



BURLINGTON SCHOOL DISTRICT RE-6J

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GENERAL SAFETY RULES

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance.

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.
2. **HAZARD REPORTING:** Employees are responsible for notifying a supervisor immediately of any unsafe condition and /or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
4. **SEAT BELTS:** All employees who drive or ride in company vehicles or are on company business and drive their own vehicles must wear seat belts.
5. **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
6. **MACHINERY:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
7. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
8. **HOUSEKEEPING:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
9. **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care, and storage of personal protective equipment.
10. **SIGNS/LABELS:** Pay attention to signs and labels. They are present as reminders for safety.
11. **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink.
12. **HYGIENE:** It is each employee's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat only in designated areas and always wash your hands before eating. Smoking is not allowed on RE-6J property.
13. **CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.