

Braxton County Schools

Safety Policy

SAFETY POLICY

Employee and student safety will receive precedence in all operations, planning, and training. Providing a safe work place and a safe learning environment is first priority for our school system.

An investment in time and financial resources will provide benefits in lower workers compensation rates, insurance, direct expenses, and indirect expenses resulting in losses.

A safety committee has been organized with members being the school principal, teacher, custodian, and superintendent/assistant superintendent. Meetings will occur every other month. Assistant Superintendent coordinates the meetings and activities. Regular scheduled safety training will be provided to all employees.

The safety committee will serve the following functions:

- Sounding board for safety activities
- Recommend new rules
- Identify training needs
- Review accidents and provide direction to reduce hazard
- Document with written agenda and minutes

A commitment to safety is achieved at the administrative level. At Central Office Staff meetings, safety issues will be discussed and reasonable measures needed to prevent injuries will be presented. The Superintendent or designee will be present and supportive of risk management and this safety effort.

Safety issues and measures to prevent injuries will be presented to school principals at monthly principals' meetings. Principals are to pass the safety information to all the staff at each individual school location.

Procedures for documenting and reporting injuries to the Central Office have been developed. (Refer to the Safety and Return to Work Procedural Handbook).

The written safety policy will be monitored. The **Safety Policy and Return to Work Procedural Handbook** will continue to expand and be modified as needed as changes occur in Board of Risk and Insurance Management, National Fire Safety, and Occupational Safety and Health Administration standards.

Accident Reporting / Investigation

- Employee must notify supervisor of an accident or injury as soon as possible, but no later than the next work day.
- Principal or supervisor must notify Assistant Superintendent as soon as possible, but no later than the next work day.
- Principal or supervisor must fill out an accident report the same day as notified of the accident. A copy of the accident report shall be sent to the Assistant Superintendent.
- Accidents are reviewed for corrective action by Assistant Superintendent and appropriate persons within a reasonable time.
- Reports shall be sent to Assistant Superintendent for follow up on corrective action.
- Accidents shall be investigated by the supervisor the same day they were notified of the accident.
- Principal or supervisor shall file a copy of the witness statements with the accident report.
- The Safety Committee will review accidents at each safety meeting.
- The Superintendent and Board of Education will be presented a summary of accidents on regular basis.

Safety Policy Enforcement / Disciplinary Action

The immediate supervisor may choose to take the following action to discipline an employee, who willfully committed an unsafe act:

- Verbal Warning
- Written Warning
- Recommend to the Superintendent, a suspension without pay
- Recommend to the Superintendent, termination of the employee.

Action taken will depend on the severity of the unsafe act.

*** All employees will be trained on the Safety Policy, Return to Work Policy, and Procedural Handbook.**