

## **SAFETY POLICY STATEMENT**

The safety of all our students is of the utmost importance to the district. Every effort will be made to ensure that our students are provided a safe and healthful place to learn.

Likewise the safety of our employees is of critical importance. Each of our employees plays a big role in ensuring that we provide the best educational environment for the student body. Therefore, the safety of our employees is a primary concern to the administration.

We are committed to providing a safe and healthful learning and working environment for all of our employees. With that in mind the following commitment is being made to protect our employees from unnecessary accidents and injuries:

- The administration recognizes that safety is an integral part of their job duties and is responsible for preventing unnecessary injuries.
- Safe working conditions are an essential part of providing for the welfare of our students and employees.
- All employees are to be properly and thoroughly trained in safe work practices and are to understand the importance placed on working safely each day.
- The administration is open to any suggestion which will help improve the safety of our students and employees.
- Safety is simply good business. Good for our students, employees, and good for the school system.

The prevention of student and employee injuries is of the utmost importance and a key ingredient to the continued success of our school system. We urge each of our employees to join with us in committing to make Northwestern Schools the safest possible place to work.

## **EMPLOYEE SAFETY AWARENESS & RESPONSIBILITIES**

It is our sincere wish to provide the safest learning and working conditions possible for all of our employees. Safety, however, is a joint responsibility of administration and employees. Each must do their part to ensure the success of the program. Employees need to understand the importance of safety and their role in reducing injuries. A good safety program does not happen by accident, it happens because we all work together each day make it happen.

As outlined in the Safety Policy Statement, the prevention of employee injuries is of the utmost importance to the district and a key ingredient to the continued success. With your help the majority of injuries can be prevented with the following steps:

- Please read the Safety Policy Guidelines
- Ask questions if you are not sure of the proper procedure

- Don't take short cuts or unnecessary chances
- Be alert to the unexpected and the actions of other employees
- Report unsafe conditions immediately and lead by example

It may take a little extra time at first to think of the safe way to do a job, but this effort will pay off for everyone in reducing accidents and injuries.

The success of the safety program depends on the degree to which each of us fulfills our safety responsibilities. Each of us individually has an impact on the success of the program. The safety program will only be successful if we all adhere to the safety policies and guidelines. Remember, we make decisions all the time that affect our individual safety. When making those decisions, chose the safe, right way instead of the easy, most convenient way. The school system is committed to this effort, please join in with that commitment and make our school system the safest possible place.

## **SCHOOL ADMINISTRATION SAFETY RESPONSIBILITIES**

The administration is committed to ensuring that every effort is made to assure that safety is a primary consideration at all times. The following has been developed to clearly outline each management level's safety responsibilities:

### DISTRICT LEVEL:

- Sets the tone and commitment for the safety program and communicates this to all levels of administration.
- Establishes yearly safety performance goals and objectives.
- Holds all levels of management responsible and accountable for the safety performance of the school system.
- Clearly demonstrates the district's commitment to the to the safety program by allocating appropriate resources, manpower, and direction necessary to accomplish the school system's goals and objectives.
- Reviews statistical and injury reports and tracks safety performance.

### BUILDING LEVEL:

- Sets the tone and commitment for the safety program for their school and communicates this to all school personnel.
- Assists district administration in establishing goals and objectives for their school and holds all personnel accountable for achieving these goals.
- Reviews safety reports for their school and tracks the safety performance of each department.

- Ensures that adequate time and resources are committed to the safety effort.
- Holds each of their employees responsible and accountable for their individual safety performance.
- Conducts accident investigation on all injuries immediately.
- Supports the efforts of the district's Safety Committee.
- Takes the time to personally follow up on the condition of injured students or employees.

#### DEPARTMENT SUPERVISORS:

- Sets the tone and commitment for the safety program within their departments and communicates this to their employees.
- Assists district administration in establishing safety goals and objectives for their departments.
- Holds each of their employees responsible and accountable for their individual safety performance.
- Conducts accident investigation on all injuries immediately.
- Conducts routine safety and housekeeping inspections within their departments and ensures that problem areas noted are corrected immediately.
- Takes the time where necessary to personally follow up on the condition of injured employees.
- Ensures all new employees are trained thoroughly in safety policies and specific safety duties.
- Conducts on going safety training as needed.
- Serves on the district safety committee.

### **SAFETY COMMITTEE GUIDELINES**

A safety committee is established to help ensure the success of the safety program in the district. The effective safety committee can go a long way in building a cooperative joint safety effort. At a minimum, the safety committee should include a district level administrator, an administrator from each building, and the director from each department (athletics, food service, maintenance, and transportation).

The role of the safety committee is to promote the district's safety program, ensure safe working conditions, promote proper employee safety training, and adherence to safety policies and regulations. The safety committee should be a communication vehicle for employees to use when there are safety concerns and to relate these concerns in a positive manner so corrective action can be taken.

The safety committee should meet at least quarterly. Minutes should be sent to all employees.

Items that should be discussed at Safety Committee Meetings:

- Student safety issues.
- All employee accidents during the quarter should be reviewed.
- Safety training for new employees.
- All employee safety concerns received during the quarter.
- Review safety inspections.
- Other safety related activity to help the safety program.