

Greater Albany SD 8J
Administrative Regulation

Code: **GBE-AR(1)**
Adopted: 8/80
Revised/Readopted: 3/12/01
Orig. Code(s): BP 7500

Staff Health and Safety - Safety Rules

Unsafe acts and unsafe conditions will not be permitted. The administration will, therefore, require that the following rules be strictly adhered to:

All injuries shall be reported immediately to the person in charge or other responsible representative of the district.

1. Each worker knows how, when and to whom to report injuries and near misses;
2. Each worker knows how to properly and safely operate any machinery, equipment, tools, or processes which he/she may be required to perform;
3. Each worker will take advantage of all safeguards provided and not by-pass, lock-out or otherwise render inoperative any safety devices provided for the protection of the operator, machine or others. If the machine is not working properly, the worker is to report the discrepancy to the supervisor or designated person immediately;
4. Where appropriate, each worker will be required to wear and properly maintain designated personal protective equipment in specific areas and during specific functions of his/her job. Wearing of such personal protective equipment is mandatory;
5. All injuries will be investigated so corrective action can be taken to prevent a similar recurrence;
6. Any violation or failure to comply with state safety codes, occupational health regulations, and district safety policy may result in disciplinary action.

Only through intensive cooperative effort between the district and the employees can an organization be assured of a successful operation which provides a safe, stable employment for its workers.