

## Staff Health and Safety - Safety Rules

Each employee, regardless of position within the district, is required to cooperate and follow all aspects of the district's safety program. Each work site may have unique rules and regulations and the district may from time to time develop additional rules and regulations. Some of the general safety rules of the district are as follows:

1. Accidents must be reported immediately to your supervisor or to the district office if an immediate supervisor is not available;
2. Personal protective equipment will be worn when appropriate;
3. Machines or equipment without adequate guarding or in questionable condition will not be used. Report any such machine or equipment to your supervisor as soon as practical;
4. Report any hazardous condition or safety concerns to your immediate supervisor as soon as practical;
5. Cooperation in accident investigation is required of all employees;
6. All work areas must be kept clean. Each employee is responsible for cleaning up any hazards that he/she may create;
7. All employees shall correct any unsafe condition or practice to the extent of their authority;
8. When lifting, bend your knees and lift with your legs. Reverse the procedure when putting heavy objects down. Never try to lift excessive loads by yourself. Get help;
9. Employees shall not use hands or any portion of the body to reach between hazardous moving parts of a machine for any reason;
10. Employees shall not use a tool or piece of equipment for any purpose for which it is not suited nor shall tools or equipment be strained by using them beyond their safe working load;
11. Safety guards are not to be removed from machinery unless it is necessary to perform repair work. When repair work is completed, replace the guards in their proper position;
12. Employees shall not remove, deface or destroy any warning/danger signs or barricade or interfere with any other form of accident prevention device.