

VENUS INDEPENDENT SCHOOL DISTRICT

"Commitment to Excellence"

100 Student Drive*P.O. Box 364, Venus, Texas 76084*Phone 972-366-3448*Fax 972-366-8742
www.venusisd.net

GENERAL SAFETY RULES

Claims Administrative Services, Inc. release date 8/15/01 .

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures must be followed:
 - a. Stand properly when lifting. Bend your knees and bring your body up with the load. Keep the load close to your body and keep your back straight.
 - b. Get help for heavy loads.
 - c. Take care when lifting. Lift properly and stay within your limitations.Only qualified, designated employees should work on electrical wiring and equipment.
2. Horseplay or practical jokes will not be tolerated.
3. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
Each employee should know the location of fire extinguishers in their work area. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.
4. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
5. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
6. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.

Safety Rules

Venus Independent School District is An Equal Opportunity Employer and does not discriminate with regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

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7. Smoking will not be allowed at any facility, except in designated areas.
8. Clean up slipping hazards immediately.
9. Use caution when opening doors which serve two-way pedestrian traffic.
10. Use a stepladder or a step stool for high reaching.
Aisles and stairways are to be kept free and clear of boxes and tripping hazards.
11. While in a district vehicle, where provided by the manufacturer, seat belts are required to be worn at all times.
12. Obtain operating instructions for all equipment before attempting to operate any machinery with which you are not familiar; read operating instructions carefully.
13. After use put all tools/or equipment back in their proper place.
14. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord.
15. Use handrails when using the stairways.
16. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.

USE COMMON SENSE AT ALL TIMES. IF YOU ARE UNSURE OR IN DOUBT ABOUT SOMETHING, ASK *your Supervisor!*

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SAFETY RULES EMPLOYEE ACKNOWLEDGEMENT FORM

Employee Name: _____

Date: _____

Department: _____

The undersigned employee acknowledges that they have received, read and understand the general safety rules for their department of employment. If unable to read, the contents of the safety rules have been explained by the employees supervisor.

Complying with all stated District Policies, including Safety Rules is a condition of employment with this District.

SIGNATURE

DATE

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