



## KNOW YOUR LIMITS

The intent of this newsletter is to provide important safety information pertaining to job classifications, task expectations within each job classification, and understanding your level of experience and qualifications.

### Job Classifications

The School District of Philadelphia is composed of several specific job classifications and departments. There are many reasons for understanding job classifications. Among these reasons is the ability to:



- Identify employees within a specific department.
- Define the various departmental task requirements.
- Identify training requirements.
- Identify personal protective equipment (PPE) associated with the required tasks.

### Departmental Task Expectations

Each employee within a particular department is expected to complete tasks that fall within the department's job description. This being said, each employee needs to:

- Be physically able to perform these tasks.
- Be properly *trained* to perform all departmental tasks.
- Have and maintain an acceptable competency level for the tasks.
- Utilize the required personal protective equipment (PPE).





## KNOW YOUR LIMITS *continued*

### Understanding Your Level of Expertise, Experience and Qualifications

Before you complete a new task, ask yourself the following:



- Is the task within my responsibilities?
- Do I have the required competency to complete the task?
- Have I completed related safety training?
- Do I have the proper personal protective equipment (PPE)?



### KEY POINTS FOR AUTHORIZED TASK COMPLETION

- ✓ Obtain authorization from your Supervisor before performing any task *not* included in your normal responsibilities.
- ✓ Contact your Supervisor to discuss any *immediate situation* that requires attention beyond your expertise, qualification or experience.
- ✓ In the event of an emergency, contact the appropriate emergency service.
- ✓ Never perform any task that you are *not* authorized or trained to do, or do not have an acceptable competency level to do.
- ✓ Never perform a task if you do not have the required personal protective equipment (PPE) to safely do so.

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