

APPENDIX E

GENERAL SAFETY GUIDELINES FOR EMPLOYEES RISK MANAGEMENT DEPARTMENT

Every employee of Lincoln Public Schools has an obligation to protect the resources of the district. As a part of this obligation, employees have a responsibility to work safely and protect yourself from injury. The following are general safety guidelines for all employees. Specific safety guidelines unique to a particular position are provided by the supervisor.

1. Do not stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always utilize personal protective equipment provided by the district - i.e., goggles, aprons, gloves, and ear protection.
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards - i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc. Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report. Review HR #2 to familiarize yourself with the district's workers' compensation process and procedures.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time - i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc. Take breaks, learn and do stretching exercises, etc.

Any employee who believes that the task they are asked to do is not safe and will endanger them or others can decline to do the task. They should immediately inform their supervisor who will then contact Risk Management.