



8.14. Safety. The District endeavors to use reasonable efforts to provide a safe working environment which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The District will endeavor to remedy problems as quickly as possible.

8.14.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.

8.14.2. Employees are expected to comply with the following specific safety rules, including but not limited to:

- (a). Keep your individual work area clean and orderly at all times.
- (b). Do not smoke or permit others to smoke on District owned or leased property.
- (c). Do not allow unauthorized people to have access to restricted areas.
- (d). Store all materials and equipment in their proper places and appropriately.
- (e). Conduct themselves in a professional manner at all times while on work premises.
- (f). Driving safety and courteously when operating a vehicle as part of work.
- (g). Awareness of chemical hazards and proper uses.
- (h). If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.
- (i). Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor

8.14.3. Accident and Incident Reports - In case of an accident involving personal injury or property damage, regardless of how serious, the employee must immediately notify their supervisor. As soon as practical, but in no case later than twenty-four (24) hours following an injury or accident, or suspected injury or accident, an employee must complete an accident form describing the circumstances surrounding the incident.

- (a). Affected employees will complete an "Incident Report" form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor.
- (b). Supervisors who receive a report of an injury or "near miss" event are obligated to take



steps toward addressing the issue. Whenever possible, efforts should be made to eliminate the hazardous condition either immediately or within a reasonable time frame. If the hazardous condition is inherent in the nature of the work, the supervisor has an obligation to train all employees who come into contact with the situation on proper safety practices and methods which could reasonably limit future injuries.

- 8.14.4.** Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls.