
Working Safely

Safety is everyone's responsibility and should be part of our daily tasks. This can be done by complying with established safe practices and reporting unsafe conditions so that the appropriate corrections can be made. The District's Injury and Illness Prevention Program (I.I.P.P.) lays the framework for a safe workplace for all of us and demonstrates the District's commitment to employee safety.

This plan includes our Code of Safe Work Practices, which outlines the District's minimum safety guidelines and employee responsibilities:

1. Immediately report all accidents, near misses, or incidents that occur.
2. Promptly report any unsafe conditions, acts, or practices to your supervisor.
3. To prevent strains and sprains:
 - a. Do not attempt to move heavy materials, furniture, or objects weighing over your job-specific limit without mechanical assistance or help from a co-worker.
 - b. Use proper body mechanics when lifting. Turn your whole body in the direction you want to go.
 - c. Do not store heavy objects higher than your waist, if possible, to avoid overreaching and overhead lifting.
4. Use the proper tools for the job. Inspect equipment before each use and ensure that proper training has been received. Read and follow the manufacturer's manuals and specifications.
5. To avoid slips, trips, or falls:
 - a. Ensure that pathways are clear and accessible. Trip and slip hazards – stacks of paper or boxes, student backpacks, recently polished and slick floors, or extension cords – are common in school sites.
 - b. Clean up spills immediately.
 - c. Select comfortable footwear that is appropriate for your job tasks and consider the weather. Close toed shoes with good support are always a good choice and do not wear flip-flops.
 - d. Use a ladder or stepstool. DO NOT stand on chairs, desk, counters, or tables.
 - e. Always be aware of your surroundings. Avoid distractions while walking such as texting or talking on the phone.
 - f. Do not rush or take shortcuts. Use designated walkways.
6. Be aware of the location of the nearest fire extinguisher and familiarize yourself with the site's emergency procedures.
7. Do not indulge or participate in horseplay as it creates unnecessary risks.
8. If your job duties require driving on behalf of the District, you will maintain a current drivers' license, always wear a seatbelt, adhere to generally accepted safe driving practices, and obey traffic regulations.

The I.I.P.P. and the Code of Safe Work Practices are also posted on the [Safety Programs](#) section of our Employee Safety page.

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