

**SAFETY AND HEALTH POLICY:**

It is the policy of the Merced County Office of Education (MCOE) to provide safe working conditions for all employees and to promote continuing, vital, SAFETY AWARENESS at all levels, from top management to the individual worker.

The MCOE recognizes its responsibility to furnish a place of employment that shall be safe for employees and visitors, to provide safety devices and mechanical safeguards, and to use methods and processes to protect the life, health, safety, and welfare of employees, visitors, and the general public.

An Injury and Illness Prevention Program (IIPP) has been developed and implemented to manage these responsibilities of the Safety Program. The IIPP is available for review, upon request, from each supervisor or at the Merced County Office of Education Occupational Health and Safety Office, 632 W. 13<sup>th</sup> Street, Merced.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a) Adhere to all applicable safety policies and procedures.
- b) Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- c) Wear personal protective equipment (PPE) as required (or when instructed to do so).
- d) Only operate machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- e) Use the correct equipment for the job and use it properly.
- f) Learn to lift and handle materials properly.
- g) Cooperate and take part in the MCOE Safety Program, workshops, training and safety meetings as required.
- h) Report potential unsafe conditions and work practices to the immediate supervisor.
- i) Report injuries immediately and seek immediate medical attention when necessary.

**REPORTING OF UNSAFE CONDITIONS:**

Employees are encouraged to report hazardous conditions without fear of reprisal. This can be accomplished anonymously by completing a “**Report of Unsafe Condition**” form and sending it to the Occupational Health and Safety Office, 632 W 13<sup>th</sup> Street, Merced or fax to 209-381-6768.