1. **GENERAL WORK AND SAFETY STATEMENT:**

   A. As a condition of employment in the Engineering and Facilities shops, employees must provide and carry their own hand tools.

   B. Certain jobs may require the use of safety equipment. Safety items may be signed out from the Engineering and Facilities Storeroom, and should be returned to the Storeroom when the job is completed or by the end of the work week. Specialized tools and equipment checked out are the responsibility of the person signing for the tools. Should any specialized tools or equipment become damaged, misplaced, or stolen while assigned to an employee, the employee may be subject to disciplinary action up to and including termination of employment.

   C. Upon termination or transfer of an employee, all equipment or specialized tools issued by the Storeroom or shops will be returned. Damaged or worn-out safety items place employees at risk. Return such items to the Storeroom promptly and notify the Storeroom attendant of the damage.