

**Subject: Safety Program Policy**

**Effective Date: February 27, 2001**

**Approved By: Board of Directors**

**Policy:** The School will provide employees with a clean, safe, and secure work environment. It shall be the policy of the School to continually develop, promote, and enforce safe work practices and provide a hazard-free working environment consistent with generally recognized standards and/or established federal, state and local regulations.

The Purpose of this policy is to establish methods for identifying and eliminating potential hazards, monitoring and measuring safety performance, providing ongoing safety education programs, and providing employees the opportunity to voice suggestions to improve the safety of the work environment.

## **Procedure:**

### 1. Responsibilities

- a. The Executive Director has the authority to take necessary action to eliminate hazardous conditions.
- b. The Executive Director, or designee, shall consistently enforce safety rules and regulations, be alert for unsafe practices, provide ongoing safety training, and take immediate and appropriate action to correct deficiencies. Supervisors also have the obligation to counsel and discipline employees who do not follow safe work practices. Supervisors will be accountable for safety in their work area as part of their performance goals and evaluations.
- c. The responsibility for safety must necessarily rest principally upon the individual employee. Each employee shall follow safe work practices and abide by the rules and regulations established by the School, or be subject to disciplinary action. Employees must be alert for safety hazards and report them immediately to their supervisor.
- d. The Executive Director, or designee, will monitor and be responsible for all sites where students assemble for learning.
- e. The Executive Director, or designee, will not be responsible for the home environment, but must take reasonable and prudent steps to report serious violations to appropriate authorities where home safety problems are evident.

### 2. Education

- a. New employees will be provided with information on the safety program during Orientation, and on an annual basis.
3. Communication
- a. Each Program/facility has an Illness and Injury Prevention manual, which is available for review by any staff member through the Knowledge Base.
  - b. At staff meetings, employees are provided with an open forum to express concerns regarding safety, offer suggestions for improvement, or to report hazardous conditions without fear of reprisal, and are encouraged to do so.
4. Record Keeping
- a. Each Program/facility shall maintain its own list of safe work practices, specific to the job or work area. Records of safety inspections will be maintained in each facility as will records of hazardous substances and handling procedures.
5. Accident Reporting and Investigation
- a. Employees are required to report on-the-job injuries or illnesses immediately, in accordance with Personnel Policy, “Workers’ Compensation.” The supervisor will investigate the cause of injury in a timely manner, determine if a safety violation has occurred, and take immediate action to correct any deficiency. Such investigation may result in additional safety training for the employee and co-workers. Investigations and corrective action will be documented. It is the responsibility of the Executive Director to report all work related injuries to Human Resources.

Complete Safety Plan --available in Knowledge Base  
Illness and Prevention Policy--available in Knowledge Base

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