

Regulation 2-17



Winona State University

Safety Manual

1. **PURPOSE:** To provide employees with information and instructions on safety in carrying out work assignments.

On December 29, 1970, the Occupational Safety and Health Act (OSHA) was signed into law. This legislation established certain rules and regulations for employees in both the public and private sector. Included in the Federal OSHA was a provision that state governments would be required to adopt similar safety legislation, which as a minimum, would meet the standards contained in the federal act.

During the 1974 Minnesota legislative session, the legislature adopted the Minnesota OSHA which was made effective August 1, 1973. The Minnesota Act is very similar to the federal OSHA, and it applies to all political subdivisions within the State.

While it is impractical to include in this guide instructions that cover every detail of the work performed by various employees, the guidelines are intended to lay down the fundamental principles which are basic to carrying out all work assignments.

An important quality to an effective safety policy is employee, as well as supervisory, awareness and conscientious dedication to the principles of safety on the job. It is everyone's responsibility to comply with safety and health standards, rules, regulations and orders issued under the Act and applicable to work-related conduct.

Winona State University (WSU) recognizes its responsibility to furnish its employees a place of employment free from recognized hazards that might cause injury or death and will make every reasonable effort to comply with the specific safety and health standards issued by all federal and state agencies.

It is the desire of the University to: a) provide a safe working place with safe equipment and proper materials, b) establish and insist upon safe methods and practices on the part of all employees at all times, and c) comply with all state and federal "safety-related" regulations.

2. **STATEMENT OF SAFETY AND HEALTH POLICY:** The personal safety and health of each employee of WSU and the prevention of occupationally induced injuries and illnesses is of primary importance. Therefore, it is the policy of WSU that the safety of its employees, including the provision of safe work areas, and the prevention of accidents are a continuing and integral part of its everyday operating responsibility. To the greatest degree possible, the University will maintain a safety and health program conforming to the best practices of institutions of this type and will provide mechanical and physical facilities for personal safety and health.

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3. To be successful, the University's program must embody the proper attitudes toward injury and illness prevention on the part of all employees.

The responsibilities for safety and health must be shared:

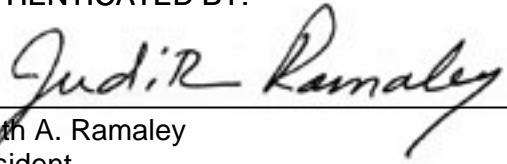
The employer is responsible for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing proper attitudes toward safety and health, and for ensuring that all operations are performed with utmost regard for the safety and health of all personnel involved.

Employees are responsible for compliance with all aspects of the safety and health program, including all rules and regulations and for continuously practicing safety while performing their duties. Deliberate non-compliance with this safety policy, on the part of any employee, may result in disciplinary action.

This WSU Regulation supersedes WSU Regulation 2-17, dated August 18, 1988.

AUTHENTICATED BY:



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative Reference:
President

[Minnesota Management & Budget/Middle Management Association Agreement \(MMA\), Article 23](#)

[Minnesota Management & Budget/AFSCME, Article 11](#)

Federal Occupational Safety and Health Act

Minnesota Occupational Safety and Health Act

Minnesota Statute 182.654, subd. 11, Rights and Duties of Employees

Initial Date of Adoption: 8/18/88

Dates of Revisions: 8/13/07

LIST OF ATTACHMENTS

Safety Rules and Regulations

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SAFETY RULES AND REGULATIONS

1. CONDUCT:

- A. It is imperative that state employees conduct themselves in such a manner to avoid an accident or personal injury.
- B. Unsafe horseplay, pranks, jokes, and inappropriate use of equipment shall not take place on the job.
- C. Employees should be alert for unsafe work methods or conditions. Such conditions should be corrected or immediately reported to a supervisor.
- D. The use of any intoxicating beverages or narcotics, other than those prescribed by a physician, by any employee, or person operating or working in or on equipment owned, used, or leased by the State of Minnesota, is strictly prohibited.

2. MEDICAL AND FIRST AID:

- A. First aid kits shall be supplied at strategic locations throughout the campus. Employees are expected to know both the location and contents of first aid kits and emergency care flip charts.
- B. All first aid kits shall be kept complete and will be inspected regularly by supervisory personnel.
- C. Health Service personnel are available on campus, primarily for the benefit of the students. However, in the event of a potentially serious or disabling injury, 911 should be contacted. WSU Security can also assist until emergency personnel arrive.
- D. All job-related injuries must be reported to the employee's supervisor immediately (within a 24-hour period), and a report must be completed as soon as possible.
- E. Employees who are hospitalized as a result of an injury which happens either on or off the job are required to have a doctor's permission to return to work.

3. FIRE PROTECTION AND PREVENTION:

- A. Good housekeeping is the first rule of fire prevention. Oily rags, paper, shavings, packing materials, trim, etc., shall be cleaned up and disposed of as soon as practicable.
- B. Flammable liquids shall be kept to a minimum and stored in containers, which meet or exceed OSHA standards. Such containers shall be labeled and bear the word "FLAMMABLE" in large letters.

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- C. All drums, cans, or portable containers used for the purpose of transporting gasoline or for filling tanks on vehicles shall meet OSHA standards. They shall be painted red, and be identified as flammable. Such containers shall be used for no other purpose.
- D. No smoking is permitted within fifty (50) feet of where flammables are stored, used in, or about, a vehicle when the gasoline tank is being filled, or in an area declared a "No Smoking Area."
- E. Fueling equipment, trucks, or passenger cars with the motor running is strictly prohibited. The tank shall be under-filled to allow for expansion and to prevent overflow. The nozzle of the gasoline hose shall be kept in direct contact with the tank to guard against ignition by static electricity.
- F. Flammable liquids, gases, or dusts shall not be used near open flames, sparks, incandescent surfaces, or other sources of ignition.
- G. Gasoline or similar flammable or toxic substances shall not be used for cleaning.
- H. The correct capacity fuse or circuit breaker shall protect all electrical circuits. Fuses or circuit breakers, which go out, shall not be put into service again until the cause of the overload is located and corrected. The maintenance department shall be notified in such cases.
- I. The use of any electrical equipment, apparatus, or appliance, which is not grounded, is strictly prohibited.
- J. Proper fire extinguishers have been distributed throughout the campus. Employees are responsible to know where they are located and how to use them. All discharged fire extinguishers should be reported immediately to the Safety Office.
- K. Care shall be taken to avoid storing materials or equipment in a manner, which would obstruct access to a fire extinguisher.
- L. Supplies, materials, or equipment shall not impede the orderly evacuation of a building (i.e. hallways, doors, landings, and fire escapes).
- M. Do not block fire doors or sprinkler heads.
- N. Employees shall be familiar with the location and operation of fire alarms in their work areas.
- O. All pressurized cylinders (gas, oxygen, etc.) must be secured to a solid support.

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4. HOUSEKEEPING

- A. Employees shall keep work areas and equipment safe and clean.
- B. Supervisors shall not allow the accumulation of paper, oily rags, spilled grease, shavings, sawdust materials or debris in any work area.
- C. All doorways, stairways, windows, outside approaches to doorways, and sidewalks shall be kept free from materials, rubbish, snow and ice, equipment, and other obstructions at all times.
- D. Floors shall remain clean and dry at all times. Floors must be cleaned daily. An absorbent shall be applied immediately to remove oil, grease, and other flammables spilled on the floor.
- E. Washrooms, locker rooms, coffee lounges, and toilet facilities shall be kept clean.
- F. Employees shall report any burned out bulbs, broken windows, or any potentially dangerous situations to their supervisors.
- G. Employees shall clean their respective work areas daily. Tools and equipment must be cleaned and returned to their storage areas.
- H. Any objects undergoing long-term repair work shall be stored in an area where they are least likely to cause injury.
- I. Flammables of any sort shall not be stored near spray booths, welding operators, motor vehicles, or spark producing operations. Flammable materials and liquids shall be stored in separate areas.
- J. Storage of materials shall be maintained in such a manner as to minimize dangers from fire, blocked exits, or collapse. Certain materials when combined can cause a fire hazard. These materials should be stored in separate areas.
- K. Combustible materials shall not be piled or stored within ten (10) feet of the exterior of a building or structure.
- L. Wastebaskets shall be emptied each day. Wastepaper and other combustibles shall be removed from each work area daily.
- M. Whenever employees note potentially dangerous storage procedures. They shall immediately report them to their supervisors.

5. SHOPS, BUILDINGS, AND YARDS:

- A. When moving motorized equipment into, out of, or around buildings or shops, extreme caution shall be used, especially in areas with blind approaches, to avoid the possibility of running into pedestrians.

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B. Do not rely on chains, hoists, or jacks to support equipment raised for inspection or repair. Stands, horses, or blocks shall be used to support and stabilize the load.

C. Machine guards shall be kept in place at all times except when the machine is being repaired. When repairing electrically driven machines, be sure that the power is disconnected before starting work.

D. When operating drills and drill presses, materials shall be clamped or otherwise fastened to the drill press bed, not held in the hands.

E. Never operate a grinding machine without a guard, nor use a grinding wheel that is loose or out of balance. When starting a grinder, stand aside until wheel has reached maximum speed. Work rests shall be used and kept adjusted to within one-eighth (1/8) inch of the wheel; such adjustment should only be made when the machine is at rest.

F. Use appropriate eye protection equipment when operating any potentially dangerous shop tool or equipment.

G. Welding and cutting operations shall be used properly to avoid injury. All welding operations shall be surrounded with the proper portable shields or curtains. Employees must wear safety helmets, tinted goggles, and gloves when welding or cutting.

H. To prevent poisoning from carbon monoxide, gasoline or diesel engines shall not be operated in the shop areas, garages, or buildings unless provisions are made to remove exhaust fumes.

6. TOOLS AND EQUIPMENT:

A. Proper use of tools or equipment will eliminate many work-related injuries. Use tools for intended purpose only.

B. Keep the cutting edge sharp on all chisels, wedges, etc.

C. Do not use hammers, sledges, axes, or mauls with mushroomed heads, split or cracked handles, and be sure the handles are wedged tight.

D. The rated load shall be marked on all jacks and hoists.

E. Electric tools and equipment shall be equipped with three (3)-prong plugs to allow for proper grounding.

F. Extension cords shall be covered by rubber and specified "heavy duty." Cords shall be kept away from traffic and machinery to avoid injury or damage.

G. All compressors, blowers, electric motors, etc. equipped with a fly wheel and/or belt driven pulley shall have the proper guards that include an inboard

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shield. A safeguard covers all moving parts and is designed to permit safe oiling and adjusting without removing the guard.

H. If employees notice a machine guard which is faulty, loose, or ineffective, they shall refrain from using such equipment and report it to their supervisors.

I. Most portable power tools are equipped with one-fourth (1/4) or one-half (1/2) horsepower motors. Power tools should be used properly and safely.

J. Any equipment found to be damaged or unsafe shall be tagged and removed from service.

K. Before using a drill in a wall, floor, or ceiling, be sure electric wires, gas lines, and high-pressure lines are not in the way.

L. Use machinery only when you have been authorized to do so and when you have received safety instructions.

M. Tools, which are designed with two (2)-handed controls, shall not be modified so as to negate this safety feature.

N. Be sure to not wear loose clothing when operating or working near machinery. It is recommended that ties, aprons, rings, wristwatches and other jewelry be removed when operating power equipment or tools.

O. Do not wear gloves around rotating parts.

P. Do not try to stop a revolving shaft with your hand.

Q. All tools should be returned to their respective storage areas after each use.

Hand Tools:

A. Wrenches, including adjustable, pipe, end, and socket shall be used properly.

B. Do not use sprung or broken wrenches.

C. Hand held electrical tools must be appropriately grounded.

D. Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard, not your pocket. Store them in a safe place.

E. The heads of striking tools must be dressed square and without burrs.

F. To avoid any potential accident, hold screwdrivers, wrenches, chisels, etc. properly.

G. Do not use a file without a handle.

Ladders:

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A. Inspection - all ladders shall be visually inspected before use.

1. Wooden ladders - look for warping, cracks, loose rungs, and condition of extension lock, and stability of non-skid feet.
2. Metal and aluminum ladders - look for sharp edges, faulty rungs, worn non-skid feet, and faulty extension locks. Metal ladders shall not be used around electrical power lines.

B. Use of ladders:

1. All ladders shall be securely braced before climbing.
2. Mount ladders on the floor or ground only; not on top of boxes, tables, etc.
3. When using ladders longer than fifteen (15) feet, a second employee shall support the base of the ladder.
4. Ladders shall not be used as scaffolds, runways, or platforms.
5. Use a ladder that is long enough to reach the objective. The ladder should project at least thirty-six (36) inches, above the working surface.
6. Ladders, which are not self-supporting, should be erected and maintained at a pitch of seventy-five (75) degrees.
7. Ladders shall not be placed in doorways unless the door is temporarily locked.
8. Only one (1) person shall be on the ladder at a time.
9. The top rung of a stepladder shall not be used as a step.
10. All stepladders shall be equipped with a metal spreader, which shall be opened a full one-hundred-eighty (180) degrees while the ladder is being used.
11. Be sure to use ladder appropriately and safely.

Spray Paint Areas:

- A. Mechanical ventilation equipment shall be in operation during spraying operations and for a period thereafter until the air has cleared.
- B. The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum amount necessary to complete the job.
- C. No smoking is allowed in the spray paint area.

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D. All spray paint areas shall be cleaned after each use to guard against the build-up of residues and waste material.

7. SAFE LIFTING AND CARRYING PRACTICES

A. Do not move heavy objects more than necessary.

B. Determine the weight you can lift safely. Don't try to lift objects that may be beyond your physical capacity. Seek help, use a machine, or hand truck.

C. When lifting, feet should be set solidly and far enough apart for good balance. Get as close to the load as possible by bending the knees to a squatting position then rise to a standing position allowing the legs to do the work. Keep the back as straight as possible while lifting heavy objects.

D. When changing directions while carrying a heavy object, do so with the entire body to avoid straining or twisting the back.

E. An object or load must never obstruct the vision of the person carrying it. When carrying long objects such as pipe or lumber, keep the leading end above head height.

8. MOWERS - RIDING, SELF-PROPELLED AND PUSH TYPE:

A. Mower operators shall not wear loose fitting clothes. Shirt sleeves must be buttoned and the shirrtails tucked in. Appropriate shoes, not sandals, should be worn.

B. Before operating any mower, inspect the equipment thoroughly to make sure it is working properly. Be sure the spark plug wire is removed prior to conducting the inspection.

C. .Before mowing, remove debris, rocks, etc.

D. No employee shall remove, tie back, tamper with, or otherwise impair the effectiveness of the discharge chute safety shields.

E. Prior to cleaning plugged discharge, chutes, or blades the employee shall turn the motor off and remove the spark plug wire.

F. When operating riding mowers the employee's feet shall be kept on the prescribed footrests at all times. When dismounting the mower, the operator's feet shall remain in place until the blades have stopped.

G. The operator shall not transport any passengers, material, or equipment on a riding mower.

H. When moving near a sidewalk, the operator shall allow pedestrian and bicycle traffic the right of way in all cases.

9. CHEMICALS

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- A. Know the hazardous properties of all chemicals with which you work. Know where material safety data sheets are located and how to use them. Review them before using hazardous chemicals.
- B. Read the label on the container and follow the manufacturer's instructions.
- C. Know what the first aid treatment is and be prepared to carry it out immediately if need be.
- D. Store chemicals appropriately and safely with the manufacturer's recommendations.
- E. Never store chemicals in unmarked containers. All containers shall be marked plainly.
- F. Keep containers closed when not in use.
- G. Inspect containers and pipelines of corrosive materials at regular intervals. Report leaks immediately.
- H. If using corrosive materials, know where the closest shower and eye fountain are located and how to use them. Keep them unobstructed and in working order at all times.
- I. Use gas mask, goggles, gloves, and other protective equipment as required.

10. SLIPS AND FALLS

- A. More people are injured in slips and falls than in any other way. A little caution and foresight can dramatically reduce this hazard.
- B. Wear safe, strong shoes, which are in good repair.
- C. Watch where you step - be sure your footing is secure.
- D. Maintain clean, smooth walking, and working surfaces. Clean up slippery material. Everyone is required to maintain good housekeeping within his or her working area.
- E. Do not litter.
- F. Install cables, extension cords, and hoses so they do not cause a "tripping hazard."
- G. If you must climb to reach something, use a sound ladder, safely set in position and properly secured - top and bottom.

11. PERSONAL PROTECTION

- A. Safety helmets (hard hats), shall be worn by all employees, including supervisors, where there is a possibility of falling or flying objects, or injuring the head. Hard hats will be worn at all times while in construction, maintenance area, or other declared hard hat areas, as determined by the supervisor.

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B. Shoes with low broad heels, stout soles, and toes shall be worn by all maintenance staff. Tennis or dress shoes shall not be worn by anyone doing maintenance, construction, or yard work.

C. Wear eye protection when appropriate.

D. Proper eye and/or face protection shall be worn while working under equipment, while striking metal against metal, using an emery or grinding wheel, while breaking rock or concrete, or any substance that is likely to break or shatter.

E. Safety goggles, with proper clear or filter lenses, shall be worn in designated areas. Work which requires the use of safety goggles includes but is not limited to: operations which expose employees to dry cement, excessive dust, splashing concrete, drilling, grinding, scraping, wire brushing, compressed air tools, sand blasting, brush cutting and handling, driving metal posts, and mixing or handling potentially dangerous chemicals.

F. It is the responsibility of the supervisor to anticipate the working conditions and prescribe proper clothing and protective equipment for the job.

G. The individual employee is responsible for furnishing and wearing clothing that will adequately meet the safety requirements for the general type of work and conditions to which he/she is assigned. Shirts and trousers shall be worn at all times to guard against the harmful effects of sun, overexposure, weeds, bruises, cuts, etc.

H. Appropriate protective aprons and gloves shall be worn by employees conducting abrasive blasting operations, welding or cutting, battery charging or handling, and any operations which involve caustic chemicals.

I. Appropriate respirators shall be worn by employees engaged in any operation or environment where there is likelihood that gases, mists, vapors, or dust will enter the respiratory tract through inhalation.

J. Employees shall wear appropriate ear protection whenever noise levels exceed safe limits.

K. It is important that employees with long hair, who work on or around machines with moving belts, rollers, or rotating shafts, tie their hair back to avoid entanglement. Since this measure provides only minimum protection, it is strongly recommended that employees wear protective caps.

12. OFFICE SAFETY - Studies prove that nationwide on-the-job office accidents annually account for forty-thousand (40,000) disabling injuries at a direct cost of about one-hundred million dollars (\$100,000,000). Conscientious effort and adherence to a few simple rules will greatly reduce office injuries.

A. Offices should be laid out for efficiency, convenience, and safety.

B. Office machines should not be placed near the edges of tables or desks. Machines that creep during operation should be secured.

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- C. Heavy equipment and files should be placed against walls.
- D. Floors should be kept clean. Defective tiles, boards, or carpet should be reported to the maintenance department for repair immediately.
- E. Passageways between desks shall be kept clear. Wastebaskets, electrical cords, and outlets shall be placed where they do not pose a tripping threat. Computer and printer cords should be neatly organized to avoid any hazard.
- F. Pencil sharpeners and typewriter carriages shall not protrude into aisles.
- G. Running in offices and hallways is prohibited.
- H. Walk near the middle of the hall to avoid accidental collision at blind corners and being hit by doors which open into the hallway.
- I. Do not move from one point to another within the office using a chair with casters.
- J. All file cabinet drawers shall be closed immediately after use. Only one (1) file drawer at a time should be opened in order to prevent the cabinet from toppling over.
- K. Climbing on file drawers is forbidden.
- L. Office personnel should never move desks and files - call the maintenance department.
- M. Smoking and open flame are prohibited.
- N. Do not store heavy objects on windowsills or on top of file cabinets.
- O. Never attempt to clean or service any office machine while it is running.
- P. Report all broken chairs, missing casters, stuck drawers, cracked glass and other hazards to the maintenance department.
- Q. Use the paper cutter with caution. All paper cutters should be equipped with a guard to prevent injury.
- R. Report every accident, no matter how minor, to your supervisor.

Make safety a part of your daily concern. All work shall be performed safely at all times.