



## SAFETY PLAN

REVISED 7/17/17

1. All injuries, no matter how slight, must be reported to the supervisor **immediately**.
2. Supervisors will call all injuries into the current worker's comp insurance carrier within 24 hours of the incident occurring. The contact information for the current worker's comp insurance Agency is posted in all common areas.
3. Use good body mechanics when bending, lifting or twisting, within the context of doing your Daily job duties. Use proper lifting techniques at all times.
4. If a task calls for the wearing of safety equipment, that equipment must be worn.
5. Proper protective clothing must be worn as needed. Your supervisor will always assist staff and adhere to the district's **SAFE SCHOOLS TRAINING**.
6. Staff shall only operate machinery and equipment as assigned and after adequate equipment training.
7. Staff operating vehicles shall conform to safe driving practices and may only operate equipment after the Human Resource Department has received the employee's driving record (motor vehicle record) and verify a valid driver license.
8. Staff shall report any unsafe conditions or equipment to their supervisor immediately.
9. Know the location of all first aid kits and blood borne pathogen material and the names of personnel at locations who are trained in first aid, CPR, and blood borne pathogens.

10. Spills or debris on the floor must be cleaned up immediately and properly disposed. For blood or body fluids spills, follow the proper procedures as outlined in the Blood borne Pathogens Exposure Plan.

11. Know the location of exits for each work area, and keep exits clear and functional at all times.

12. Know the location of fire extinguishers, hoses and other emergency equipment, and keep them at their designated place at all times. Never obstruct access to fire extinguishers or any other emergency equipment. Do not attempt to operate any fire protection or emergency equipment unless there has been proper training.

13. Tools and equipment should be used, maintained and stored properly. Good housekeeping is an essential element for a safe workplace.

14. Material safety data sheets must be read before using any chemicals. Do not use any chemicals without having received proper training and approval to do so by the supervisor. Be sure to properly label all portable chemicals.

15. Know what must be done in case of an emergency. Follow the academy emergency plan.

16. Horseplay or practical jokes that could affect the safety and health of co-workers is strictly prohibited.

17. Keep aisles, walkways and working areas clear of hazards.

18. Reporting to work under the influence of or using a controlled substance that has not been prescribed or being under the influence of alcohol is prohibited in the workplace or while conducting official business within the district.

19. All staff must allow the Facilities Department to inspect personal electrical items; i.e. space heaters, fans, portable stereos, ect.

20. The Service Learning District is a **WEAPONS FREE ZONE** and all staff is prohibited to bring any kind of weapon within the district, i.e. **PISTOLS, RIFLES, KNIVES, BRASS KNUCKLES, MACE, BATONS**, or anything that could be construed as a makeshift weapon.

21. The Service Learning District is a **SMOKE FREE ZONE** and all staff is prohibited from any type of smoking within the district properties.
22. The Service Learning District is a **DRUG FREE ZONE** and all staff is prohibited from possessing or using any kind of illegal drugs or paraphernalia.
23. All new staff must first be cleared to begin working by the Human Resource Department.

**Maurice Evans- Service Learning District CAO**

**Shannon Smith- Service Learning District Superintendent**

**Ebony Walker- Service Learning District COO**

**Michael Young- Service Learning District Safety/Security**

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