

## **Loss Prevention and Safe Working Rules and Procedures**

The district safety officer is responsible for reviewing the loss prevention and safe working policy with new classified employees. The employees must sign off the loss prevention and safe working form as a condition of employment. In doing so, the employee is responsible to see that all possible precautions are taken to ensure safety on the job. Employees must use the provided safety equipment, personal protective devices provided and report all unsafe acts and unsafe conditions to their immediate supervisors for corrective action.

The district intends to maintain safe working procedures and practices at all work sites. It is, therefore, required that all of the following loss prevention rules be strictly adhered to:

1. Each employee knows how, when and where to report accidents, injuries, and near misses.
2. Each employee has the right and responsibility to stop any clearly unsafe activity observed.
3. Each employee knows how to properly and safely operate machinery, equipment, tools and process which he/she may be required to use or perform.
4. Each employee will take advantage of all safeguards provided and not bypass, lock-out or otherwise render inoperative any safety devices provided for the protection of the operator, machine or others. If the machine is not working properly, the operator is to report the discrepancy to the supervisor or designated person immediately.
5. Each employee will be required to wear properly maintained and designed personal protective equipment in specific areas and during specific functions of the job. Wearing of the personal protective equipment is a condition of employment.
6. Each employee will use proper lifting techniques and take advantage of all lifting and material handling apparatus.
7. All injuries will be investigated by the immediate supervisor in writing (not to point blame, but to identify the cause) so corrective measures can be taken to prevent a similar occurrence.
8. Any violation or failure to comply with Oregon State Safety Codes, Occupational Health Regulations, and Jefferson County School District 509-J loss prevention and safe working policy may result in disciplinary action.

Only through an intensive, cooperative effort between all concerned, can we be assured of a quality environment which provides a safe and stable employment for our employees.