

School Faculty & Staff Safety Rules

Always follow these school safety rules.

Our school, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our school. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report employee or student injuries, incidents, unsafe conditions, and damage to management before the end of your school workday.
- Contact your supervisor when a student or employee is injured, an after-hours incident occurs, or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our school performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Aggressive or intense competition with students or “playing” against them is prohibited during sports functions or physical education.
- Drivers and passengers must wear seat belts when using vehicles for school business or driving personal vehicles for school functions.
- Seat belts are required on any equipped machinery (UTVs, lawnmowers, etc.).
- Do not operate a vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Perform a safety check of equipment and vehicles before moving. Report any maintenance concerns.
- Safe and courteous driving is required. Follow speed limits, do not tailgate, and maintain a safe following distance.
- Wear slip-resistant/high-traction footwear when walking in winter weather.
- Immediately report any unsafe or violent behaviors by students, faculty, or staff to management. Call 911 in the event an altercation becomes physical.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Use the handrail on stairs and ensure objects do not block your vision.
- Use machinery to move bulky items and utilize elevators instead of stairs when possible.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Maintain three points of contact when using ladders, and do not overreach.
- Keep fire exits, extinguishers, and alarm pull stations clear, unblocked, and unlocked.
- Know the severe weather plan.
- Clean up spills and hazards immediately.
- Place warning cones or signs when floors are wet from cleaning or waxing.
- Do not use your hands or feet to compress garbage in trash cans.
- When doing extensive computer work, take breaks and stretch. Express ergonomic concerns to management in writing.
- Keep desk drawers and chairs pushed in when not in use.
- Maintain an accident document kit, a dry chemical fire extinguisher and a stocked first aid kit on each bus.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

Play With a Purpose Safety Rules

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You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report any employee or student injuries, incidents, unsafe conditions, or damages to your supervisor before the end of your work shift, regardless of the time of day, even after late-night games or practices.
- To determine contributing factors to injuries and incidents, the school administration investigates all injury, damage, and complaint incidents.
- School employees may only coach and instruct during sports competitions or physical education classes.
- Horseplay is strictly prohibited.
- Excessive celebrations that could become dangerous are prohibited.
 - Ex. Jumping on the backs of coworkers or students, jumping off bleachers, or jumping from elevated structures.
- During sports events or physical education, aggressive competition with students or playing against them is prohibited.
- Educators should use sports activities to teach students instead of competing or playing with them.
- Wear appropriate sports footwear while teaching physical education or sports. The footwear should be in new condition, with laces and non-worn soles that provide adequate traction on grass, pavement, or soil. Slip-on shoes, mules, heels, or sandals are prohibited and should be avoided.
- Unless written authorization clearly outlines any work restrictions/allowances and the school administration has approved it, teaching physical sports is not allowed for educators or school employees recovering from work-related injuries.
- Prohibited physical activities include:
 - Running at total capacity. Only move at a jogging pace.
 - Making sharp turns or abrupt stops while demonstrating moves.
 - Engaging in direct physical contact.
 - Competing with students
 - Jumping.
 - Making repetitive motions.
Ex. Warm-ups, pitching, or squatting as a catcher.

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Bus Driver Safety Rules

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You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report employee or student injuries, incidents, unsafe conditions, and damage to management before the end of your school workday.
- Contact your supervisor when a student or employee is injured, an after-hours incident occurs, or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our school performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Drivers and passengers must wear seat belts when using vehicles for school business or driving personal vehicles for school functions.
- Seat belts are required on any equipped machinery (buses, lawnmowers, etc.).
- Do not operate a school bus or vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Before moving, perform a safety check of equipment and buses. Report any maintenance concerns.
- Ensure all glass and mirrors are clean. Use a long-handled tool to clean the windshield, and do not stand on tires or the engine.
- Use both hands to tilt the hood to prevent shoulder injuries.
- Do not jump from buses. Maintain three points of contact when mounting/dismounting vehicles or equipment.
- Ensure the bus steps are clean and dry.
- Safe and courteous driving is required. Follow speed limits, do not tailgate, and maintain a safe following distance.
- Park the business in a manner to reduce the need to back.
- Back the vehicle at walking speed only.
- Immediately report any unsafe or violent behaviors by students, faculty, or staff to management. Call 911 in the event an altercation becomes physical.
- Maintain an accident document kit, a dry chemical fire extinguisher and a stocked first aid kit on each bus.
- Clean up spills and hazards immediately.
- Know the severe weather plan.

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School Faculty & Staff Safety Rules

_____ is committed to the safety of our employees and customers.

By signing, you are expected to follow the safety rules. If the safety rules are not followed, documented corrective action will result.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com

