

# KEYS TO A SAFE WORKPLACE

## SAFETY IS EVERYONE'S RESPONSIBILITY

**ALWAYS** follow safe work procedures, including wearing required Personal Protective Equipment (PPE). **NEVER** take shortcuts.

Only perform tasks in which you are trained. If you are unsure, stop and ask your supervisor for guidance.



## IF YOU SEE SOMETHING, SAY SOMETHING!



Report **ALL** injuries, incidents, near-misses, hazardous conditions, unsafe work practices and other safety concerns.

Use the University's online incident reporting system or call 911 (from office phone) or 574-631-5555 (from cell phone).



## BE PREPARED

Know what to do and who to call (911 from office phone or 574-631-5555 from cell phone) in event of an emergency.

Know the plan for your building and work area. Sign up for the emergency contact system (ND Alert).



## GET INVOLVED



Report safety hazards, attend required safety and health training, become active in your department's safety committee.

## VOLUNTARY PROTECTION PROGRAM (VPP)

VPP is a cooperative relationship between ND and Indiana Occupational Safety and Health Administration (IOSHA).

It promotes and recognizes outstanding efforts of employers and employees who achieve exemplary occupational safety and health.

