

School Faculty & Staff Safety Rules

Always follow these school safety rules.

Our school, _____, is committed to the safety of our employees and students. 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 school 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 whenever an injury to a student or employee, 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.
- During sports functions or physical education, aggressive or intense competition with students or “playing” against them is 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 (UTVs, lawnmowers, etc.).
- 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.
- Immediately report any unsafe or violent behaviors by students, faculty, or staff to management. Call 911 in the event an altercation becomes physical.
- Wear slip-resistant/high-traction footwear when walking in winter weather.
- Team lifts are required when lifting heavy objects such as furniture or tables.
- When on stairs, use the handrail and ensure large or bulky objects do not block your vision.
- Use a proper foot stool or ladder to reach or hang items. Prevent injuries by using three contact points when mounting and dismounting.
- Keep fire exits, extinguishers, and alarm pull stations clear, unblocked, and unlocked.

School Faculty & Staff Safety Rules

Play With a Purpose

Our school, _____, is committed to the safety of our employees and students. 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 regarding playing with purpose when performing duties on behalf of our school. Our school 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 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.
- Failure to report any injuries or incidents involving school employees or students will result in written corrective action.
- 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.
- To prevent unintentional orthopedic injuries, eye injuries, or bone fractures, 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.
- It is essential to wear appropriate sports footwear while teaching physical education or sports to avoid foot and ankle injuries. 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.

School Faculty & Staff Safety Rules

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

By signing, you are expected to follow the school faculty and staff safety rules. Documented corrective action will result if the safety rules are not followed.

Safety rule acknowledgment date: _____

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



previsorinsurance.com | mem-ins.com
 1.800.442.0593