

**WORKPLACE SAFETY PROGRAM  
(REGULATIONS)**

In accordance with the directive of the Commerce Public Schools Board of Education , this regulation supports and implements the board's policy concerning workplace safety.

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for a minimum of four hours of safety classes be provided to all school district employees each quarter. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, if any, designated by the Oklahoma Commissioner of Labor will be administered within the district or by the Northeast Area Vocational and Technical School in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
5. Within 48 hours after the occurrence of an employment accident which is fatal to one or more employees or which results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of the department.

**NOTE:** See SB 622

**NOTE:** The law states that only employers having 25 or more employees shall be required to conduct safety classes and that exempted employees are not counted in the 25 or more employees.