

ANSON COUNTY SCHOOLS

SAFETY RULES

As a condition of employment, each employee has the responsibility and obligation to maintain a safe work environment and help with the prevention of accidents.

1. All injuries should be immediately reported to the supervisor so that medical and/or first aid treatment can be provided. The workers' compensation representative for Anson County Schools should be notified as soon as possible and all necessary paperwork completed.
 - a. First aid supplies are strategically located throughout the school or job site.
 - b. Authorized medical treatment will be arranged by the workers' compensation representative.
 - c. Subsequent to any accident, an employee may be required to be tested for the presence of illegal drugs and/or alcohol.
2. Employees will follow established best practices and report any unsafe conditions to their principal/supervisor or to a member of the Safety Committee. All forms of horseplay are prohibited.
3. All employees must adhere to and abide by the District's safety rules. Principals/Supervisors will have the responsibility for enforcing compliance.
4. Personal Protective Equipment (PPE) should be worn as outlined in the Job Hazard Analysis.
5. Employees working with machinery should dress to avoid risk of any part of clothing or jewelry becoming entangled with mechanical devices.
6. Hands and feet must be kept clear of all equipment, machinery, or vehicles at all times (forklifts, trucks, etc.).
7. Where applicable, any hair longer than shoulder length must be confined as close to the head as possible.
8. Employees should not handle or tamper with any electrical equipment, machinery, or chemicals in a manner not within the scope of their job requirements.
9. Chemicals are to be properly labeled. Personnel must be trained in the proper chemical handling procedure. Material Safety Data Sheets should be kept on site and updated as needed.
10. The Principal/Supervisor is required to make employees aware of the designated locations for shower/and or eye wash stations.
11. Employees must not remove or render defective any safety device or guard. Missing safety guards must be reported to the Principal/Supervisor.
12. Employees are required to use handrails where provided, and to use caution when walking in certain areas (catwalks, ladders, machine platforms).
13. Lockout procedures are to be utilized when cleaning, repairing, or unjamming any type of equipment.
14. Forklifts will be equipped with warning devices and will be driven by licensed employees only. When leaving forklifts unattended, safety procedures, including but not limited to, lowering forks and turning off power will be followed.
15. Only the operator of the equipment should be on power-driven equipment. Passengers will not be permitted.
16. All employees driving company vehicles are required to wear seat belts, as well as, all passengers. Malfunctioning seat belts must be reported immediately for repairs.
17. Emergency exits, aisles, passageways, and fire extinguishers will remain accessible at all times.
18. All employees will keep their work area and aisles clear of trash, clutter and other obstructions.
19. Employees must exercise good judgment and care when lifting objects. Employees should request assistance when required to lift any heavy or awkward object.
20. Insure that compressed gas cylinders are checked for leaks, labeled, and properly stored.
21. Employees who encounters blood or other potentially infectious materials should adhere to and use universal precautions. All such incidents must be reported to the employee's Principal/Supervisor. The area should be quarantined until clean-up has occurred.
22. Food and beverage consumption is prohibited in any area except those designated by the Supervisor/Principal.
23. Possession and/or use of alcohol or illegal drugs on school property or while operating a school vehicle will result in discipline action up to and including termination. Anson County Schools is a Drug/Alcohol Free Work Environment.
24. No weapons are allowed on any school property. Violators will receive disciplinary action up to and including termination.
25. Employees must use appropriate ladders and step stools when accessing high areas that aren't within ground reach.

It is the responsibility and obligation of all employees to make safety an essential part of their job.