

ARKANSAS TECH UNIVERSITY RUSSELLVILLE, ARKANSAS

GENERAL WORK RULES

The following safety general work rules will be adhered to by all Arkansas Tech University employees, subcontractors/vendors, and visitors entering the work areas. Each of the requirements noted are **mandatory, enforced with zero tolerance**, and may only be modified with the approval of the Director of Facilities Management.

These General Work Rules are intended to promote awareness of safety in the work areas. This document is provided for informational purposes only, these are the minimum requirements utilized by all Arkansas Tech University employees, sub-subcontractors, vendor or visitors. For a full explanation of a particular policy, look in the Arkansas Tech University Health & Safety Manual.

1. GENERAL WORK RULES

- A. Drugs and alcohol are prohibited on the campus as per State of Arkansas Workplace Policy.
- B. Weapons and contraband are prohibited on the campus and all campus parking areas unless otherwise authorized by state laws or regulations.
- C. Report all unsafe acts and conditions to your supervisor immediately. Horseplay and fighting are prohibited while on the campus. All parties involved in such activities may be subject to disciplinary action and possible termination
- D. Blocking, blinding, and “locking out” of equipment and energy source lines shall be supervised and performed per written procedures. Approved **Lockout – Tag out/energy isolation** procedures shall be utilized when controlling all energy sources. **Energy isolation activities will require an approved permit prior to starting work and all work must be performed by qualified/ authorized personnel only.**
- E. The Facilities Management Director or Assistant Director shall be consulted before entry into confined spaces or potential confined spaces.
- F. **Manual Lifting:** Observe a 50-lb. weight limit. If the object to be lifted weighs more than 50 lbs, or you do not feel that you are physically capable, get help or utilize lifting equipment to move the object. Special lifting precautions should be taken when lifting odd or awkward shaped materials/equipment.

2. HOUSEKEEPING AND SANITATION

ARKANSAS TECH UNIVERSITY

RUSSELLVILLE, ARKANSAS

- A. Daily housekeeping is the responsibility of each employee at ATU. Work areas are to be kept clean and uncluttered. Debris disposal is to occur at the end of each day.
- B. Housekeeping controls must be adhered to at all times.
- C. Measures will be taken to protect all University equipment from dust, debris and damage during all work-related activities.
- D. Access to potable drinking water must be provided to all employees. Single-use drinking cups must be provided and maintained in sanitary condition prior to use. A trash receptacle shall be provided at all drinking water locations. Sharing of a common drinking cup is prohibited.

3. SAFETY MEETINGS, TRAINING and DOCUMENTATION

- A. All new Arkansas Tech University employees will attend a specific safety orientation to review the practices that will be required on campus. The orientation will include all safety and best practices required by the University. Upon completion each participant will provide signed acknowledgement verifying his/her attendance and understanding.
- B. Work-specific Hazard Communication SDS will be maintained in the online SDS or SDS binders. Department supervisors shall be responsible for maintaining their department's SDS. These Safety Data Sheets will be available to all employees for review. All chemical containers shall be labeled in accordance with all OSHA and State of Arkansas requirements.
- C. Each department or section will conduct at least one weekly toolbox safety meeting. Copies of these meetings and attendance sheets will be forwarded to the Safety Coordinator's office within twenty-four hours of the meeting date. Training shall be department specific. Training shall be bilingual when required. Periodically, a general safety meeting may be conducted to inform site personnel of a new policy and/or safety related information.
- D. A supervisor from each department is required to attend a weekly meeting. Information from the safety/coordination meeting is to be reviewed with all employees.
- E. Safe Plan of Action (Safe Work Plan or SPA) will be required for all scopes of work that are not within the customary scope of work. These non-routine pre-task plans will be reviewed with all employees and each employee will be required to sign the document indicating that he/she understands and agrees with the plan. The plans will then be posted in the work area and revised as work changes. **Employee participation in the pre-task planning process is required.** SPAs will be turned into the Safety Coordinator upon completion of the day's activities.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- A. **Safety Glasses:** Approved Z.87 safety glasses with rigid side shields will be worn at all times when there is a possibility of a foreign object(s) getting into the eye. Face shields are to be worn in addition to safety glasses when grinding, chipping, or similar activities. Tinted (sunglasses) lenses are not permitted inside dark or enclosed buildings. Employees wearing standard prescription glasses must wear prescription safety glasses with appropriate rigid side shields or if not wearing prescription safety glasses must wear “over-the-glass” type eye protection.
- B. **Hard Hats:** Hardhats meeting the requirements of ANSI Z89.1-1969 and Z89.1-1971 (for electricians) shall be utilized and unaltered. Hardhats are required when working in areas where there a possible danger of head injury from impact, or falling objects or from electrical shock and burns. Hardhats will be worn correctly with webbing and bills facing forward. Hard hats will be free of all stickers that would potentially hide defects. See exceptions for those operations that require welding hoods. Hardhats shall be inspected daily and replaced when defects are apparent.
- C. **Proper Clothing:** Each employee must arrive at the work site ready to work and clothed appropriately. Tank tops, sleeveless shirts, shorts (unless specifically approved by Facilities Management administration) and extremely baggy clothing are prohibited. Those wearing such clothing will be removed from site and may be sent home to change.
- D. **Footwear:** Shoes must completely cover the foot with no open toes or backs. Shoes must also have skid-resistant soles.
- E. **Vests:** Reflective orange or lime-green vests must be worn at all times when working within fifty feet of any road or driveway utilized by passing vehicles.
- F. **Work Gloves:** Gloves are required when handling materials. For proper glove selection, review the appropriate MSDS or contact your supervisor. Leather work gloves are recommended while performing rebar or concrete related tasks.
- G. **Respiratory Protection:** When cutting or grinding cementitious materials or cleaning in enclosed environments, masks equal to NIOSH N-95 should be worn for protection. All other areas or operations will be evaluated by project supervision. If respirators are required for employees to perform assigned work, additional training is required. See your supervisor.
- H. **Hearing Protection:** Use hearing protection in high-noise areas, and at times when use of elevated voice is required. Hearing protection is required when operating lawn mowers, weed eaters, chainsaws, wood chipper, leaf vacuum, grinders, air tools, jackhammers, hammer drills, powder-actuated tools, cut-off

ARKANSAS TECH UNIVERSITY

RUSSELLVILLE, ARKANSAS

saws, and similar tools. Hearing protection will also be required when working inside any chiller room.

- I. **Live/Energized Work:** NFPA 70E requirements for Arc Flash must be utilized for all energized electrical work. Prior to working on any live/energized electrical systems, all required NFPA 70E Personal Protective Equipment (PPE) must be utilized. A Safe Plan of Action must be developed and maintained by a competent person. Only skilled employees will be permitted to work on live/energized equipment and only after being coordinated with the Assistant Director/Physical Plant and the Safety Coordinator.

5. FALL PROTECTION

- A. **100-percent fall protection is required for all work six feet or greater in height** where guardrail protection is not in place (see Scaffold, Elevated Platform and Ladder provisions). All personnel utilizing PFAS must be trained in the equipment use and fall protection requirements. PFAS components are to be inspected and if necessary, removed from service per the manufacture's recommendations. Documentation shall be forwarded to the Safety Coordinator. PFAS owner's manual shall be kept onsite along with documentation of each employee's training. Retractable life lines are required.
- B. A safe means of access shall be maintained to structural activities. The use of aerial lifts as the sole means of access is prohibited. Climbing and sliding down columns is prohibited.
- C. Prior to starting work, a written Safety Plan of Action that includes a project/task-specific fall protection plan must be prepared. This document shall be submitted to the Safety Coordinator for review.
- D. A guardrail system consisting of a top rail (39" – 45") and mid rail will be constructed at all unprotected sides, edges and floor openings where a recognized fall hazard to a lower level exists. The guardrail system will be capable of supporting 200 lbs. The guardrail system will have a toe board installed for the protection of those below when the system is greater than six (6) feet above a lower level. Wire rope guardrail systems will consist of a top rail, midrail and be flagged at not more than 6-foot intervals with high-visibility material. A minimum of three (3) U-bolt wire rope clips will be used and installed such that the "U" section is in contact with the dead end of the rope. Wire rope systems will be maintained to prevent deflection.
- E. Roof work areas will utilize and maintain warning lines around all sides of low pitch roofs, no less than fifteen (15) feet from the roof edge. No employee will be allowed in the area between the roof edge and the warning line without personal fall arrest system. Roof monitoring programs will be prohibited unless approved by the Safety Coordinator.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

6. SCAFFOLDS, ELEVATED PLATFORMS AND LADDERS

- A. All scaffolding shall be inspected, constructed, dismantled, and altered by a designated competent person recognized by Haskell. This inspection shall be performed daily and prior to the shift. All scaffold systems will be tagged for employee awareness.
- B. All scaffolds will be fully planked, braced, and have guardrail systems installed (six-feet and above). Employees shall be tied-off when guardrails cannot be installed at heights of six feet or greater. Scaffolding is to be supported on a firm subgrade and sound mudsill material. Base plates are required for all fixed scaffolds. Provide toe-boards, screen systems, or a similar product to protect those working below elevated decks, structures, and leading edges greater than six feet above a lower level.
- C. Mobile scaffolds will be utilized with locked wheels only. Moving the scaffold from elevated positions will not be permitted. Follow manufacturer recommendations when using Perry or Baker type scaffold systems. Their requirements may be more stringent than OSHA or the ATU COSP.
- D. Ladder access will be provided for each scaffold. Scaffold system components, construction and use must be in accordance with manufacturer's requirements. Scaffold loading must not exceed manufacturer's capacity requirements.
- E. All work performed from a scissor lift must be accomplished with feet firmly on the deck. **100-percent fall protection** must be maintained if the employee working from a scissor type lift will need to leave the deck to perform his/her work.
- F. Fall restraint devices are required while working from aerial lifts/articulating boom lifts. Fall restraint devices shall be secured to manufacturer's anchorage points only.
- G. Manufacturer's operation and safety manuals must be present and/or immediately available on aerial /articulating boom lifts and scissor lifts for use by the authorized and trained operator. Lifts of all types will be used in accordance with manufacturer's instructions and limitations.
- H. Ladders must be inspected for defects prior to each use. Ladders shall be thoroughly inspected at least monthly and a document prepared indicating compliance. A copy of the document shall be forwarded to the Safety Coordinator. Ladders with broken/damaged components or missing/illegible manufacturer's instructional labels must be removed from service immediately. **Metal ladders are prohibited unless approved by the skilled trades foreman.**
- I. PFAS is required whenever working from a ladder 4 feet or more above a lower level. Employees in transition on a ladder do not require tie-off.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- J. Work will be performed while facing the ladder. Three-point contact must be maintained at all times. Never carry tools or materials in your hands, use a rope and/or approved bucket to raise tools and materials. **Work from the top two steps of stepladders is prohibited.** Stepladders are designed to be worked from, and not to gain access to elevated work areas. When using stepladders, they must be fully opened with the spreader bar in a locked position.
- K. Extension ladders must extend three-feet above the supporting object when accessing elevated work areas and be tied off to prevent displacement. When extension ladders cannot be tied-off, another employee will be required to secure the base of the ladder. Extension ladders will be used at a 4 to 1 angle / 75-degrees (Horizontal distances from support to the foot of the ladder $\frac{1}{4}$ the working length of the ladder).
- L. **100-percent fall protection** is required when working from ladders placed near perimeter or slab edge protection when your waist is above the top-rail. At all times ladders near perimeter and slab edge protection should be secured to prevent displacement.

7. LOCKOUT / TAGOUT AND ENERGY ISOLATION (Electric, Water, Gas, Air and Similar)

- A. **Only trained and authorized personnel will be permitted to perform work under lockout/tag out conditions.** The authorized employees are required to perform the lockout in accordance with facility and regulatory requirements (29 CFR1910.147)
- B. All employees, upon observing a machine or a piece of equipment which is locked out for servicing or maintenance, shall not attempt to start or energize the equipment.
- C. NFPA 70E requirements for Arc Flash must be utilized for all energized electrical work. A project specific plan must be developed and maintained by the competent person and coordinated with client requirements. Prior to working on any live/energized electrical systems, all required NFPA 70E Personal Protective Equipment (PPE) must be used.
- D. Impairment controls must be developed and maintained to avoid disruptions in operational facilities. All impairment related activities must be coordinated through facility operational representatives.
- E. **Verification of Energy Isolation** - After all energy-isolating devices are in the safe and locked position and the equipment is de-energized, conduct a "Clear & Try Process" where applicable to confirm validity of the isolation and lockout. Ensure all switches are returned to the "off" position where applicable.

8. ELECTRICAL

ARKANSAS TECH UNIVERSITY

RUSSELLVILLE, ARKANSAS

- A. Flexible cords (extension), shall be inspected daily prior to use. Any cord found damaged in any way shall be removed from service and tagged out of service.
- B. Flexible cords permitted for use must be No. 14 gauge or larger
- C. Make sure all cord traversing areas subject to vehicular traffic and routed across aisle ways are protected from damage.
- D. Cords and leads running through doorways and/or other openings must be protected.
- E. Cords exhibiting damage, missing ground pins, broken strain relief, or exposed wires are to be taken out of service.
- F. GFCI protection shall be utilized when power is supplied from permanent building receptacles. Protection shall be supplied via GFCI circuit breaker receptacle or "pigtail". Test and reset GFCI's before each use.
- G. Portable/vehicle mounted generators must be equipped with ground-fault receptacles (GFCI). Those not equipped with GFCI receptacles must utilize GFCI plug assemblies (pigtails) to provide power to all tools and equipment.
- H. Generators must be grounded in accordance with manufacturer's recommendations.
- I. Temporary power stations will be inspected for defects and/or damage. Each breaker will be labeled and receptacles/devices in good condition
- J. All open breaker or enclosure knockout spaces must be coverer immediately. "Manufacturer supplied" means must be used to lock panels when necessary
- K. Adequate lighting will be maintained at all times including bulb guards, lamps, wiring, suspension means, and grounding.

9. FIRE PROTECTION

- A. When cutting, welding, or burning, know the condition of and where the nearest fire extinguisher is located. If the extinguisher is discharged, notify your supervisor for immediate replacement.
- B. Gasoline and other liquid fuels must be kept in Department of Transportation (DOT) approved metal safety cans consisting of a flash-arresting screen and spring-closing lid/spout. Fuel cans will be stored in designated areas and labeled. Plastic fuel containers are not permitted.
- C. **Smoking on campus is prohibited.**
- D. Fire watches will be provided for all hot work from elevated areas, and where slag or sparks may fall through floor and wall penetrations.
- E. Fire watch personnel are required for thirty (30) minutes after hot work is completed. When performing spark producing operations in any University facility hot work permits are required. Special attention and additional precautions must be provided when working at or near common walls.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- F. Signage such as “Flammable Materials” will be provided at all storage locations of flammable and/or combustible fuels as warning to those in close proximity.
- G. Prior to any work performed within or near existing operational spaces containing volatile substances, fuels, or fumes, a review of safe practices is required with supervisory personnel in the area.

10. TOOLS and EQUIPMENT

- A. Hand tools are to be inspected daily prior to use. Damaged cords, guards, or similar components will require the tool to be removed from service immediately.
- B. Employees using powder-actuated tools must have current certification indicating training completion by the manufacturer of the device and follow all requirements related to the safety of those in close proximity.
- C. Air/pressure hoses, including concrete pump hoses, must be secured at all couplings by means of a pin or clip to prevent whipping or pull-out. Manufacturer’s safety precautions and devices must be utilized. Side/angle grinders shall be used with the guards in place. All equipment/machinery equipped with machine guarding devices must utilize these guards when the equipment is in operation.
- D. Only industrial capacity rated chain hoists and cable winches (come-a-long) are permitted. Hooks must have operable self-closing safety latches. Load chains are not acceptable rigging devices. Wood materials are not permitted for use in vertical hoisting/lifting operations using rigging equipment.
- E. No gasoline/diesel powered equipment will be used within the university facilities without the prior approval of the Director, Assistant Director, of Facilities Management.

11. GUARDING / BARRICADING / SIGNAGE

- A. Use rigid barricades to warn of holes in floor, missing handrails, and other hazards created by work. **Barricade tape is not a rigid barrier.** Barricades must be placed at least six (6) feet from the hazard it is identifying.
- B. Barricades must be removed when the job is complete or the hazard no longer exists. Barricade the area of operation only. Inspect all barricades daily and repair as required. Yellow and black means “ENTER WITH CAUTION”, Red and black means “DANGER DO NOT ENTER.”
- C. Utilize barricade tape or proper signage to define areas including limited access zones, overhead work zones, and similar areas maintained for authorized personnel only. All barricades will require signage indicating ownership of the barricade and a description of the work being performed in the protected area.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- D. Approved caps or covers shall be provided for all exposed vertical rebar, conduit, and similar hazards. Provide protection for all horizontal rebar, conduit, and similar hazards to prevent injuries.
- E. Provide covers for all floor openings, gaps, or voids 2-inches or larger in its least dimension (including column blockouts). Cover materials must be adequate to suit the surrounding traffic. All floor hole-covers shall be labeled with high visibility paint, “**Hole-Cover-Do Not Remove**” and “**Peligro**”, then secured to prevent displacement.

12. WELDING and CUTTING

- A. Fuel gas cylinders (oxygen/acetylene/LP gas, ect.) must be stored in their upright positions with caps in place and secured when not in use. Oxygen and fuel gas cylinders must be kept a minimum of 20-feet apart or stored in an approved storage unit. Compressed gas cylinders shall not be stored overnight within a University facility.
- B. Oxygen/acetylene cylinders shall be transported/used/stored in approved carts only. Approved carts consist of a noncombustible barrier at least 5-feet high between oxygen/acetylene cylinders which meet a fire-resistance rating of at least ½-hour.
- C. Gauges, gauge covers, valves, hoses, and other torch set components will be inspected prior to each use. All defective components will be corrected prior to use. Gauges shall be removed and caps in place when transported in mobile equipment. Flashback arrestors will be required between torch head and hose assembly.
- D. Welding Hoods: Soft hoods are not allowed when overhead hazards exist. A minimum of No. 5 shade lens in welding hoods and goggles will be required while cutting or welding using oxygen/acetylene-cutting torches.
- E. Welding blankets, welding screens, and similar protection will be utilized to prevent damage to equipment, product, finished surfaces, and employee injury. Air scrubbers and adequate ventilation must be utilized at all interior welding operations. Fire blankets, welding screens, and similar controls are to be utilized to control welding areas and zones.
- F. When welding/cutting process-piping a Safe Plan of Action must be developed and reviewed to ensure craftsman and workers are protected from exposure.
- G. Hot work permits must be received and approved prior to commencing with welding/cutting activities. Fire watch personnel are required for thirty (30) minutes after hot work is completed. **See note regarding Fire Watch under the Hot Work section.**

13. CRANES, HOISTING/RIGGING and LIFTING EQUIPMENT

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- A. Crane annual certifications and crane operator's qualifications must be available on site prior to commencing work.
- B. All crane operators must be Certified Crane Operators (CCO) per ANSI B 30.5 standards. Each operator must be certified in the specific size and type of crane being utilized. Acceptable certifying agencies are:
 - National Commission for the Certification of Crane Operators (NCCCO)
 - North American Crane Bureau (NACB)
 - National Center for Construction Education and Research (NCCER)
- C. The operator will perform daily inspection of all cranes, rigging, and other components. These inspections will be documented and maintained for review by the Safety Coordinator.
- D. Damaged equipment shall be tagged and immediately removed from service.
- E. Only qualified/authorized persons will perform hoisting, rigging, and signal person activities. Wood materials are not permitted for use in vertical hoisting/lifting operations using rigging equipment.
- F. Outrigger Pads and Floats: Cranes with outriggers shall ensure that all outriggers are fully deployed, in contact with sound surface, and maintain crane in level position. Monolithic floats/supplemental pads shall be larger than the outrigger pads, of substantial material to withstand imposed loads, and will be required under each outrigger pad regardless of the type of surface being set up on.
- G. Means of communication between crane operator, riggers, ATU employees, and all others exposed to overhead loads shall be agreed upon before work commences. Use of cellular phones or other devices that may distract the operator are prohibited while the crane is in operation.
- H. Roadways and travel areas will be kept free of debris and stored materials. Subgrade will be sound and acceptable for both loads and travel.
- I. Protection of finished surfaces (Floors, walls and similar) must be provided when utilizing lifting equipment within existing facilities.
- J. Only employees actively engaged in the operations involving cranes or hoisting equipment shall be around this equipment or in the areas served by the equipment. All site personnel should be aware of their surroundings and avoid walking beneath overhead loads.
- K. Barricading for the swing radius of all cranes and similar lifting/hoisting equipment will be provided and maintained
- L. Maintain a minimum of twenty feet (20 ft) clearance from all overhead energized or potentially energized power lines while cranes are in operation. Insulating shields, or other means of energy control, are recommended for all overhead lines where cranes could potentially come within 20 feet from the lines. Coordinate installation of shields with local utility.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- M. When performing rigging operations or moving heavy equipment across floors, the weight capacities of the floors shall be verified along with the weights of the equipment and rigging hardware. Protection of floor, wall and similar surfaces will be protected when performing all lifting/hoisting tasks.
- N. Hoisting/Lifting forklifts or similar equipment will be performed utilizing approved/engineered lifting attachments and in strict accordance with manufacturer requirements.
- O. Lifting calculations shall be completed prior to moving any equipment. A critical lift plan shall be completed for all lifts involving over 75% of the rated capacity, the use of two cranes, blind lifts, or lifting involving special rigging/high value equipment.

14. VEHICLES and MOBILE EQUIPMENT

- A. **Only qualified and authorized personnel** will operate aerial lifts, forklifts, scissor lifts, and similar equipment. All such equipment will be operated safely and within safe speed limits. If seatbelts are installed on the equipment they **MUST be worn at all times** by the operator and/or passenger.
- B. All employees operating University owned/rented equipment shall have in their possession a valid operator licenses issued by the State of Arkansas.
- C. All mobile equipment shall be inspected at mobilization and prior to each use. All mobile equipment will have documentation indicating the most recent inspection. Daily inspection tags shall be made available by the Safety Coordinator.
- D. Operators of mobile equipment shall not utilize audio devices of any kind while operating the equipment.
- E. Manufacturer's operation and safety manuals must be present and/or immediately available on the equipment for use by the authorized and trained operator.
- F. All motorized equipment must have an audible backup alarm as well as a warning horn for forward movement. Equipment designed for bi-directional operation, such as a track hoe, must have an alarm that sounds when moving in either direction.
- G. The use of flagging persons or similar means must be utilized when obstructed views exist.
- H. Use of cellular phones, personal listening devices or other devices that may distract the operator is prohibited while operating mobile equipment. This includes mowers, tractors, lifts, heavy equipment, mobile buggies, etc.

ARKANSAS TECH UNIVERSITY RUSSELLVILLE, ARKANSAS

- I. Employees will be prohibited from riding on the tailgates or sides of trucks or other equipment. When riding in the bed of site trucks, all loose or heavy materials, supplies, and tools shall be secured.
- J. Maintain a minimum of ten (10)-feet clearance from all overhead energized or potentially energized power lines while mobile equipment is in operation. Insulating shields, or other means of energy control, are recommended for all overhead lines where equipment could potentially enter within 10-feet from the lines. Coordinate installation of these shields with local utility. (Refer to Section 13-I for crane or similar equipment requirements.)

15. EMERGENCY RESPONSE/INCIDENT REPORTING

- A. **Report all injuries and incidents to your supervisor immediately.** This immediate reporting allows for prompt medical treatment and more complete investigation. Failure to immediately report injuries or illnesses is grounds for disciplinary action.
- B. In the event of an emergency, use any available means to contact your supervisor.
- C. In the event of an emergency that requires evacuation, all personnel will proceed in an orderly fashion to a designated assembly point or as directed by supervisory personnel. Remain in that area until instructed otherwise.
- D. First aid supplies are provided in all shop areas and other accessible locations.
- E. Facilities Management will coordinate, develop, revise, and communicate an emergency response plan for utilization in the event an emergency or accident occurs.
- F. All employees are encouraged to participate in CPR and First Aid training when provided on-site.

16. DISCIPLINARY ACTION

- A. In order to ensure compliance with the Code of Safe Practices, all Arkansas Tech University employees maintains a “zero tolerance” non-compliance program that includes all employees. This program is established to promote safety and to discipline offenders.
- B. The following is a non-inclusive list of penalties that may be implemented for safety violations.
 - **Safety Notices:** Director or department head and the Occupational Safety Coordinator has the authority to issue verbal or written safety notices.

ARKANSAS TECH UNIVERSITY
RUSSELLVILLE, ARKANSAS

- **First Offense Safety Citation:** Director or department head and the Occupational Safety Coordinator may issue safety citations to employees for non-compliant acts or conditions.
- **Repeat Offense:** A further infraction of a previously cited action or condition will result in the issuance of a repeat citation which will be forwarded to Human Resources to be included in the employee's permanent personnel file and may result in the employee being suspended without pay.
- **Termination:** An employee who continually violates the COSP: putting his or herself and other employees at risk, may be terminated.

Arkansas Tech University values

the safety of all personnel who choose to work here.

By following the safety rules contained in this document, you will assist us in our continued efforts to maintain a safe and healthy work environment.

Safety is a Core Value at Arkansas Tech University