VCSU SAFE OPERATING PROCEDURES:
General Safety Rules

VCSU’s ‘General Safety Rules’ are considered the minimum safety standards for usual work conditions and will be adhered to by all who enter the VCSU workplace. All employees must be fully aware of the expectations of management regarding proper job performance. Special instructions and introductions of all loss control/safety rules and regulations must be made during the following critical periods.

- The general safety procedures will be reviewed during general orientation.
- Department procedures will be reviewed during the first day the employee is on the job.
- Safety Procedures should be reviewed annually and posted in each department.

All employees will adhere to the following:

- Participate in new employee orientation.
- Participate in baseline training and continuing education which is conducted on a departmental level.
- Report all accidents, injuries, near misses or safety hazards in the workplace immediately to your supervisor (within 24 hours of the incident) or to the VCSU Safety Office- 845-7710. (If you are seeking medical treatment please remember the Designated Medical Provider requirement.)
  1. Report all faulty electrical equipment to Facilities Services- 845-7705. (Faulty electrical equipment should be removed from service until the equipment has been repaired or replaced.)
  2. Report any dangerous situations or equipment to appropriate maintenance personnel or to Facilities Services- 845-7705 or the Valley City Police Department- 845-3110.
  3. Ask and insist on sufficient help before lifting or moving heavy objects. Follow ‘VCSU SAFE OPERATING PROCEDURES: Material Lifting/Handling’.
  4. Horseplay is NEVER allowed on the worksite.
  5. Always wear your safety belt when driving any VCSU leased/owned vehicle and comply with CDL requirements, if required by your job position.
  6. Always wear appropriate personal protective equipment in accordance with the job operation that you are performing. This is a mandatory requirement and the responsibility of each department.
  7. Participate in proper housekeeping-this is mandatory in all departments.
  8. Comply with the Drug and Alcohol Policy as set forth by University System Policy.
  9. Comply with VCSU “No Smoking” policy. This includes any VCSU facility or any property of the University.
  10. In the event of a fire, sound the alarm and evacuate the building. Each building and department will have a Fire Procedure for review of exits and alarms- these procedures are posted at each building entrance.
  11. Chemicals and other hazardous substances will only be used by those familiar with and trained in the proper handling procedures.
  12. All small appliances and hand tools are to be kept in good working order and inspected regularly for signs of wear and inappropriate use. If any repair or replacement is needed, inform your supervisor or Facilities Services- 845-7705.
  13. All stairways, aisles, and doorways are to be maintained in compliance with building safety and fire codes. (Refer to ‘VCSU SAFE OPERATING PROCEDURES: Housekeeping’.)