

**Brownsville Independent School District
Employee Benefits / Risk Management
Workers' Compensation Safety Information**

Brownsville Independent School District is dedicated to providing a safe and healthy work environment for all of our employees. We believe most accidents are preventable; therefore, every effort will be made to prevent accidents and comply with all established safety and health laws and regulations.

It is the responsibility of every employee to know and adhere to the safety rules, which apply to the area, in which they work or may be visiting.

- Comply with all district safety rules, regulations, procedures, and instructions
- Refrain from any unsafe act that might endanger him/her or colleagues
- Report all hazards, incidents, and near-miss occurrences regardless of whether an injury occurred
- Promptly report all injuries and suspected work related illnesses to immediate supervisor.
- Notify supervisor of any change in physical or mental condition or use of prescription drugs that would affect the job performance or the safety of him/herself or others.
- Employees who operate a district vehicle to perform work related duties must notify their supervisor within three working days of any serious driving, drug/alcohol, or criminal violations.
- Refrain from engaging in any activity that could further irritate a known or pre-existing health condition or injury.
- Use all safety devices and personal protective equipment provided for his/her protection.
- Protective equipment and devices installed on machinery will not be removed and will be used in accordance with established rules.
- Any type of jewelry, rings, bracelets, necklaces, watch chains, wallet chains, key chains, etc shall not be worn around moving equipment.
- Good housekeeping shall be maintained in all areas.
- Become familiar with the evacuation plans, emergency drills and any other emergency preparedness plan.

Workers' Compensation

- Workers' compensation benefits are provided to employees for injury or death by an accident arising out of the course of employment.
- Reporting accidents is your responsibility.
- When a work related injury occurs, it must be immediately report to his/her supervisor.
- Employee must provide all information necessary for processing the workers' comp claim.
- The Safety Coordinator / Supervisor will provide instructions for treating the injury.
- Employee may return to work upon the physician's medical release.
- Prompt treatment can keep a minor injury from becoming a major one.

**Brownsville Independent School District
Employee Benefits / Risk Management
Workers' Compensation Safety Information**

I understand that I will:

- Actively promote safety
- Abide by all district safety rules, regulations, procedures, and instructions that are applicable to me
- Report all hazardous / unsafe conditions or concerns to my immediate supervisor
- Communicate safety to fellow employees
- Attend all safety training courses relevant to my job classification
- Make suggestions to help improve safety

By signing, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

Signature

Date

Printed Name

Emp. ID Number

Received by: _____
Employee Benefits Employee (name)