SAFETY

POLICY

Sherman College commits to ensuring a safe working environment. We comply with all government legislation regarding safety issues.

The issue of safety requires cooperation, so all employees must follow our safety policy. We actively encourage "safety consciousness" expecting everyone to be cautious in the workplace, and to immediately alert the Safety manager of any safety hazards. Employees who deliberately violate safety issues will face disciplinary action.

Sherman College's Emergency Action Plan is available to all employees and students through the college's website. The plan provides detailed instructions on several emergency situations such as fire, severe weather, and evacuation procedures. It is the responsibility of all employees to become familiarized with the Emergency Action Plan.

Be aware of physical safety:

- Blocked fire exits or extinguishers
- Blocked walkways
- Slippery floors or spills
- Worn or buckled areas of carpet or other flooring
- Frayed electrical wires
- Poorly lit areas and burned-out light bulbs

General Safety Rules

1. Follow all safety procedures for your job.
2. Ensure you put trash in the appropriate bin.
3. Keep walkways, doorways, fire exits, fire extinguishers or fire sprinklers unblocked.
4. Keep your workstation clean.
5. Clean up any messes or spills immediately – if necessary, let others know or leave a sign if floors are wet.
6. Report any hazards or injuries to your supervisor immediately.
7. Keep doors locked if working alone after hours or on weekends.