

EMPLOYEE SAFETY POLICY

An effective and successful employee safety program must have administrative support and commitment. The following bullet points outline critical elements of a safety program.

- Clear communication has to be provided to all employees that they are responsible to follow safe work practices and only engage in duties and tasks they have been trained to safely perform. This must be reviewed during all new employee orientations and should also be reviewed with existing employees on a regular interval.
- Employees must know how to safely operate any equipment they would use as part of their work duties. Power equipment, ladders and scaffolds are common examples. Equipment needs to be regularly inspected to assure it is in safe operating condition.
- Any safety rules and regulations as well as emergency procedures must be clearly understood by all employees.
- The attached Safety Orientation Checklist needs to be completed for all new employees. All "returning" teachers should also go through a safety reorientation prior to the start of a new school year.
- All accidents and injuries require immediate and thorough investigation to determine the specific causes. Appropriate policies and procedures, as well as any contributing hazardous condition should be addressed to prevent similar occurrences.