



**THOMPSON SCHOOL DISTRICT  
SAFETY RULES FOR ALL EMPLOYEES  
(Including coaches, sponsors and substitute employees)**

1. Perform all tasks with safety as the top priority. Your specific job may have additional safety rules that your supervisor will discuss with you. If you are uncertain of how to safely perform a task, stop and ask your supervisor before continuing.
2. When lifting, use your legs, not your back. Ask for help if needed.
3. Use appropriate equipment for the task, e.g., do not use chairs or tables as ladders; use handrails when going up or down steps.
4. Don't jump from heights; use the proper equipment or technique to return to surface level.
5. Wear personal protective devices, i.e., ear plugs, safety glasses, rubber gloves, etc., as needed or required by the job. Wear appropriate footwear for the job and appropriate to weather conditions.
6. Observe all traffic and motor vehicle regulations; use seat belts when driving a district vehicle or driving a personal vehicle on district business.
7. Do not use your mobile or cellular phone while driving during your work day. The work day is the period of time for which the district is paying you, for example, if you are required to drive to and from district meetings, to multiple locations to perform work, etc.
8. Do not engage in horseplay or other acts that may compromise the safety and well being of yourself, co-workers, students or the public.
9. Use, possession, or sale of alcohol or unlawful drugs on the job is prohibited.
10. Immediately report any unsafe working conditions or safety problems to your supervisor. Until action is taken be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc., are in place so that others are not affected or injured.

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**The purpose of providing safety rules is to increase employee awareness of safety, acknowledge the importance of safety in the workplace, recognize the vital role that the employee plays in creating a safe work environment and reduce the risk of personal injury. If you are injured on the job, report the injury to your supervisor immediately (within 24 hours), complete the Employee's First Report of Injury Form and fax it to the Benefits & Risk Management Office. The form is available on the district website, you supervisor or from the Benefits & Risk Management Office.**

**In accordance with the Colorado Revised Statute 8-42-112, failure to obey safety rules will result in a 50% reduction of workers' compensation disability benefits, "where injury results from employee's willful failure to obey any reasonable rule adopted by the employer for the safety of the employee."**