Safety

Every CPFM employee is expected to perform his/her job in a safe manner and is encouraged to contact the appropriate CPFM associate or assistant director, supervisor, manager, safety coordinator, or Environmental Health and Safety representative should any questions arise regarding the safety of work activities, equipment, or procedures.

While specific safety procedures or rules apply within various shops and operations of CPFM, the following are general procedures or regulations, that apply to all employees:

1. In case of serious injury or illness, fire, explosions, disorder, or other emergency where immediate assistance is required, evacuate, and then dial 911 on any campus phone. In the event of fire, smoke, or the smell of smoke or burning material, dial 911 immediately.

2. If a fire is a small one, and if you are familiar with the proper operation of fire extinguishers, extinguish the fire, but only if you can do so safely and a co-worker is available to call 911.

3. Familiarize yourself with the locations of emergency exits, fire alarms, and fire equipment (extinguishers and hoses) in areas where you work.

4. Obey safety signs and comply with all posted, written, or verbal safety instructions and regulations. Understand that the purpose of any safety advice, rule, or regulation is to protect you and your fellow employees from injury and possible disability or death.

5. If no safety policies are posted, please contact the CPFM Safety Coordinator.

6. Report any work-related injury or illness to your supervisor immediately.

7. The assistance and cooperation of each employee is essential to CPFM’s safety program. Report any unsafe activity, practice, or condition to your supervisor, safety council representative, or to the CPFM Safety Coordinator.

8. Before beginning any job, check tools, machinery, protective equipment, and the surroundings for unsafe conditions. Never use a tool or piece of machinery that is defective, or which is missing guards or protective devices. Use the right tool for the job—substitutes and “make shifts” can injure.
1. Only trained and authorized personnel are permitted to operate certain equipment and machinery, such as power tools and forklift trucks.

2. Safety shoes, eye protection, respirators, hard hats, chemical aprons, gloves, hearing protectors, back supports, etc., are provided for the protection of employees, and shall be worn where required or warranted.

3. Employees shall wear appropriate personal protective equipment for the job.

4. Motor vehicles are to be operated in a safe and legal manner.

5. Reporting to work under the influence of illegal drugs or alcohol is prohibited. Please report to your supervisor if you are using a legal prescription or over the counter medication that may impair your ability to perform your job or impact safety. You are not required to inform your supervisor of the name of the drug or its intended use.

6. Poor housekeeping is a major cause of accidents. Make and maintain your work area a safe, efficient, and pleasant place by keeping it clean and orderly. Keep equipment and materials out of aisles and put them back where they belong after you use them.

7. Ensure that you always know about the chemicals that you are working with. All employees at CPFM have access to Material Safety Data Sheets (MSDSs) for all chemicals in the workplace. You should not purchase, use, or bring chemicals into the workplace without a current MSDS.