

**STAFF AND PERSONNEL
SERIES 400**

409.5

TITLE: DISTRICT SAFETY POLICY

The Safety and health of the employees at Wilder School District No. 133 is of primary importance. It is the District's goal to provide safe and healthful working conditions and operation practices that lead to a safe work environment for employees.

All levels of management have a primary responsibility for the safety of all employees. The employee, in turn, is expected to adhere to the regulations and policy's outlined by the District.

These Responsibilities can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating conditions. By working together, we can maintain a safe working environment for all employees. If the job cannot be done safely, don't do it.

You must report all accidents, injuries, property damage incidents, and near miss accidents to your supervisor immediately – failure to do so can be grounds for termination.

1. You must get help or use material handling equipment when moving large or awkward objects or lifting over 50 lbs.
2. Never operate equipment or tools you have not been trained and authorized to use.
3. Use a ladder when reaching high areas.
4. Horseplay is forbidden.
5. Report any hazardous conditions, equipment or procedures you observe to your supervisor immediately.

Adopted: February 10, 2003

Amended: 9/9/2013