

The Anaheim Union High School District seeks to provide employees with a safe working environment; to train employees to perform their job safely, and to analyze employee accidents that do happen so that necessary accident preventative procedures are taken. However, employees of the Anaheim Union High School District must be aware that their personal safety, which includes working safely, is also their responsibility. Employees must accept this responsibility and apply common sense and rules of safety in their actions and in every job they do.

Accidents at work, at home, in leisure activity do not just happen. Accidents happen because of an unsafe act, either by the employee, or another person, or by an unsafe condition that exists. Most accidents happen because of an unsafe act by the injured person, and that unsafe act is usually carelessness! Therefore, employee responsibility includes not being careless, and most certainly not taking chances.

Here are some reasonable everyday safety considerations that should be natural in employees thoughts and actions:

1. Know the safety rules and regulations that apply to the position.
2. Practice good housekeeping. Keep work stations clean and in good order. Be concerned for your safety and for the safety of co-workers and students.
3. Wear face masks, safety shoes, gloves, etc., if the work assignment requires protective clothing or equipment.
4. Take sufficient time to work in a safe manner and don't hurry.
5. Don't lift heavy objects beyond your strength. Lift with the legs, not the back. Get help for heavy loads. Use mechanical aids to lift and/or transport heavy objects.
6. Use a ladder when reaching high objects; not a chair, table, or counter.
7. When working in a shop, science laboratory, etc., use only safe tools and equipment that have necessary shields and guards in place.

8. When working in an office or classroom, keep the walkways clear of cords and other tripping objects. Keep file and desk drawers closed when not in use. Stand clear of the swing path of a door.
9. Promptly remove or wipe dry any floor spills.
10. Know the location of the nearest fire extinguisher and how to use it.

Legal Reference:

Education Code

32000-32066 Safety: public and private institutions

32200-32224 Safety: public institutions

Labor Code

6305 Occupational safety and health standards; special order

Board of Trustees

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