

P7010 SAFETY, WORKING SITUATIONS

BOARD POLICY:

Supervisors and employees shall take precautions to ensure that all recognizable hazards are identified and instructions given in working in a safe manner and wearing correct apparel. The administration shall initiate training and inspection activities, issue safety bulletins, and take other appropriate measures for the protection of all employees and pupils.

Administrative Implemental Procedures:

1. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to eliminate any hazards.
2. The supervisor is responsible for requiring the wearing of appropriate personal protection equipment in all operations where there is an exposure to hazardous conditions.
3. Employees working in areas where there is a danger of head injury from impact or from falling or flying objects or from electrical shock and burn shall be protected by approved hard hats.
4. Employees shall be provided with eye, face, and body protection when the operation of machines presents potential physical, chemical, or radiation hazards.
5. Employees required to handle or use harmful substances shall be instructed regarding their safe handling and be made aware of potential hazards, personal hygiene, and personal protective measures required.
6. The use of unsafe machinery, tools, or equipment is prohibited. Unsafe tools, materials, and equipment shall be identified by tagging or locking controls to render them inoperable until they can be removed from service.
7. Employees are expected to dress in such a manner appropriate for the job assignment in which they are working.
8. Employees who wear their hair long are required to contain their hair in hats or hairnets when using machines having exposed revolving parts.
9. Equipment, machinery, tools, and vehicles shall be used in a safe manner following any manufacturers or regulatory guidelines or regulations for safe operation and use.

Administrative Responsibility: Facilities Division - Environmental Services

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