



**DALHOUSIE
UNIVERSITY**

**Department of
Facilities Management
Occupational Health and Safety**

General Health and Safety Rules

These General Safety Rules are in addition to the health and safety requirements specific to each employee's job.

- Management and employees must always perform their jobs in a healthy and safe way.
- Report all hazards and/or unsafe conditions to your supervisor immediately.
- All accidents or incidents must be reported immediately to your supervisor.
- If injured, obtain first aid treatment immediately.
- Being under the influence of alcohol or any illegal substances while at work is strictly prohibited.
- Employees are prohibited from arriving at work, remaining at work, or attempting to operate any piece of equipment while their ability to do so is impaired in any way.
- Safe work procedures and safe job practices are to be followed at all times.
- Defective equipment or tools are to be tagged with a "DO NOT USE" tag and the situation is to be reported immediately to your supervisor.
- Tools and equipment are to be used only for their intended purpose.
- All floor areas, hallways, stairways and work areas are to be kept clean, tidy and free of potential hazards.
- Use appropriate signage to indicate wet floors.
- Only properly trained, competent, employees are to operate tools, equipment or machinery.
- Employees must have Workplace Hazardous Materials Information System (WHMIS) training.
- Always use proper lifting techniques.
- Never remove machine guards or other personal protective devices from tools and equipment.
- Always take appropriate / required fire prevention precautions.