

Policy Title: General Safety Work Rules and Regulations

Policy No: 1102.05

The following general safety work rules and regulations shall apply to St. Maries Joint School District No. 41 employees. In addition, individual departmental rules and regulations will be formulated and made a part of the employment requirement for that particular department. The District reserves the right to change or expand its safety program as situations and conditions dictate.

RULES AND REGULATIONS

Employees should not perform work or use tools or equipment for which they have not been properly trained and authorized by the District.

In lifting, handling, and moving equipment or materials, employees should attempt to lift or move such items only if they have been trained to do so.

The proper footwear should be worn as dictated by the job to be performed. Surface conditions as affected by weather will determine whether a non-slip sole is to be worn.

Desks, chairs, garbage cans, or any other make-shift device shall not be used in place of a standard-approved ladder to gain access to an out-of-reach area.

Employees should not attempt to make electrical repairs or otherwise tamper with electrical devices. Electrical repairs should be completed by professionals adequately trained to do so.

All employees should report unsafe conditions to their immediate supervisors at once. Employees should not proceed to work in or around an area in which they are not sure whether or not it is safe.

Equipment guards shall be regarded as a necessary part of all power equipment. All guards shall be in place and properly used on all machinery and equipment.

Inappropriate "horseplay" of any kind is absolutely forbidden.

The use of alcohol or narcotics or hallucinogenic drugs should not occur while at work. Employees shall not be under the influence of alcohol, narcotics, or hallucinogenic drugs while at work.

Employees should do their part to help promote a safe work environment.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted: 08/10/1987
Reviewed: 12/03/2008