

## **SAFE WORK RULES AND PRACTICES**

Safety is the responsibility of all employees. All employees are responsible for making the district a safe place to work. Protective steps to avoid unnecessary accidents and needless health hazards by following proper safety rules and safety practices need to be taken at all times.

1. It is the responsibility of all employees to conduct themselves in the safest possible manner at all times abiding by the safety rules of the district. Employees need to be aware of proper safety procedures and follow these procedures.
2. All accidents are to be reported immediately. Neglect of minor cuts and bruises may result in serious infections and other problems. First aid treatment is to be provided as necessary. Employees with more serious injuries are to be sent to a treatment facility for proper care. If possible, employees should go to Occupational Health at Community Hospital for treatment.
3. An accident report is to be filed at the Northwestern web site within 24 hours of an accident.
4. No employee will be permitted to work while under the influence of alcoholic beverages, drugs, or any substance which inhibits full mental or physical activity.
5. Unsafe behavior such as removing safety guards, using unsafe equipment, interfering with the safety of other employees, or failure to follow safety procedures is prohibited.
6. Employees who are not trained or authorized are not permitted to work around or on any equipment requiring such training and authorization.
7. All employees are expected to practice good housekeeping at all times. Work areas and aisle ways are to be kept clear and cleaned.
8. Unsafe conditions, equipment, or tools are to be reported immediately.
9. Employees are to be alert to see that all guard and other protective devices are in proper places and adjusted, and shall report deficiencies promptly.
10. Employees are not to handle or tamper with any electrical equipment, machinery, air or water lines, unless they have received specific instructions from their supervisor.
11. Proper lifting procedures are to be used.
12. Appropriate shoes for the environment and weather conditions are to be worn.
13. Employees are not to mix chemicals in such a fashion that has not been approved. Adherence to the proper Hazard Communication Program is mandatory at all times.