

CHAPTER: SUPPORT SERVICES
TITLE: SAFETY POLICY

Employee and student safety will receive precedence in all operations, planning, and training. Providing a safe work place and a safe learning environment is first priority for our school system.

An investment in time and financial resources will provide benefits in lower workers compensation rates, insurance, direct expenses, and indirect expenses resulting in losses.

A safety committee has been organized with members representing various categories of professional and service personnel. Director of Safety and Health chairs the committee. The committee representatives consist of school principals, a representative from each school (selected by the principal), a representative from each of the following areas (selected by the Safety Director); central office, food service, custodial, maintenance, and transportation. Safety committee members will serve a continuous term of a least one year. Length of membership will be staggered so that at least one experienced member is always serving on the committee.

Regularly scheduled meetings will occur. Director of Safety and Health coordinates the meetings and activities. The safety committee will serve the following functions:

- Ø Sounding board for safety activities
- Ø Recommend new rules
- Ø Identify training needs
- Ø Review accidents and provide direction to reduce hazard
- Ø Document with written agenda and minutes

A commitment to safety is achieved at the administrative level. At central office staff meetings, safety issues will be discussed and reasonable measures needed to prevent injuries will be presented. The Superintendent or designee will be present and supportive of risk management and this safety effort.

Regular scheduled safety training will be provided to all employees.

Safety issues and measures to prevent injuries will be presented to school principals at monthly principals' meetings. Principals are to pass the safety information to all the staff at each individual school location.

Procedures for documenting and reporting injuries to the central office have been developed. *Refer to the "Safety and Return to Work Procedural Handbook"*

This written safety policy will be monitored. The "Safety Policy and Return to Work Procedural Handbook" will continue to expand and be modified as needed as changes occur in Board of Risk and Insurance Management, National Fire Safety, and Occupational Safety and Health Administration standards.

Accident Reporting/Investigation

- Ø Employee must notify supervisor of an accident or injury as soon as possible, but no later than the next workday.
- Ø Principal or supervisor must notify Director of Safety and Health as soon as possible, but no later than the next workday.
- Ø Principal or supervisor must fill out an accident report the same day as notified on the accident. A copy of the accident report shall be sent to the Director of Safety and Health.
- Ø Accidents are reviewed for corrective action by the Director of Safety and Health and appropriate persons within a reasonable time.

- Ø Reports shall be sent to Director of Safety and Health for follow up on corrective action.
- Ø Accidents shall be investigated by the supervisor the same day they are notified of the accident.
- Ø Principal or supervisor shall file a copy of the witness statements with the accident report.
- Ø The Safety Committee will review accidents at each safety meeting.
- Ø The Superintendent and Board of Education will be presented a summary of accidents on a regular basis.

Safety Policy Enforcement/Disciplinary Action

The immediate supervisor may choose to take the following action to discipline an employee, who willfully committed an unsafe act:

- Ø Verbal Warning
- Ø Written Warning
- Ø Recommend to the Superintendent, a suspension without pay
- Ø Recommend to the Superintendent, termination of the employee.

Action taken will depend on the severity of the unsafe act.

All employees will be trained on the Safety Policy, Return to Work Policy, and Procedural Handbook.

REFERENCE: CCBOE
ADOPTION DATE: 03/21/05