## SAFETY GUIDELINES

## Introduction

Safety Guidelines are simply rules or rather regulations that help prevent danger and injuries in an organization.

The main purpose of guidelines is to prevent accidents, injuries, illness and also to protect people, property and environment.

## **Key Guidelines**

- 1. Report hazards immediately you note
- 2. Do not smoke while on campus
- 3. Attend regular safety trainings
- 4. Maintaining a clean workspace
- 5. Familiarize with fire exit points