



NORTHERN HILLS TRAINING CENTER GENERAL SAFETY RULES

Safety is the responsibility of all NHTC employees and every effort must be made to ensure that safety procedures and protocols are followed correctly. The following general safety rules apply to all NHTC employees in all program areas. In some cases certain program areas may have additional safety rules in place. Supervisors will inform all of their employees of these specific rules as necessary. If you have questions regarding safety rules please contact your immediate supervisor for more information.

LIFTING

1. Use a partner if you are moving objects that are over 50lbs in weight or oddly shaped. Always use some type of lifting equipment such as a dolly, even if you have a partner.
2. Always use a partner if lifting a person from ground level. If assisting a person in getting out of a wheelchair, furniture, or bed, test if you can lift on our own and always elicit help from the individual. If the person cannot help in the lifting process, and you are certain the lift will be strenuous, **DO NOT ATTEMPT ALONE**. Make reasonable accommodations for the person as necessary to maintain comfort until help arrives. Use back braces and gait belts as necessary.
3. Always use mechanical lifts if they are available.
4. Use back braces if lifting heavy objects alone or lifting objects frequently.
5. If you are repositioning someone use a partner to ensure safety.
6. If an individual has an unsteady gait use gait belts to help in the transitioning process.

SNOW REMOVAL

1. Check for ice buildup and remove with shovel if possible before you begin removing snow. If the ice cannot be removed make note of where the ice is located and use caution in that area.
2. Work toward the areas you are depositing the snow so there is less distance to toss. Take frequent breaks.
3. Once the area is clear deposit rock salt to keep from icing.
4. During times of heavy snow (snow emergency) remove only the snow covering areas of important access such as walkways to enter the building/emergency exits etc. If you have an emergency situation and there is a snow emergency and no travel allowed use emergency services.
5. If you observe icy areas adjacent to buildings and high traffic areas please alert your supervisor and apply rock salt.
6. Use your legs not your back. Keep your back as straight as possible and do not bend at the waist. Push the snow instead of lifting it where you can. Use your arms and not your body to push the snow shovel.

GENERAL WORK ENVIRONMENT

1. Keep high traffic areas and walkways clear of objects and clutter.
2. Know the location of first aid supplies, MSDS sheets, safety equipment, and other adaptive equipment.
3. Alert supervisor of any potential safety hazards observed and take action to minimize risk of accident
4. Think safety first and do not engage in HORSEPLAY or CARELESS activity.
5. If you are injured in an accident please use common sense and only use emergency services if the situation is truly an emergency. If in doubt please contact your immediate supervisor, Dan Cross, SDC or Linda Williams, COO.

Employee Signature & Title

Date