

WORKPLACE SAFETY RULES

Platte County School District Employees will conduct themselves in a manner that promotes a safe environment for students and staff. By acknowledging your receipt of the PCSD Employee Handbook, compliance with the following safety rules will be implied and expected.

Conduct

1. Report free from the effects of drugs and alcohol.
2. Do not smoke on school grounds, in school buildings, or at any school-sponsored event.
3. Do not use cell phones or other electronic devices while driving, walking, running or moving about on district business.
4. Follow all directives from supervisors and managers.

Environment

1. Wear proper footwear for seasonal weather.
2. Wear protective eyewear, ear plugs, gloves, closed-toed shoes, and aprons when necessary.
3. Wear a seat belt when driving on district business or riding in district vehicles.
4. Wear a high-visibility reflective vest when working near traffic or conduction crosswalk duty.
5. Keep fire extinguisher and fire alarm pulls unblocked and unlocked.
6. Keep floors, aisles, passageways, electrical panels, entrances, and exits unblocked.
7. Use a proper foot stool or ladder to reach elevated items, or contact the Facilities Department for assistance. Never stand on chairs or desks.
8. Get help to team-lift heavy objects, or contact the Facilities Department for assistance. Never lift large items on your own.

Reporting

1. Document and report accidents or injuries to a supervisor immediately.
2. Report security or maintenance concerns and hazards to the appropriate department immediately.

Failure to comply with the above mentioned safety rules could result in reduction or denial of Workers' Compensation Benefits

