

Happy Valley School District Code of Safe Practices as outlined in the IIPP

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Loss Prevention Manager or the Director:

1. Leaders shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
2. All employees shall be given frequent accident prevention instructions. Instructions shall be given at hire and as situations warrant, but in no event less than twice annually.
3. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
5. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
6. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
7. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to your immediate supervisor or the Superintendent.
8. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.
9. All injuries shall be reported promptly so that arrangements can be made for medical or first aid treatment.
10. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
11. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
12. When operating vehicles, drivers should obey all traffic laws, be aware of weather considerations, and drive defensively.
13. All employees will be required to take the following required trainings related to the IIPP at the beginning of each school year: Slips, Trips, and Falls; Safe Lifting; Bloodborne Pathogens; Fire Safety; and Integrated Pest Management

Employee Signature

Date

**You can find a copy of the Illness Injury Prevention Plan in your school office, the Transportation office, and the District Office.