**Section 2.2: Safety Rules**

***We are all accountable for our actions and are expected to comply with the provisions***

***of the school division’s policies, procedures, practices and code of conduct.***

* 1. Accidents, injuries, unsafe conditions and near misses shall be reported promptly to your supervisors, must complete an Incident Report Form as well. All forms must be filled out within 24 hrs.
	2. Have an awareness of your surroundings at all times.
	3. Always check with your supervisor before carrying out any task or operation if you feel your personal safety or the safety of others may be at risk.
	4. Inspect your equipment and tools before using them and report any defects and problems immediately.
	5. Ensure complete read/review of all Safety Data Sheets applicable to product being used.
* Ensure applicable Personal Protective Equipment (PPE) is worn and precautions are followed.
	1. Use the TLR Object Moving principles of good body mechanics when moving objects.
	2. Wear closed toe, closed heal and supportive footwear that is appropriate to the risks associated with the job.
	3. Use the PPE, the safeguards and safety appliances/equipment provided to protect your health and safety.
	4. Review the Job Safety Analysis (JSA) frequently.
	5. Wear clothing that is appropriate to the risks associated with the elements.

**\*\*\* Failure to comply may result in discipline and/or termination \*\*\***

***Reference: Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***