



# SAFE WORK PRACTICES

**OBSERVE ALL SAFETY POLICIES, REGULATIONS, SAFE WORK PRACTICES, AND JOB INSTRUCTIONS FOR YOUR SPECIFIC JOB**

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**IIPP (INJURY AND ILLNESS PREVENTION PROGRAM)** – The primary objective is to reduce job related injuries and accidents, provide a safe work environment, establish safety policies and provide training. Safety is everyone's business.

**EMERGENCY ACTION PLAN** – Familiarize yourself with your Districts/site Emergency Action Plan. Know your role in an emergency! Be familiar with fire alarm pull station locations, evacuation routes, and assembly areas. Be ready to act.

**LIFTING & MATERIAL HANDLING** – Always use proper lifting techniques. Do not attempt to lift large, heavy, or awkward objects with the aid of the proper mechanical device. Get help when necessary.

**ERGONOMICS** – Pay attention to the messages your body sends you. Learn and practice basic ergonomic principals. Avoid awkward positions and repetitive movements. Do not hesitate to report problems or concerns to your supervisor.

**LADDERS & STEPSTOOLS** – Always use a ladder or stepstool to reach elevated items or equipment. Never use a chair or makeshift item. Avoid falling - make sure the ladder or stepstool is stable before ascending.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – PPE may be required to increase your safety while performing potentially hazardous tasks. PPE includes gloves, safety glasses or goggles, face shields, foot protection and earplugs. Be prepared for Safety.

**HOUSEKEEPING** – Poor housekeeping creates hazards of all types and can lead to injuries and accidents. Good housekeeping reduces injuries and accidents, improves morale, and increases worker efficiency. Do your part to clear the way.

**SLIPS, TRIPS & FALL PREVENTION** – Most falls are caused by inattention to walking surfaces, distractions, rushing, carrying large loads, and unsafe/unclear pathways. Pay close attention to what lies ahead.

**FIRE PREVENTION & FIRE EXTINGUISHERS** – Keep work areas clean and clutter free. Do not store combustible materials near heat sources. Locate the nearest fire extinguisher in your workplace. Get trained to properly operate fire extinguishers.

**BLOODBORNE PATHOGENS** – Human blood and bodily fluids may contain pathogenic microorganisms that cause diseases in humans. Avoid contact with bodily fluids. Use gloves, glasses and/or face shields when performing first aid. Report any exposures.

**POWER TOOLS** – Power tools and other equipment can be dangerous to use if defective, if proper procedures are not followed or training is not provided. Report defective tools/equipment to your supervisor, follow operating procedures, and seek proper training.

**ELECTRICAL EQUIPMENT & EXTENSION CORDS** – Electricity is a serious workplace hazard, which exposes employees to the danger of electric shock and electrocution, fires and explosions. Extension cords are for temporary use only. Always use caution around energized electrical equipment. Do not get burned by overloading a circuit, extension cord, or outlet.

**ACCIDENTS & INJURIES** – Most accidents and injuries are caused by unsafe acts on the part of employees and not from unsafe conditions. All accidents and injuries must be reported to your supervisor ASAP. Always work safely – avoid becoming a statistic.

**WORKPLACE INSPECTIONS** – Inspecting your workplace frequently will uncover hazards and reduce or eliminate employee and student accidents and injuries. Document your findings, correct hazards if possible and inform your supervisor. Always do your part.

**UNSAFE CONDITIONS** – Unsafe conditions in the workplace must be eliminated through proactive measures. Upon discovery of unsafe conditions, inform co-workers of the situation, correct the situation, or inform your supervisor immediately. Take action!

**SAFETY MEETINGS** – Safety meetings should be held regularly to disseminate safety related information regarding the workplace. Be prepared to participate and share your creative thoughts and ideas. Be a leader in your department – share your safety experience.

**CHEMICAL SAFETY** – Chemicals serve many useful purposes in the workplace and if not treated properly, can lead to serious injuries and accidents. Know how to properly use any chemical provided by your District. Obtain a Material Safety Data Sheet (MSDS) for the specific chemical used and become familiar with the associated dangers. Get the facts before using any chemical.

**VEHICLES & DRIVING** – Vehicles are used on a daily basis by most people and represent one of the greatest workplace hazards. Be familiar with the vehicle you are asked to drive and then become a defensive driver. Always expect the unexpected when driving. Many drivers make mistakes that end up involving other drivers. Being involved in an accident may not be your fault, but the results are the same. Always maintain space and visibility around your vehicle and “look out for the other guy”. Always wear your seatbelt!