

<b>Category:</b> <b>5000 - BUSINESS</b>	<b>Policy Number:</b> <b>5245</b>
<b>Policy Title:</b> <b>Safety and Safety Inspections</b>	<b>Effective Date:</b> <b>April 12, 2005</b>

**Building and Grounds Safety**

It is the policy of this district to provide safe, clean buildings, facilities and grounds for personnel, students, and visitors.

Student health and safety is of primary concern to the Board, therefore, safety and/or code enforcement inspections of facilities will be conducted periodically by staff personnel in addition to any State or federal inspection system. Further, the Board may employ individuals whose primary function shall be to promote the health and safety of the students.

**Safety Inspection**

The construction of any new buildings, or remodeling of existing buildings, will be inspected and approved by the local building inspector as complying with all local and state building codes.

All buildings owned by the school district will be inspected annually by the local fire department and other State agencies, as required by law.

It shall be the policy of the Board to act on recommendations as outlined by State Inspectors involving the health and safety of students and staff.

**Accident Prevention and Reporting**

The importance of safe work conditions and practices cannot be over stressed. Therefore, the Snake River Board of Trustees emphasizes that if the job cannot be done safely, employees should consult their supervisor.

Employees of the Snake River School District should be alert to hazards on the job. Any unsafe condition or lack of protective equipment needed to perform the assigned work shall be reported to the immediate supervisor.

- Reference: Policy 4040, "Facility Usage"  
 Policy 5215, "Building and Grounds Management"  
 Policy 5220, "Building Security and Access"  
 Policy 5260, "Vandalism Protection"  
 Procedure 5245p, "Safety and Safety Inspections"  
 Form 5245f, "Accident Prevention and Reporting Agreement"  
 Policy 6486, "Fire Safety"  
 Form: Maintenance Request Form

<b>Category:</b> <b>5000 BUSINESS</b>	<b>Procedure or Form Number:</b> <b>5245p</b>
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When a safety concern is found by an employee, Maintenance Requests Forms detailing the hazard will be submitted to the Maintenance Supervisor so that the situation might be corrected.

The maintenance and custodial staff will also survey the school buildings, facilities and grounds at reasonable intervals to determine whether or not a safety concern exists. A log will be kept of the inspections.

All minor safety concerns will be prioritized and corrected, as determined necessary to protect students, personnel and visitors from unsafe conditions. Any corrective action taken on minor safety concerns or any determination to delay corrective action will be documented by the janitorial staff.

Major safety concerns will be reported to the building principal's office. The corrective action taken, or determination to delay corrective action, will be documented by the school principal or superintendent.

<b>Category:</b>  <b>5000 BUSINESS</b>	<b>Procedure or Form Number:</b>  <b>5245f</b>
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**ACCIDENT PREVENTION AND REPORTING AGREEMENT**

The importance of safe work conditions and practices cannot be over stressed. Therefore, the Snake River Board of Trustees emphasizes that if the job cannot be done safely, don't do it, and consult with your supervisor.

Employees of the Snake River School District should be alert to hazards on the job. Any unsafe condition or lack of protective equipment needed to perform the assigned work should be reported to the immediate supervisor. All employees will:

1. Report injuries to the supervisor or district office immediately. When a safety concern is found by an employee, Maintenance Requests Forms detailing the hazard will be submitted to the Maintenance Supervisor so that the situation might be corrected.
2. Wear protective gloves when handling blood or other infectious materials.
3. Use respirators when working in dusty atmospheres.
4. Use safety glasses or shields when operating power tools and while handling chemicals.
5. Use hearing protection when subject to loud noise or high frequency power machinery.
6. Wear safety shoes or foot guards when handling heavy, solid objects.
7. Use welding hood, goggles and gloves when welding and eye protection when chipping slag.
8. Use appropriate equipment and supplies for the job and **only** use equipment or supplies provided by the school district (for example, ladders). If you need assistance, get it; if you see a co-worker who needs help, offer it.
9. Get assistance if needed and will offer to help a co-worker when needed.
10. Report damaged or unsafe electrical cords.
11. Get help if lifting more than 40-50 lbs. Wear a back brace and use proper lifting procedures.
12. Post and obey all safety signs.
13. Handle chemicals safely and in accordance with material safety data sheets (MSDS). Be familiar with Material Safety Data Sheets (MSDS) for chemicals.
14. Not allow any open flames to burn inside or outside the building, such as candles and incense.
15. Not allow anything to block exits.
16. Avoid any type of unsafe practice which could result in injury.
17. Alert their supervisor to any personal, physical or mental impairments whereby health or safety may be affected

I have read and will adhere to the above safety guidelines.

\_\_\_\_\_   
 District Employee

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Printed Name