



Policy 5620 – Safety Management Program and District Personnel

It is the policy of this district to promote a safe work environment for all employees and to take reasonable preventative measures to avoid accidents or injuries to employees. To that end, this policy directs the Board to create and adopt a detailed Safety Management Program compliant with the material requirements of the Occupational Safety and Health Act of 1970 (OSHA). District personnel are required, as a condition of their employment, to read, understand, and abide by all provisions of the District's Safety Management Program.

While the District will take steps reasonably necessary to implement the Safety Management Program, the Board recognizes that the employees are the "first line of defense" against safety violations, and requires them to use their best judgement to prevent the kinds of avoidable or reasonably foreseeable accidents contemplated by the Safety Management Policy.

Finally, the Board (by way of this policy and Safety Program) shall interpret any violation of the Safety Management Policy by any employee as necessarily and categorically outside the course and scope of the violating employee's employment with the District.

All District Employees

Inclusive of the provisions of the Safety Management Program, all District employees are required to use reasonable caution and analyze all work assignments and the work environment for potential hazards. Employees shall:

1. Follow specific safety instructions described in the District Safety Management Program;
2. Utilize their best judgement when evaluating potential safety concerns posed by any instructions that may be given to them by their supervisor;
3. Act safely in daily activities and at no time do anything they reasonably expect could result in an accident or injury to themselves or others;
4. Be responsible for their own safe conduct and do everything reasonably possible to safeguard others, unless doing so would unreasonably place the employee in peril;
5. Be alert to any potentially unsafe conditions and report them immediately to their supervisor or the building principal.
6. Use all articles of safety equipment provided in a way that strictly complies with the manufacturers' instructions, suggested uses, and/or established industry best practices;
7. Take good care of any tools, equipment, or vehicles and report any needed repair or replacement necessary for safe use;



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8. Not attempt to operate, repair, or otherwise use tools, equipment, machinery, vehicles without specific authorization, and not attempt any of the same without the requisite expertise and training necessary for competent use of that article or tool;
9. Not tamper with, attempt to tamper with, or alter any tool, equipment, vehicle, or other piece of machinery in a way contrary to or likely to be contrary to its intended use.

Maintenance and Food Service Employees

All maintenance, transportation, and food service employees shall comply with the following, additional safety standards as well as any others outlined in the District Safety Program:

1. Dress appropriately for the job, for instance, by wearing closed toe, non-slip shoes and refraining from wearing loose fitting clothing or jewelry;
2. Wear appropriate personal protection equipment as instructed;
3. When handling or moving heavy objects, take precautions to avoid injury, including but not limited to using proper lifting techniques;
4. Use chemicals and other products in strict compliance with manufacturer's instructions;
5. Comply with state and federal requirements regarding food safety.

Supervisors

Supervisors are required to provide a safe work environment for employees and to enforce standards as set forth in this policy. Supervisors shall:

1. Ensure that all employees understand and observe safe work practices and procedures;
2. Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them;
3. Inspect work areas; observe employees performing daily tasks; and determine unsafe work habits, conditions, and general housekeeping in the work area;
4. Report immediately to the administration any unsafe conditions beyond their ability to correct or cure, or which they suspect could develop into an unsafe condition beyond their ability to correct or cure;
5. Investigate and submit a complete report of any accident or injury within 24-hours;
6. Determine the cause of each accident and take corrective action;
7. Evaluate employee performance for the ability to correct workplace safety issues.



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Disciplinary Action

Supervisors shall take necessary disciplinary measures to ensure safety rules and safe work practices and procedures are not violated. In any situation constituting a potential or foreseeable threat to health and safety, or comprising an actual violation of the District's building safety policy, any employee responsible shall be made aware that the District will not tolerate nor be held liable for unsafe conduct by an employee. Situations necessitating supervisor intervention under this policy section may include, but are not limited to:

1. Accidents resulting from failure to abide by the provisions of the District Safety Program;
2. Failure to use available personal protective equipment;
3. Failure to use proper lifting techniques;
4. Failure to observe hazardous footing conditions; and
5. Misuse of equipment.

In situations where there is a willful, reckless, or negligent disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action will be undertaken, up to and including termination of employment.

Legal References:

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-512	District Trustees - Governance of Schools
Occupational Safety and Health Act	Occupational Safety and Health Act

Cross References

Code	Description
9400	<u>Safety Program</u>

Adopted:

Revised:

Reviewed: