

Accident Prevention and Safety Procedures

Employees will agree in writing to abide by the following safety rules:

1. maintain good housekeeping throughout the plant and work area;
2. do not engage in fighting, horseplay, practical jokes or other disorderly conduct which may endanger any employee, student or district operation;
3. use only machines and equipment for which trained and qualified to use;
4. use proper techniques when lifting and bending - get help with heavy loads;
5. do not work or dismount from elevated positions of two feet or more in height without the use of lifts, steps, ladders or scaffolding;
6. be aware of environmental and seasonal hazards, such as ice or snow;
7. correctly use the proper tool for the job;
8. use prescribed protective equipment and proper procedures when working with any potentially hazardous material;
9. use, adjust and repair equipment only when authorized to do so;
10. immediately report unsafe conditions to the supervisor;
11. report all accidents and get first aid promptly for all injuries;
12. follow instructions and don't take chances. If an employee does not know the rule or proper procedure, he is to ask the supervisor;
13. use proper judgment about oneself, about equipment and about circumstances;
14. remove, repair or avoid potential accidents when seen;
15. be aware of one's own abilities and limitations;
16. recognize a potential accident situation when seen;
17. dress appropriately for the job position and weather conditions;
18. do not use headphones with radios or tape players while on the job;

File: EBB-R

19. read and be aware of individual department's specialized safety rules.

Adopted: September 18, 1990

Approved: July 23, 2001