



Minot State University

Policy Manual

Section 4.4

General Safety

Source: ND Office of Management & Budget - Risk Management Division

1. General Safety Rules are the minimum safety standards for usual work conditions and must be adhered to by all employees who enter the specific job location.
2. The following General Safety Rules will be posted in a conspicuous manner at fixed work sites and where possible in remote mobile locations. The General Safety Rules will be reviewed periodically and updated as needed.
 - A. Participate in employee orientation.
 - B. Participate in continuing education which is conducted on a departmental level.
 - C. All employees will receive training in the following areas:
 1. General safety rules
 2. Safe operating procedures
 3. Ergonomic hazards
 4. Claims management program.
 - D. Participate in continuing education of safe operating procedures for unique work environments. The supervisor will identify such employees that require additional training. Examples of unique work environments include the following:
 1. Hazard Communication Standard - "Right to Know" Law
 2. Confined space
 3. Lockout/Tagout
 4. Radiation
 5. Hearing Conservation
 6. Biohazard
 7. Laser
 8. Pesticide Application
 9. Forklift/heavy equipment
 10. Extreme cold / heat
 11. Chemical
 12. Video display terminals\Office Safety
 - E. Safety belts must be worn when driving any MiSU leased/owned vehicle.
 1. Distracted Driving - Distracted driving is a primary cause of motor vehicle crashes resulting in property damage and injury. The use of electronic devices, including cellular phones, while operating a state owned or leased

motor vehicle is strongly discouraged, unless during an emergency. Employees will be required to sign a statement acknowledging understanding of this policy prior to leasing a state vehicle.

F. All facilities at MSU are nonsmoking

G. MSU prohibits the unlawful and unauthorized use, possession, storage, manufacture, and distribution or sale of alcoholic beverages and illicit drugs or drug paraphernalia in University buildings, any public campus area, in University housing units, in University vehicles or at any University sponsored event held on/off campus which is sponsored by students, faculty, and /or staff and their respective campus organization. The President can authorize the serving of alcoholic beverages

H. Horseplay, scuffling and other acts which have an adverse bearing on the safety or well-being of an employee or coworker is prohibited.

I. Immediately report all accidents, injuries, and near misses to your supervisor; seeking medical treatment without delay.

J. Immediately report all faulty electrical equipment to the Plant Services (858-3210), or after hours (858-3567), for prompt replacement or repair.

K. Immediately report any dangerous physical plant situations or equipment to the Plant Services (858-3210), or after hours (858-4357).

L. Chemicals and other hazardous substances are to be used only by persons familiar and trained in hazardous characteristics. Safety precautions must be followed and include:

1. Appropriately labeled storage containers and stock areas.
2. Use of all hazardous substances in the appropriate work place/space.
3. Correct use of fume hoods, respirators, and exhaust/ventilation systems.
4. Use of correct laboratory apparel.
5. Consumption of foods and drinks is prohibited in hazardous areas.

M. Appropriate personal protective equipment and mechanical safety devices are to be worn and used in accordance with job requirements and operation. Each department is responsible for maintaining its equipment in the working condition for which it was designed.

N. Employees are responsible for practicing general safe housekeeping in their individual work areas. Employees are expected to maintain a neat and orderly work area safe from accidents and injury, being in compliance with building and fire codes.

- O. All clerical work stations and associated adaptive furniture are to be kept in good working condition and maintained to prevent accidents.
- P. All small appliances and hand tools are to be kept in good working order and inspected regularly by the supervisor for signs of wear and inappropriate use.
- Q. 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.
- R. Stairways, aisles, and doorways are to be maintained in compliance with building safety and fire code.
- S. Proper lifting techniques and body mechanics will be followed. Never attempt to lift or push an object that is too heavy. Seek assistance and use mechanical aides when needed.
- T. Proper height devices, such as ladders, scaffolds or stools, will be used. When appropriate, seek assistance of a second person and wear the appropriate protective devices.

Direct inquiries to: Director, Safety and Security, 701-858-4016

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