Safety Absolutes

Internal Procedure:	Safety Absolutes
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Approved by:	Todd Barnette

Purpose

Safety Absolutes have been developed by the University Facilities Safety Action Committee (SAC) to encourage and promote a safety culture dedicated to performing work safely each and every day. It is of utmost importance that you develop a habit of working safely.

Applicability

All UF employees are required to follow these Safety Absolutes. Failure to do so will result in the enforcement of the University's Discipline Policy. If you are found to be in violation of these rules, you may be given the opportunity to improve; however, if you continue to exhibit unsafe behavior, further disciplinary actions may occur, such as oral or written reprimand, suspension, and possibly termination.

Safety Absolutes

Safety Absolutes are a set of rules that must be followed *absolutely* and are detailed below. Every effort should be made to follow these rules to the best of their ability.

Permit to Work

Before conducting work that involves confined space entry; energized systems; ground disturbance in locations where buried hazards may exist; or hot work in potentially explosive environments, a permit must be obtained which:

- Defines the scope of work.

- Identifies the hazards and assesses risk.
- Establishes control measures to eliminate or mitigate hazards.
- Links the work to other associated work permits or simultaneous operations.
- Is authorized by the responsible person(s).
- Communicates above information to all involved in the work.
- Ensures adequate control over the return to normal operations.

Confined Space Entry

Entry into any confined space cannot proceed unless:

- All other options have been ruled out.
- Permit is issued with authorization by a responsible person(s).
- Permit is communicated to all affected personnel and posted as required.
- All persons involved are competent to do the work.
- All sources of energy affecting the space have been isolated.
- Testing the atmosphere is conducted, verified and repeated as often as defined by the risk assessment.
- Stand by person is stationed.
- Unauthorized entry is prevented.

Energy Isolation and Lockout/Tagout

Any isolation of energy systems; mechanical, electrical, process, hydraulic, or other cannot proceed unless:

- The methods of isolation and discharge of stored energy are agreed upon and executed by a competent person(s).
- Any stored energy is discharged.
- A system of locks and tags is utilized at isolation points.
- A test is conducted to ensure the isolation is effective.
- Isolation effectiveness is periodically monitored.

Lifting Operations

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- An assessment of the lift has been completed and the lift method and equipment have been determined by a competent person(s).
- Operators of powered lifting devices are trained and certified for that equipment.
- Rigging of the load is carried out by a competent person(s).
- Load does not exceed dynamic and/or static capacities of the lifting equipment.
- Any safety devices installed on lifting equipment are operational.
- All lifting devices and equipment have been visually examined before each lift by a competent person(s).

Working at Heights

Working at 6 feet or higher above ground will not proceed unless:

- A fixed platform is used with a guard or hand rails,
- Verified by a competent person(s)
- Fall protection equipment is used that has:
    - A proper anchor-mounted, preferably overhead.
    - Full body harness using double latch self-locking snap hooks at each connection.
    - Synthetic fiber lanyards.
    - Shock absorbers.
- Fall arrest equipment will limit free fall to 6 feet or less.
- A visual inspection of the fall protection equipment is completed and any equipment that appears to be damaged is taken out of service.
- Person(s) are trained to perform work.

Working on Ladders

Work that requires the use of ladders will not commence unless:

- Ladders have been inspected by a competent person and are are free of oil, grease and/or other slipping hazards.
- Employee has ensured that they are below the maximum intended load capacity for which they are designed.
- Ladders that have been placed in areas such as passage-ways, doorways, or driveways where they can be displaced by workplace activities or traffic should be:
    - secured to prevent accidental movement or
    - barricaded to keep traffic or activities away from the ladder.
- Ladders should not be moved, shifted or extended while in use.
- It is a type 1A Extra Heavy Duty.
- The ladder is clear of any electrical current.
- The ladder is placed stably on the floor and not on boxes or barrels to gain additional height.

For Step ladders -

- Don't step on the top two steps of a step ladder.
- Remember the belt buckle rule when using a step ladder. Keep your belt buckle positioned between the side rails at all times. This will maintain your center of gravity.

For Straight Ladders

- Use the 4 to 1 rule when using straight ladders, for every 4 feet of length one foot from the vertical surface (12ft ladder would be placed 3ft from the wall).

- Ladders should be secured to prevent accidental movement (tied off or co-worker holds the ladder to stabilize).
- The worker should face the ladder while ascending or descending and while conducting work.
- Worker should use at least one hand to grasp the ladder when moving up or down the ladder.
- Never use any ladder in a horizontal position as runways or scaffolds.
- Make sure straight ladders extend pass any landing at least 3ft.

Ground Disturbance

Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal cannot proceed unless:

- A hazard assessment of the work site is completed by the competent person(s).
- All underground hazards, i.e., pipelines, electric cables, etc., have been identified, located and if necessary, isolated.
- A confined space entry permit is issued if the entry meets the confined space definition.
- Ground movement has been controlled and collapsing is prevented by properly shoring, sloping, benching, etc.
- Ground and environmental conditions must be continuously monitored for possible change.

Personal Protective Equipment

The established requirement for the PPE program is to include hazard assessments, associated training (use and maintenance), as well as to maintain an appropriate selection (for proper fit protection) and supply of PPE to ensure UF employees are adequately protected from physical and chemical workplace hazards they could expect to encounter.

- UF staff must wear appropriate PPE for each job performed as required.

Vehicle Safety

When operating a University vehicle, you must:

- Ensure seat belts are installed and worn by all occupants
- Observe all posted speed limit and pedestrian safety signage.
- Not use any hand held devices while driving
- Perform vehicle inspections at least weekly and report any safety hazards to your supervisor

Facilities General Safety Rules

The rules required to be followed by all company employees regardless of job title as a condition of employment.

- Report all unsafe conditions to your supervisor.
- Report all injuries to your supervisor as soon as they happen.

- Lifting the proper way-keep your back straight and lift with your legs. If load is too heavy, get help, do not lift alone.
- It is policy of UF that all employees attend safety meetings.
- Container labeling-all manufacturer's and workplace (secondary) containers must have a chemical label.
- Practice good housekeeping.

Related Policies

Clemson University's Office of Human Resources Discipline Policy.
Clemson University Facilities Confine Space/Permit Required Confined Space
Clemson University Environmental Safety Electrical Safety Program
Clemson University Facilities Trenching, Shoring, and Excavation
Clemson University Fire and EMS Hot Work Notification
Clemson University Facilities Material Handling Policy
Clemson University Facilities Forklift and Powered Industrial Truck Policy
Clemson University Facilities Fall Protection Policy
Clemson University Facilities Lockout/Tagout Program-Control of Hazard Energy
Clemson University Facilities Ladder Safety and Stairway Safety Policy
Clemson University Facilities Personal Protective Equipment Policy
Clemson University Facilities Vehicle Safety Policy

Acknowledgement

I acknowledge receipt of the University Facilities Safety Absolutes.

Name (please print)	Signature	Date