

## SAFE WORK ENVIRONMENTS

The District Administration and Employees will work together to provide a safe work environment.

### Employer Responsibilities

- Provide a workplace free from recognized hazards.
- Provide and use means to make the workplace safe
- Prohibit employees from entering, or being in, any workplace that is not safe.
- Construct the workplace so it is safe.
- Prohibit alcohol and narcotics from the workplace.
- Prohibit the use of all tobacco products on all school district property.
- Prohibit employees from using equipment or materials that do not meet the applicable safety requirements.
- Establish, supervise and enforce rules that lead to a safe and healthy work environment that are effective in practice.
- Control chemical agents.
- Protect employees from biological agents.
- Provide training programs to improve the skill and competency of all employees in the field of occupational safety and health.

### Employee Responsibilities

- Follow the safety rules and other safety practices described in the program and always apply the safety training you have received.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative.
- Make suggestions to your supervisor, safety committee representative, or administrators about changes you believe will improve employee safety.
- Apply the principles of accident prevention in your daily work and use protective equipment as required by your employer.
- Take care of all personal protective equipment properly.
- Do not wear torn or loose clothing while working around machinery.
- Report promptly to your supervisor every industrial injury or occupational illness.
- Do not remove, displace, damage, destroy or carry off any safeguard, notice of warning, provided to make the workplace safe.
- Do not interfere with the use of any work practice designed to protect other from injuries.
- Do everything reasonably necessary to protect the life and safety of all employees.
- Observe Montana State law that prohibits alcohol and narcotics (drugs) from the workplace and prohibits employees under the influence of alcohol or narcotics from the worksite.
- Obey state requirement to always wear the seat belt when driving or riding in a vehicle. (Although school busses do not have passenger seat belts, equivalent safety protection is provided.)
- Actively support and participate with the school district to provide an effective and efficient Safety Program.

### First Report of Injury or Occupational Disease

If any MCPS District employee is involved in a work related accident, they are required to complete the First Report of Injury or Occupational Disease form. Once completed the form must be turned into the building administrator or immediate supervisor for signature. Once completed and signed by all involved parties, the form must be turned in the Human Resources Dept. ([First Report-Work Comp Form](#))

### Safety Hazard Report

Supervisors and employees are required to report any safety hazards. Should this need arise, please complete the Safety Hazard Report and return the form to the District Facilities/Risk Manager. ([Safety Hazard Report](#))