MSU-BILLINGS
FACILITY SERVICES
(CUSTODIAL DIVISION)
Policy 900.2

Safety

May 25, 2007

The importance of safety in our day to day operations cannot be overstated. The majority of accidents are preventable. You can prevent accidents by following established safety and work procedures and utilizing proper safety equipment.

Safety equipment such as leather gloves, disposable gloves, safety glasses, and other Personal Protective Equipment, is available for use by all team members. Each full time team member has been provided a Custodial Safety Manual. The Custodial Safety Manual addresses general and specific safety procedures to be followed by all custodial team members.

Lead Custodians will ensure that all full time, part time, and temporary team members read the Custodial Safety Manual prior to working their first scheduled shift. All team members must acknowledge completion by signing a form letter. Additionally, Lead Custodians will ensure a copy of the Custodial Safety Manual is located in key custodial closets or break rooms.

- **All team members are required to be knowledgeable of and abide by the guidelines provided in the Custodial Safety Manual.**

- **Team members may not disconnect, override, bypass, turn-off, or otherwise modify, any safety device or safeguard.**

SAMUEL A. LEVIS
Custodial Services Supervisor