy objects.
11. Employees will ensure that all guards and other protective devices are in their proper places and in good working order. If the guard or protective device is not in place or defective, the equipment should not be used. Never use defective tools or equipment. Report damaged equipment to your supervisor/manager immediately.
12. Only authorized employees should work with electrical equipment or machinery and only after they have been trained in proper procedures and use of the equipment. Supervisors/managers shall ensure that employees receive proper training on this equipment.
13. Employees will ensure they have received adequate safety instruction when undertaking a new task or using new or unfamiliar equipment. Supervisors/managers will ensure that their employees are properly trained.
14. When using any type of chemical, employees should fully understand:
  - a.) Hazardous chemical properties (if any).
  - b.) The types of precautions required to work with chemicals in a safe manner.
  - c.) Proper PPE needed to be worn.
  - d.) All emergency procedures.
15. Observe all smoking and fire prevention regulations. Fire extinguishers that have been used or that have a broken seal must be turned in for replacement.
16. All employees with long hair must maintain their hair in such a way that it does not become an entanglement safety hazard. Work clothing must not present a safety hazard.
17. Lockout/tagout all equipment before maintenance. Supervisors/managers shall ensure that employees are properly trained.
18. Failure to follow established safety rules and procedures may lead to disciplinary procedures which may include: reprimand, suspension or employment termination.