

Sutter County Superintendent of Schools

General

SAFETY GUIDELINES

It is the intention of the Sutter County Superintendent of Schools office to take every reasonable action to insure a safe workplace. Therefore, employees at all levels are required to actively participate in maintaining a safe and healthy work environment. The safety of our employees and the public are of major importance. Therefore, safety will take precedence over expediency or shortcuts in the operation of our organization.

To assist personnel in meeting our goals and the requirements of federal, state, and local regulatory agencies, a safety program has been developed. This safety program places particular emphasis on Federal Occupational Health and Safety Administration (OSHA) and California OSHA requirements that pertain to our business. The following general safety guidelines pertain to all employees. Disregard of these guidelines could result in serious injury to yourself or co-workers; as well, as disciplinary action.

These guidelines are not inclusive of all physical hazards or unsafe conditions that may be present at our facilities. Read and understand these guidelines so you can do your part to maintain a safe work environment.

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| <ol style="list-style-type: none">1. Attend all safety and training meetings conducted by your Department Head or Supervisor. You are required to notify your supervisor if you cannot attend.2. Report all unsafe acts or conditions to your immediate supervisor. Unsafe conditions should be corrected or made readily known to all personnel until corrected to prevent possible injury. Safety hazards can be reported either to your supervisor or the Safety Coordinator on the "Report of Unsafe Condition or Hazard Form." There will be no reprisal or disciplinary action for reporting unsafe conditions or work practices.3. Familiarize yourself with emergency procedures for each location. You are responsible to know how to react in emergency situations. Contact your supervisor if emergency procedures are unknown.4. Attend additional safety meetings as required by your supervisor.5. Do not handle or repair tools, machinery, or equipment unless you have been trained and authorized by your supervisor.6. Review Material Safety Data Sheets (MSDS) with your supervisor prior to using any chemicals.7. Keep all exterior doors unlocked or capable of being opened from the inside when buildings are occupied. Aisles, traffic lanes, electrical panels, and fire exits are to be kept clear at all times. All fire equipment must remain clear and accessible at all times. | <ol style="list-style-type: none">8. Notify your supervisor if you are taking any medication that may interfere with your ability to work. Working under the influence of illegal drugs or alcohol is prohibited.9. Observe designated smoking areas. Smoking is not allowed in any County Office or District building.10. Do not attempt to alter, modify, displace, or remove any existing safety equipment. Safety switches and other safety mechanisms are installed for your protection.11. Report all injuries, no matter how minor, to your supervisor immediately so proper medical or first aid treatment can be arranged.12. Store all flammable liquids in approved safety cans or cabinets. Do not accumulate excessive amounts of combustible debris; such as, boxes and paper.13. Ensure all visitors remain a safe distance from any hazardous operation.14. Wear appropriate clothing and any necessary personal protective equipment needed for the job. Ask your supervisor if you have questions.15. Obey all traffic rules and proceed in a safe manner at all times. This includes bicycles, carts, and personal vehicles. Personal vehicles are to be parked in their assigned location.16. Do not engage in pranks, horseplay, scuffling or other unsafe acts. This could result in serious injury to yourself and/or your fellow employees or visitors. |
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Additional safety information can be found in the Injury and Illness Prevention Manual located in your manager's office; or you may contact the Personnel Department at 822-2900 to obtain the information.