

SAFETY PROGRAM/RISK MANAGEMENT
GENERAL SAFETY RULES

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(REGULATION)

PURPOSE

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

1. Observe all safety rules
2. Keep work areas clean and orderly at all times
3. Immediately report all incidents to their supervisor
4. Operate only equipment or machines for which they have training and authorization

Violation of any safe working method or any rule contained herein may be cause for disciplinary action.

GENERAL
SAFETY RULES

The following list of safety rules should be adhered at all times:

- Employees are prohibited from reporting to work while under the influence of illegal narcotics, alcohol, drugs or controlled substances.
- Fighting, horseplay and any behavior that poses a safety risk of any kind is forbidden.
- Halls and isles must be kept clear of obstructions.
- All safety guards must be in place before operating equipment. Safety guards and machine guards must be replaced immediately upon completion of repair work or set-ups and before the machinery is operated.
- Equipment that requires monitoring must not be left unattended while in operation.
- Never interfere with a person that is operating hazardous equipment.
- Hand tools are to be used only for the purpose for which they are designed.
- All combustible and flammable materials shall be stored in approved containers.
- Employees are required to report any hazardous and/or unsafe conditions to your supervisor immediately.
- Employees must comply with all warnings and instructional signs as posted.
- Safety glasses must be work at all required times.
- Workplace attire and footwear must be appropriate for assigned tasks.
- Personal appliances must be approved by principal/supervisor.
- All electrical cords and power strips must be UL certified.
- Open flame candles and or fragrance plug ins are not allowed.
- Personal protective equipment must be used when performing tasks that require their use.

- Employees will use proper body mechanics while performing their job duties.
- Operators should be familiar with the operation of any tools they use.
- Damaged tools and dull blades shall be repaired or replaced as soon as this condition is evident.
- Tools shall not be thrown from place to place or person to person under any circumstance.
- Treat every electrical wire on machinery or panel box as a live one. If you come across any exposed electrical conductors, DO NOT TOUCH THEM. Report them to your supervisor immediately.
- Never use compressed air to clean debris, dust your clothes, or point it at anyone.
- Employees should be familiar with hand tools and equipment they use.
- Fire extinguishers and electrical panels shall not be blocked and must be kept clear of obstructions.
- Ladders should be inspected for any defects prior to use. Damaged ladders must be repaired or replaced.
- Micro wave ovens and refrigerators must be connected directly to wall outlet.
- Connecting one power strip to another (piggybacking) is prohibited.