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SAFETY RULES AND REGULATIONS

Reporting Incidents, Near Misses, and Hazards

1. Employees will report all injuries immediately to their supervisor. No employee shall go to a health care provider for treatment of any on-the-job illness or injury without first notifying their supervisor and the Human Resources Department (except under absolute emergency conditions).
2. Injuries that have not been reported before leaving work may result in the subsequent claim being questioned, thus jeopardizing rights to compensation.
3. Cooperation in incident investigation is required of all employees.
4. All work areas must be kept clean. Every employee is responsible for cleaning up any hazards that he/she may create or that is observed.
5. If you are ever in doubt about a safety procedure, immediately consult your supervisor, the Human Resources Department, your center safety representative, or a member of the Safety Committee.
6. No employee shall knowingly violate any agency safety policy, law or regulation.
7. Safety recommendations from employees are encouraged. Use the *Safety Concern Reporting Form*. The Safety Committee will respond with information about action taken or current status of each recommendation.
8. All employees shall correct or report any unsafe condition or practice to the Human Resources Department, their center safety representative, or a member of the Safety Committee.
9. All employees are required to attend safety meetings and/or trainings as mandated by their supervisor.
10. Materials must be placed where they are not a hazard and where they will not block aisles, stairs or exits and will not hamper movement of machinery, safety devices or fire fighting equipment.
11. Immediately report all defective equipment to your supervisor.

Working with Children

12. All employees who work directly with children shall maintain current CPR/First Aid certification.

13. No employee will lift or carry a child except in an emergency situation. The exception being the Early Head Start program when working with infants who are not able to walk.

Equipment & Machinery

14. Protective equipment must be worn when required for specific jobs. Any deficiencies in protective equipment must be immediately reported to a supervisor.
15. Only properly trained staff shall operate machinery or equipment.
16. Eye protection will be worn by staff exposed to flying objects.
17. Staff will follow any and all safety instructions/guidelines established for each type of equipment and/or machinery. If there is any uncertainty or there are no instructions available, the staff will contact the supervisor, the Human Resources Department, their center safety representative, or a member of the Safety Committee.

Staff Conduct

18. The use of alcoholic beverages or illegal drugs while on the job or reporting to work while under the influence of intoxicants is prohibited.
19. Employees observed working in a manner that may cause injury to themselves or other employees will be warned of the danger. Violations may result in disciplinary action, up to and including termination.
20. A violation of safety policies or posted safety rules may be cause for disciplinary action. Repeat violations may result in suspension or termination.
21. Agency safety policies must be followed. In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor.
22. An employee shall not work alone in a situation where the work might be considered dangerous. If there is any doubt, consult your supervisor.
23. There is a 'No Smoking or Vaping' policy on all SOFCF grounds/facilities. There are NO exceptions.
24. Always obey warning signs. No employee shall remove, deface, or destroy any warning/danger signs, or barricade or interfere with any other form of accident prevention device.
25. To maintain personal and public health and safety, employees will comply with the health and safety procedures listed in the agency policy and procedure manual (i.e. communicable disease, universal precautions, fire drills, emergency information).

Lifting and Bending

26. When lifting, bend your knees and lift with your legs. Reverse the procedure when putting heavy objects down. Never lift excessive loads, heavy furniture or equipment by yourself. Get help.
27. A hand truck or cart must be used for moving heavy or bulky items.