

Francis Howell School District
Safety Guidelines
Faculty/Staff

The Board of Education is committed to establishing a safe and well maintained work and school environment for all participants. It will only be possible to achieve this goal if all employees make a conscious effort to follow safety guidelines established for their position. As well, it is important that every employee report to their most immediate supervisor any unsafe conditions that may lead to injury. Below, please find guidelines associated with the performance of responsibilities for the assigned position. Please read these guidelines carefully. If you need clarification concerning any of our guidelines, please contact your supervisor.

It is the District's hope that these guidelines will help contribute to a safer environment and reduce the cost associated with worker's compensation for the District.

- Always act in a reasonably safe manner.
- All injuries must be reported to an administrator within twenty-four hours.
- Coming to work under the influence of alcohol or controlled substances is prohibited. The use of alcohol and controlled substances during the work day is prohibited.
- Standing on chairs, counters or tables is prohibited. Use only step stools or ladders to stand or climb on to gain height.
- Use all furniture for its intended purpose.
- Follow universal precautions when wiping up spills or report promptly to custodians. DO NOT assume someone else will do it. Prior to leaving the area after a spill, be sure spill is appropriately marked.
- Be aware of students' medical/behavioral/emotional concerns or know where to seek assistance, if possible.
- Be aware of your surroundings.
- Question or report any suspicious/unidentified person(s) to the main office.
- Know where the emergency exits are in your area of the building and how to exit them with students. Have an alternate escape planned.
- Be familiar with locations and use of safety equipment, such as a fire extinguisher, fire blanket, eye wash, spill kits, etc.

- Identify and report all hazards – i.e. broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.
- Do not overload the outlets with extension devices; only use surge protectors/power strips.
- Keep all guards in place when...when working with power equipment all guards must be kept in place (e.g. - Industrial Arts, Drama, etc.)
- Operate machinery and equipment only if you are familiar with it or after you are properly trained.
- Wear a seatbelt and refrain from talking or texting on a cell phone or eating, while operating a motor vehicle, on district business.
- Use flammable objects only in their designated places (including candles).
- Wear eye protection when mixing chemicals or working with power equipment.
- Be aware of loose clothing when working around machinery.
- Store sharp items or hazardous items in a locked drawer/cabinet. [e.g.- knives (FACS), tools (Industrial Tech)].