

STAFF PERSONNEL
Series 400

Policy Title: MANAGEMENT POLICY FOR SAFETY PROGRAM Code: 407.9

An important goal for Lapwai School District is reducing injuries.

- (1) The safety of every employee, student and patron of Lapwai School District is of vital importance. Every supervisor and every employee shall accept responsibility for their personal safety and conduct themselves in a manner that will ensure their own safety and the safety of those working with and for them.
- (2) The district recognizes the need for the development of safe working conditions and practices and will do everything practical to provide an efficient and effective accident-free operation.
- (3) Each departmental manager must help develop techniques and procedures whereby the District's Safety Program will reach and affect every employee under their direction. It is also the responsibility of each departmental manager to ensure that their employees are trained in techniques and practices to the point where they are effective in producing safe working conditions and habits that will result in accident prevention. Control of safety information, safety committee activities, safety suggestions, safe working practices and conditions, accident investigations, and occupational requirements of employees shall all be carried out through established lines of departmental organization.
- (4) All supervisors will consider it an essential part of their job to:
 - a. Prevent accidents;
 - b. Detect and correct unsafe practices and conditions;
 - c. Train their employees in safe work procedures;
 - d. Encourage well planned safety suggestions;
 - e. Ensure each employee knows, understands, and follows all safety procedures and rules related to their job.
- (5) All employees are required, as a condition of their employment, to follow all established safety practices and to follow the instructions of their supervisors with respect thereto. It is emphasized that the Safety Department alone cannot prevent accidents. The prevention of accidents is a primary responsibility of the supervisor and the employees on the job.

- (6) The Superintendent is responsible for the promotion and the coordination of safety activities throughout the district and in aiding the department managers in safety training. Department managers will assist in accident prevention efforts, supervise in the investigation of accidents, accumulate and distribute accident records and statistics, and maintain contact with organizations throughout the country on safety matters.

SUPERVISORS AND DIRECTORS SHALL

- Acquaint their employees with, and make certain they understand and observe the safety rules and safety measures.
- Hold a safety session with their employees regularly to promote safe working habits and discuss specific job hazards.
- Inspect work area daily; observe employees performing daily tasks; determine safe or unsafe work habits, conditions, general housekeeping in work area so that negative observances can be corrected immediately.
- Report immediately to the Superintendent unsafe conditions beyond their ability to correct.
- Investigate and submit a complete report within 24 hours of any accident or injury occurring within areas under their supervision.
- See that their employees receive first aid treatment on all minor injuries, and whenever necessary transport injured personnel to a medical facility on any injury where there is any question as to the seriousness of the injury.
- Ensure that the first aid kit in the job area is kept properly stocked and accessible at all times and understand the fundamentals of its proper use.
- Have knowledge of the location, accessibility and use of all fire extinguishers and fire equipment within their area of responsibility.
- Attend all scheduled safety meetings and contribute ideas toward the furthering of the safety program.

EMPLOYEES SHALL

1. Understand and observe the safety rules and safety measures outlined in the districts safety policy. Read and sign the safety information acknowledgement.
2. Follow specific safety instructions given them by their supervisor.
3. Be responsible for personal safe conduct and do everything possible to safeguard others in the area, or with whom they are working.
4. Be constantly alert to unsafe conditions and report them immediately to supervisor.
5. Use common sense in all their daily activities and at no time knowingly do anything that could result in an accident or injury to themselves or others.
6. Do not attempt to perform a task when your physical condition or mental attitude will not permit safe performance of that job.
7. Take care of any tools, equipment, or vehicles placed in your charge; and report to supervisor any needed repair or replacement necessary for a safe operation.
8. Do not attempt to operate, repair, or otherwise tamper with tools, equipment, or vehicles without specific authorization.

SAFETY INDOCTRINATION

We at Lapwai School District believe that rules and regulations promoting safety and preventing accidents and/or injuries are of utmost importance.

All employees are expected to observe the common sense rules of safety that are necessary so that your safety and that of other employees is not at risk.

Strict observance of safety rules is required. We cannot afford to be lenient about violations of safety rules.

Think before you act!!

PROCEDURES FOR REPORTING WORK-RELATED ACCIDENTS OR INJURIES

1. All work-related accidents or injuries that may or do result in physical injury must be reported immediately to your supervisor and/or director.
2. Supervisor and/or director must complete a "Supervisor's Accident Investigation Report", including correction action to prevent similar accidents.
3. Only one "Supervisor's Accident Report" booklet is to be used. That booklet is located in the office of the supervisor and/or director.
4. The yellow copy of the "Supervisor's Accident Report" shall remain in the booklet. The white copy of the report as well as a corrective action report shall be forwarded to the district office.
5. If the accident results in an injury that requires medical treatment by a physician, the white copy of the accident report will be used for completion of a "Notice of Injury and Claim Benefits Form 1".
6. The completed "Form 1" will be provided to the employee and supervisor and/or director for review and signatures.
7. The signed "Form 1" will be forwarded to the district office for review and processing.
8. All employees are urged to cooperate fully with the above procedures for their own protection and welfare.

Employee Signature

Date

Date of Adoption: 7/17/00
Readopted: July 2009

Legal References:

Related References: