

Multnomah Education Service District

Code: **GBE-AR**
Adopted: 10/12/94
Revised/Reviewed: 10/11/10; 9/22/16

Staff Health and Safety – Safety Rules

Employees and volunteers shall conduct their work in compliance with all safety rules of MESD which include:

1. All injuries shall be reported immediately to the person in charge or supervisor of MESD; Complete Incident Analysis Report for all safety incidents, even if not physically hurt;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tagout or lockout the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
 - h. Employees will use Personal Protective Equipment (PPE) anytime there is potential for exposure to blood or body fluid;
 - i. Personal Protective Equipment (PPE) will be provided to all staff that have a reasonable expectation to come in to contact with body fluids. Staff are expected to use this equipment.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;

6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury. Safe lifting practices shall be used at all times;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or your supervisor;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger, by the person in charge or their supervisor;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions by arranging barriers or marking the area with tape and other written notices;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition. Walkways shall be kept clear, dry and stable;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless;
14. Employees and volunteers shall not possess or use a weapon or use a dangerous weapon at any time while on MESD property or in MESD buildings, on property, in buildings or in classrooms leased by MESD or at MESD-sponsored activities on or off MESD premises.
 - a. "Weapon" means a loaded or unloaded firearm as defined in 18 U.S.C . 921, a deadly weapon as defined in Oregon Revised Statute (ORS) 161.015(2) and replicas of these items.
 - b. "Dangerous weapon" means any weapon, device, instrument, material substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
 - c. "Possess" means having the item on one's person or in a purse, backpack or similar container, placing the item(s) in or on MESD property including desks, closets and vehicles or otherwise exercising dominion or control over the item(s).

This prohibition includes employees and volunteers who may otherwise be permitted by a concealed handgun license to carry certain firearms.

Employees in violation of this administrative regulation will be subject to discipline up to and including discharge and may be referred to the appropriate law enforcement agency(ies). Volunteers will lose the privilege of participating in MESD programs and may be referred to the appropriate law enforcement agency(ies).