Linfield College

Student Employee Safety Guidelines

As a student employee of Linfield College, I acknowledge my responsibility to myself and my fellow workers to carry out my job assignments in a safe and considerate manner. I realize that my obligation is to help Linfield College maintain a safe and healthful work environment by doing the following:

1. Report all injuries immediately to my manager or the person in charge. Failure to report any and all injuries within 24 hours of the injury may be grounds for discipline or dismissal of my student position.
2. Wear protective equipment (hard hats, eye guards, respirators, gloves, etc.) as required, for my protection and the job I have been assigned to.
3. Maintain my work area. Keep it clean and organized.
4. It is my responsibility to make full use of all safeguards provided for my protection.
5. Be aware of the nearest emergency exists and firefighting/first aid equipment.
6. Correct or immediately report any unsafe conditions or practices to my supervisor.
7. Provide feedback; make suggestions to my supervisor on how to improve the safety environment at Linfield College.
8. I will not partake in horseplay, scuffling, practical jokes or any other activity of similar nature.
9. I acknowledge that no job is so important as to jeopardize my safety and health.
10. I will not operate a machine unless the safety devices are in good condition, and working order.
11. I will not use my hands or any portion of my body to reach between moving parts or remove jams, hang-ups, etc.
12. I will not use defective tools or equipment and recognize that no tool or piece of equipment should be used for any purpose for which it is not suited. I will use the proper tool when doing any job.
13. I will not work on or climb ladders above 6 feet.
14. I will not lift more than 50 lbs. I will use proper lifting techniques and ask for assistance if I believe that the item weighs more than 40 lbs.
15. I will obey traffic regulations while driving Linfield vehicles or equipment.

Date: _____

Print Name   Signature