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**MANUAL:** Facilities Services  
**TITLE:** SJCD Code of Safe Practices  
**RESP:** Assoc. Vice Chancellor – Facilities Services  
**REV. BY:** Director Support Services – Facilities Services

**POLICY NO:** FS-PR-9.07  
**PROC. NO:** 9.07  
**ORIG. DATE:** 04/17/2021  
**EFF. DATE:** 04/17/2021

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## **SJCD CODE OF SAFE PRACTICES, ALL EMPLOYEES**

### **I. HOUSEKEEPING**

- a. Do not place material such as boxes or trash in walkways and passageways.
- b. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
- c. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
- d. Mop up water around drinking fountains, drink dispensing machines, and ice machines.
- e. Do not store or leave items on stairways.
- f. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- g. Straighten or remove rugs and mats that do not lie flat on the floor.
- h. Return tools to their storage places after use.
- i. Do not use gasoline for cleaning purposes.
- j. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
- k. Obey all posted safety and danger signs.

### **II. ERGONOMICS AND VIDEO DISPLAY TERMINALS**

- a. Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
- b. Use a chair that is padded, is stable, mobile, swivels, and allows operator movement.
- c. Sit straight up in your chair, and when needed use a footrest that has an adjustable height and is large enough to allow operator movement.
- d. Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.
- e. Place the keyboard low enough so that the operator is not required to reach up/out to the keys.
- f. Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at your sides.

### **III. STOREROOM/STOCKROOM:**

- a. Use long handled snips when cutting strapping bands away from a shipping container.
- b. Wear your safety glasses when cutting strapping bands, uncrating materials, and driving nails.
- c. Stand to the side of the strapping band when cutting it. Use extreme care when removing bands from pipe on round stock loads. Chock or block loads before removing band to prevent a load shift.
- d. Do not use pallets or skids that are cracked or split or have other visible damage.
- e. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- f. Do not run on stairs or take more than one-step of a staircase at a time.
- g. Do not jump from elevated places such as truck beds, platforms, or ladders.
- h. Do not lift slippery or wet objects; use a hand truck.
- i. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
- j. Do not handle or load any containers of chemicals if their containers are cracked or leaking.

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## **OFFICE EMPLOYEES**

### **IV. GENERAL RULES**

- a. Do not stand on furniture to reach high places.
- b. Do not kick objects out of your pathway; pick them up or push them out of the way.
- c. Do not jump from ladders or step stools.
- d. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- e. Do not throw matches, cigarettes or other smoking materials into trashbaskets.
- f. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
- g. Use a ladder or step stool to retrieve or store items that are located above your head.

### **V. DOORS**

- a. Keep doors in hallways fully open or fully closed.
- b. Use the handle when closing doors.

### **VI. FILES**

- a. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
- b. Put heavy files in the bottom drawers of file cabinets.
- c. Use the handle when closing drawers and files.

### **VII. SHARP OBJECTS**

- d. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
- e. Carry pencils, scissors, and other sharp objects with the tips pointing down.

### **VIII. PAPER CUTTER/SHREDDER**

- a. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
- b. Keep the paper cutter handle in the closed or locked position when it is not being used.
- c. Do not use paper-cutting devices if the finger guard is missing.
- d. Do not place your fingers in or near the feed of a paper shredder.

### **IX. STAPLERS**

- a. Point the ejector slot away from yourself and bystanders when refilling staplers.
- b. Keep fingers away from the ejector slot when loading or testing stapling devices.
- c. Use a staple remover, not your fingers, for removing staples.

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**X. ELECTRICAL**

- a. Do not use frayed, cut, or cracked electrical cords.
- b. Do not connect multiple electrical cords into a single outlet.
- c. Do not use extension or power cords that have the ground prong removed or broken off.
- d. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
- e. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

**XI. FANS**

- a. Do not use fans that have excessive vibration or missing guards.
- b. Do not place floor type fans in walkways, aisles, or doorways.

**XII. STAIRS**

- a. Use the handrails when ascending or descending stairs or ramps.
- b. Do not run on stairs or take more than one-step at a time.

**XIII. PHONE USE**

- a. Sit up straight in your chair.
- b. Keep your feet on floor.
- c. If the chair height is too high, use a book or other object as a footrest.
- d. If you use a traditional handset, do not hold the receiver by bending your neck to trap the receiver between your head and shoulder. Hold the receiver with your hand.
- e. Use your headset for extended phone use.
- f. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.