

## **02. General Safety Rules**

Cooperative guidance, self-governance and self-safety assessments shall be the means to which we all remain safe in our daily activities. The “It’s Safe to Talk about My Safety” theme will allow us to freely approach each other with everyone’s safety in mind.

- 02.01. Disregard and or deviation from this Safety Program policy and procedures are prohibited and shall result in disciplinary action.
- 02.02. It is your obligation to protect your life, your co-employees life, the public and the property of the University of Wisconsin-Madison.
- 02.03. Never take chances or attempt any activity without being qualified and knowing the proper procedures, the potential hazards, and the methods to control or eliminate hazards. If the assigned activity is not safe to complete, it is your obligation to make it safe then complete it.
- 02.04. Perform your safety self-assessment before each assigned activity.
- 02.05. Take a “4 Second Stop-Safety Moment” before you proceed with any activity.
- 02.06. Report all unsafe conditions and actions immediately to the proper authority.
- 02.07. Report all near miss, non-injury, injury and or safety violation incidents to your supervisor.
- 02.08. Personal protective equipment shall be worn where required. The “Basic Three” shall be with you at all working times ready for deployment: safety glasses, hearing protection and applicable hand protection.
- 02.09. Remember the discretion, should, shall and readily accessible rules of all personal protective equipment.
- 02.10. Maintain your balance, traction and grip by always being aware of your working surroundings. Always survey your path of travel for before you proceed.
- 02.11. Fall protection systems: Personal fall arrest equipment shall be worn and lanyards attached to approved anchor points at all times when working at 6 feet or less of an opening or edge where there is the potential to fall 6 feet or more. Arrest, Restraint or Positioning systems shall be used where required.
- 02.12. Ladders shall be inspected and appropriate for the activity to be performed. Ladders shall be used only as per the manufacturer and design specifications.
- 02.13. The Control of Hazardous Energy (LOTO) shall be applied where required.
- 02.14. Do not bypass, remove and or disable any safety device or system.
- 02.15. Use the appropriate tools for the job.
- 02.16. Maintain a clean work area always.
- 02.17. Only authorized and qualified employees will operate systems, equipment, machinery and vehicles.
- 02.18. Always wear the seatbelt while operating any vehicle or equipment.

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- 02.19. Perform tool, vehicle, machine and or equipment inspections as required. Immediately report all suspected damage, failures and or maintenance issues to your supervisor.
- 02.20. No weapons and or firearms shall be present on the campus, including the parking lots or at any work place.
- 02.21. Insure the appropriate clothing is being worn for assigned activities.
- 02.22. Avoid activities that could endanger you, co-employees and or any others on campus.
- 02.23. Employees taking physician prescribed medication that might impair their ability to operate certain equipment or perform various job activities safely shall report this to their immediate supervisor prior to the start of any assigned activity.
- 02.24. Never engage in hostile actions against anyone while on campus.
- 02.25. Report all hostile actions of to an authority immediately.