

HEALTH AND SAFETY MANAGEMENT

The Findlay City School District will conduct all of its activities in compliance with applicable standards, codes, regulations, and laws. Each and every person at the district understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

In carrying out its responsibility for, and commitment to provide a safe and healthy environment, the District has established the Safety Committee. This committee is a resource for every person at the District. The Superintendent will draft policies and procedures to accomplish the goal of a safe and healthful environment. These policies and procedures will be reviewed by the Safety Committee, revised, and presented for Board approval when appropriate.

Each employee of the school district community will abide by established safety and health policies and procedures. It is the intent of the District to accomplish this goal through training and education. Failure by and faculty, staff, or administrative person to follow established policies and procedures will require the initiation of disciplinary procedures.

The Findlay City School District believes that its most valuable resource is the people who teach and work at this institution, and will do all that is reasonable to protect them.

RESPONSIBILITIES:

Superintendent

The superintendent has been delegated the overall responsibility for safety and health by the Board. The Superintendent is to maintain the programs necessary to insure the District's goal of providing a safe and healthful environment. These programs will include the Accident Prevention Coordinator(s) and the Safety Committee, which report to the Superintendent and insuring funding sources to address safety and health issues.

Accident Prevention Coordinator/Safety Committee

The Accident Prevention Coordinator/Safety Committee will assist the Superintendent by identifying hazards, reviewing policies and procedures, and reviewing work practices.

Further, the committees will assist the Superintendent as needed with evaluating programs and employee training.

Building Principals/Supervisors

Supervisors at all levels shall enforce safety and health policies and procedures as established and make disciplinary decisions within the framework of existing policy, as needed. Supervisors shall provide on the job training and advise the Superintendent of employee concerns with regard to unsafe work conditions, equipment, hazards, practices, etc. and maintain records, where required, for each employee.

Employees

Each employee shall wear appropriate identification (e.g. security tags) attend safety training meetings, adhere to all safety requirements, policies, procedures, practices and perform his/her duties in a safe manner. Employees are responsible for reporting via the Safety Alert Form:

- * unsafe acts,
- * unsafe conditions,
- * potential hazards,
- * accidents, and
- * risks of any kind

To the immediate supervisor as soon as he/she is aware that they exist (within 24 hours).

ID Badge Procedure

A) Findlay City School Employees

As a vital part of our security system, A Findlay City School identification badge with your name, photo and building will be issued to you during your first _____ of employment. Everyone is required to wear an ID badge in plain view while on the Findlay city School property during the school day.

If your identification badge is lost or stolen, you must obtain a replacement. A fee of \$ 5 will be assessed for all replacement identification badges. Lost or stolen cards should be reported to your supervisor, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to their supervisor as part of the Exit Interview.

B) Temporary Staff

Temporary staff with assignments of ____ or more weeks will be issued a photo ID badge. Those with a shorter assignment will be issued a Findlay City School's ID badge without a photo. The ID badge must be worn on the Findlay city School property during the school day.

Temporary staff is required to return their ID badge on the last day of their assignment.

Students and Visitors

The District recognizes its responsibility to provide a safe and healthy environment for its students and for visitors to the campus. Students and visitors are responsible, however, for adhering to posted safety and health regulations and for complying with any procedures of which they might be informed by District officials. Students and visitors are encouraged to report accidents, unsafe conditions, or risks of any kind to appropriate district personnel.

Adopted 7/9/03
Reviewed 4/25/05
Revised 2/23/2012
Reviewed 6/1/2012