

Safety Policy

The Lynwood Unified School District has established a safety policy to provide safe working conditions for all employees and to promote continuing, vital awareness at all levels, from administration to the individual employee. It is the District's belief that safety awareness is the basis on which a safety program must be founded.

The District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use the methods and processes to protect the life, health, safety, and welfare of employees, visitors, and the general public and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each employee's responsibility not only to assure his own personal safety and health, but to develop a concern for the safety and health of all who work with him or her.

Employees shall at all times, while on District property, conduct themselves and perform work in a safe manner, consistent with existing safety rules, policies, procedures, and the provisions of the District's Injury Prevention Program.

General Safety Rules

1. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
2. Machines or equipment shall not be operated until proper instructions on its operation have been received.
3. Horseplay, throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids, shall be cleaned up immediately.

5. Areas in which overhead maintenance is being performed shall be blocked off and posted to prevent possible injury from falling objects. Employees shall not enter a barricaded or posted area unless performing work therein.
6. Any defective tool or equipment shall be immediately reported to supervision.
7. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
8. Specific Department Safety Rules, when applicable shall be posted in appropriate work areas.
9. Personal protection equipment shall be worn when and where required.
10. Lifting is to be done only in the approved safe manner.
11. All work areas are to be kept in a clean and orderly condition.
12. Smoking is allowed only in authorized areas.

All employees are required to develop and demonstrate Safe Work Practices.

They shall:

1. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
2. Promptly report to their supervisor all unsafe conditions that they observe.
3. Attend and participate in safety training sessions.
4. Use prescribed protective clothing and devices where required.
5. Maintain equipment in good condition, with all safety guards in place when in operation.
6. Maintain a safe and sanitary condition in their work area of responsibility.
7. Keep materials and equipment out of aisles at all times.
8. Not store materials within three feet of doors or exits, fire ladders, electrical panels, or fire extinguisher.
9. Keep tools dry; avoid spilling liquids; clean up all spills immediately.
10. Throw trash and scrap in proper waste containers.
11. Exercise good housekeeping practices within his/her own work area.

Employee Compliance Program

To ensure that employees comply with the District's Injury Prevention Program; the district has established a disciplinary procedure. Employees who fail to comply with safety rules shall be subject to disciplinary action up to and including termination.

Supervisors will follow the normal disciplinary procedure as follows, for repeated violations:

1st violation: Verbal counseling

2nd violation: Written warning

3rd violation: Suspension without pay for up to
three (3) days

4th violation: Suspension without pay for four (4)
to forty-five (45) days

5th violation: Termination