

CODE OF SAFE PRACTICES

OVERVIEW

An employee's good health and well-being are of major concern. The Institute is committed to maintaining a safe and comfortable working environment and every effort will be made to protect all employees, students and visitors of the Institute. To assist in providing a safe and healthful work environment, KGI has established an Injury and Illness Prevention Program, in accordance with applicable state and federal laws. This program is a top priority for the Institute; however, its success and one's safety depends on the alertness and personal commitment of all employees. The Institute's Injury and Illness Prevention Program (IIPP) is kept by the Human Resources department and is available for employees to review.

Some of the best safety improvement ideas come from employees. Those employees who have any ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or bring them to the attention of the Human Resources department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Employees are expected to obey safety rules and to exercise caution in all work activities. Employees should report any unsafe condition immediately to their supervisor and/or to the Human Resources department. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury regardless of how insignificant the injury may appear employees should immediately notify their supervisor and the Human Resources department. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures.

All employees must follow the following safe work practices:

- Be careful – think of safety at all times.
- Immediately report all injuries and accidents to your supervisor.
- Immediately report all unsafe conditions to your supervisor.
- Follow established safe job procedures. Changes to job procedures that create a potential safety or health hazard require the approval of your supervisor.
- Ask your supervisor if you are unsure how to operate a machine, piece of equipment or perform any assigned tasks.
- Use only the proper tool or equipment for the job.
- Get help in lifting any item that is so bulky, awkward or heavy that you feel you cannot lift safely.



- If a repetitive task causes discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor.
- Don't perform work that you believe to be unsafe.
- Be familiar with the location of fire extinguishers, emergency exits and evacuation procedures.
- Help avoid all accidents by eliminating hazards that you can correct. Contact your supervisor if you feel you cannot correct a hazard yourself.
- Always be on the alert for safety hazards.
- All aisles, hallways or doorways leading to fire equipment or exits must be kept clear at all times.

Employee's Name (Print)

Employee's Signature

Date

Administrator: Human Resources
Approval Authority: Cabinet

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