

EMPLOYEE SAFETY COMMITMENT

THIS WILL NOT HURT YOU A BIT In fact, the general safety practices in this commitment are designed to prevent serious injuries to yourself and co-workers. The Department takes a very active interest in the safety of its employees. Please take a few minutes to review this brief overview of work area precautions.

General Safety

- New employees should discuss work procedures with their supervisors before beginning their assignment.
- Maintain your work area. Keep it clean and organized. Watch footing to avoid slips and falls. Wipe up spilled fluids immediately.
- Wear suitable shoes in good repair.
- Know where smoking is permitted.
- Maintain a professional environment (no roughhousing or horseplay).
- Employees should be aware of the violent behavior of some of the students and use caution when interacting with them (OSD, YCEP).
- Correct or immediately report any unsafe conditions or practices to your supervisor.
- Read caution labels on cleaning agents, solvents or flammables. Understand the hazards involved, and take the necessary precautions. Adequate ventilation is a primary concern.
- When you have an idea on how to improve the safety environment, make that suggestion to your supervisor.

Emergency Aid

- Know how to report a fire in your location, the location of the fire box, and proper evacuation procedures.
- Know emergency phone numbers, how to request emergency repairs and how to request help for any injured person.
- Be familiar with the location and proper use of fire-fighting equipment.

Lifting and Carrying

- Get help when lifting heavy loads to prevent pulled muscles.
- Use proper positioning – keep your back straight, lift with your legs, and carry the load close to your body.
- Never twist your back while lifting or carrying a load.
- Watch your balance when pulling, pushing, or prying – especially in an elevated area.
- Don't jump from elevated areas.
- Don't use unstable objects (buckets, chairs, tables, etc.) for work platforms or ladders.
- Secure ladders and check for defects before climbing.
- Face ladders when climbing up or down and keep a hand free of tools and materials.

Equipment

- Wear protective equipment (hard hats, eye guards, respirators, gloves, etc.) as required, for your own protection.
- Take advantage of safety training when available.
- Do not operate, repair or adjust mechanical or electrical equipment unless you are authorized and qualified.
- Properly ground all electrically powered equipment and make sure electrical cords are in good repair.
- Obey traffic regulations while driving vehicles or equipment.
- Use the proper tools when doing any job.
- Keep walkways clear of debris, tools and materials.

I have received, read and understand the Employee Safety Commitment and agree to abide by its safety practices. I realize that violation of the safety practices listed may lead to disciplinary action, including suspension and/or termination. I further understand that if I am injured in the course of my work, I will report the injury to my supervisor immediately.

Employee Signature

Date