

SAFETY RULES

Educator Safety Rules

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of the day.
- Report incidents or injuries in writing immediately.
- Report all security threats in writing by the end of the work day.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Never use cheap, undersized, two-wire extension cords in the classroom.
- Keep fire exits clear, unblocked and unlocked.
- Keep fire extinguishers and fire alarm pull stations clear.
- Report buildups of snow and ice at school entrances.
- Clean up spills of liquid and water.
- Do not run.
- Straighten floor runners or rugs that could trip fellow employees.
- Keep desk chairs and desk drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- To prevent musculoskeletal injuries, report concerns with your computer, keyboard or mouse.
- Get help to team lift heavy objects like furniture, tables, boxes of paper or other supplies.
- Use the handrail and don't carry large or bulky objects that block vision when walking up stairs.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments