

WORKPLACE SAFETY

Employees have a duty to comply with all safety rules and are expected to take an active part in maintaining a hazard-free environment. Nevada Occupational Safety and Health Administration (OSHA) requires that each new employee reads, understands, and signs the *Nevada Workplace Safety Rights and Responsibilities* form. Employees are to direct questions to their supervisor.

Employees are expected to observe all posted safety rules, adhere to all safety instructions and protocols, and properly use all equipment. Employees are required to report any accidents or injuries including any breaches of safety to the supervisor, as soon as possible.

Disciplinary action, up to and including termination, may be imposed for violation of known safety policy and/or procedure.

Employees with ideas, concerns, or suggestions for improved safety within the workplace are encouraged to raise them with their supervisor or with another member of management. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports made in good faith may be made without fear of discrimination or retaliation to the District office and no employee will be subject to retaliation, discrimination, or adverse actions for making a report in good faith.