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## Code of Safe Work Practices

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The purpose of the Code of Safe Work Practices is to assist you in making safety a regular part of your work habits. The Oceanside Unified School District has the obligation to provide all employees with a safe place to work and supervisors shall hold staff responsible for safety by enforcing these rules. This is a minimum guide to help identify your responsibility for safety. Additionally, each department may have supplemental job-specific injury prevention guidelines for you to observe.

1. Immediately report all accidents, near misses, or incidents that occur.
2. Promptly report any unsafe conditions, acts, or practices to your supervisor.
3. To prevent strains and sprains:
  - a. Do not attempt to move heavy materials, furniture, or objects weighing over your job-specific limit without mechanical assistance or help from a co-worker.
  - b. Use proper body mechanics when lifting. Turn your whole body in the direction you want to go.
  - c. Do not store heavy objects higher than your waist if possible, to avoid overreaching and overhead lifting.
4. Use the proper tools for the job. Inspect equipment before each use and ensure that proper training has been received. Read and follow the manufacturer's manuals and specifications.
5. To avoid slips, trips, or falls:
  - a. Ensure that pathways are clear and accessible. Trip and slip hazards – stacks of paper or boxes, student backpacks, recently polished and slick floors, or extension cords – are common in school sites.
  - b. Clean up spills immediately.
  - c. Select comfortable footwear that is appropriate for your job tasks and consider the weather. Close-toed shoes with good support is always a good choice and do not wear flip-flops.
  - d. Use a ladder or stepstool. DO NOT stand on chairs, desk, counters, or tables.
  - e. Always be aware of your surroundings. Avoid distractions while walking such as texting or talking on the phone.
  - f. Do not rush or take shortcuts. Use designated walkways.
6. Be aware of the location of the nearest fire extinguisher and familiarize yourself with the site's emergency procedures.
7. Do not indulge or participate in horseplay as it creates unnecessary risks.
8. If your job duties require driving on behalf of the District, you will maintain a current drivers' license, always wear a seatbelt, adhere to generally accepted safe driving practices, and obey traffic regulations.

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*Safety is everyone's responsibility.*

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