

STETSON UNIVERSITY SAFETY REQUIREMENTS

Stetson University is committed to safety and has taken steps to protect you from injury on the job. Your help is vital for your own protection. Please observe the following safety rules at all times.

1. **NO ALCOHOL OR DRUGS** will be used on the job at any time. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Violations of this policy will result in immediate disciplinary actions up to and including termination. *All employees are required to notify the Human Resources Department of any criminal drug stature conviction for a violation occurring in the workplace no later than five days after such conviction.
2. Report all work-related accidents and injuries to your supervisor and Risk Management immediately. If an injury is serious and requires immediate emergency treatment, call 911 or Public Safety at 386-822-7300. All non-emergency medical treatment for work-related accidents must be with a work comp medical provider authorized through Risk Management.
3. **YOU ARE RESPONSIBLE** for keeping the area where you work clean and neat at all times in order to reduce injury hazards such as slips and trips, etc.
4. **DO NOT REMOVE OR BYPASS ANY SAFETY GUARDS** on any machinery at any time.
5. **GET THE JOB DONE SAFELY.** Ask your supervisor for additional instruction if needed. If Personal Protective Equipment (PPE) is supplied or required by your supervisor (ie. non-slip shoes or boots, gloves, back support, safety glasses, etc.) this equipment must be worn at all times as required by the job.
6. Lift with your legs, not your back, and avoid twisting your back while lifting – turn whole body instead. **GET ASSISTANCE WITH LOADS OVER 40 LBS** or those you feel are too heavy or awkward for you to lift alone.
7. Advise your supervisor of any hazardous conditions.
8. Follow all other written and spoken safety rules, including those pertaining to vehicle use and golf carts.
9. Seat belts will be worn at all times in University vehicles, or in private vehicles being used for University business.
10. When walking across campus, use sidewalks and crosswalks whenever possible and use extra caution in traffic congested areas such as parking lots, intersections and when crossing busy streets. Be sure to watch your footing while walking and be aware of any uneven surfaces or ground. Always use handrails when using stairs, and report any wet floors, spills or other walking hazards to Facilities or Public Safety ASAP (822-7300)

By signing below I confirm that I have read these rules and requirements, understand them, and will obey them for my own benefit and for the safety of those around me. I understand that if I have any questions regarding any safety, job procedure or equipment relating to my job, that I should contact my supervisor right away. I acknowledge that violation of these requirements can result in disciplinary action.

Employee Signature

Date

Printed Name of Employee

Human Resources Signature

(Please return signed form to Human Resources/ Unit 8379)

* Confidential Information on drug counseling and rehabilitation programs is available through Horizon Health, Employee Assistance Program (800) 272-7252

Note: Where injury is caused by the willful refusal of the employee to use safety equipment or obey safety rules, worker's compensation benefits can be reduced by 25% (Florida Statute 440.09 (4)).

(Revised 5/14)