

**SCHOOL SAFETY AND DISCIPLINE PROCEDURE 3 – DISTRICT SAFETY
DIRECTIVE**

**PEOPLE ARE OUR MOST IMPORTANT ASSET –
THEIR SAFETY OUR GREATEST RESPONSIBILITY**

We can and must operate our schools, activities, and offices without accidents. Safety is one of the most important responsibilities each of us has as an administrator, director, supervisor, or management representative. It is important because failure to succeed means a hardship for some employee, student, or visitor to our schools.

THE SCHOOL DISTRICT:

1. Intends to comply with all safety laws and ordinances.
2. Believes that the safety of employees, students, and public is of the utmost importance.
3. Intends that safety will take precedence over expediency or short cuts.
4. Intends that every attempt will be made to reduce the possibility of accident occurrence.
5. Intends for administrators, directors, and supervisors to be accountable for the safety performance of their respective buildings or departments.

**IT IS THE RESPONSIBILITY OF THE ADMINISTRATORS, DIRECTORS, OR
SUPERVISORS TO:**

1. See that all accidents resulting in injuries are reported. Principals, directors, or supervisors are responsible for all reports of accidents occurring at their school or departments.
2. Review accident reports to see if unsafe conditions caused the accident.
3. Investigate all reports of potential unsafe conditions.
4. Make periodic safety inspections looking for potential unsafe conditions as the primary purpose of the inspection.
5. Review reports from inspections by insurance companies and the fire department. Implement their safety recommendations.
6. Make employees, students and public aware of safe practices.
7. Inform employees and students of conditions away from school that may lead to accidents, i.e. slick roads, etc.

BASIC SAFETY RULES & RESPONSIBILITY OF EMPLOYEES:

1. Use safety glasses or shields when operating power tools.
2. Use respirators when working in dusty atmospheres.
3. Use hearing protection when subject to loud noises or high frequency power machinery.
4. Obey all safety signs and recommendations for use of equipment.
5. Use back support systems when lifting.

6. Use appropriate safety protection for the task at hand such as hoods, goggles, gloves, or safety shoes.
7. Report all injuries.
8. Be familiar with material safety data sheets (MSDS) for toxicants. Insure MSDS are available where needed.

IF THE JOB CANNOT BE DONE SAFELY, DON'T DO IT.

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