

## West Bonner County School District

### PERSONNEL

5620

#### Safety Management Program

It is the policy of this district to promote a safe work environment for all employees and to take reasonable preventative measures to avoid accidents or injuries to employees. To that end, District Policy 9400 directs the Board to create and adopt a detailed Safety Management Program compliant with the material requirements of the Occupational Safety and Health Act of 1970 (OSHA). District personnel are required, as a condition of their employment, to read, understand, and abide by all provisions of the District's Safety Management Program.

While the District will take steps reasonably necessary to implement the Safety Management Program, the Board recognizes that the employees are the "first line of defense" against safety violations, and requires them to use their best judgement to prevent the kinds of avoidable or reasonably foreseeable accidents contemplated by the Safety Management Policy.

Finally, the Board (by way of District Policy 9400 and this Policy 5620) shall interpret any violation of the Safety Management Policy by any employee as necessarily and categorically outside the course and scope of the violating employee's employment with the District.

#### All District Employees

Inclusive of the provisions of the Safety Management Policy (see District Policy 9400), all District employees are required to use reasonable caution and analyze all work assignments and the work environment for potential hazards. Employees shall:

- Follow specific safety instructions articulated in the District Safety Management Policy;
- Utilize their best judgement when evaluating potential safety concerns inhered in any instructions that may be given to them by their supervisor;
- Act safely in daily activities and at no time do anything they reasonable expect could result in an accident or injury to themselves or others;
- Be responsible for their own safe conduct and do everything possible to safeguard others, unless doing so would unreasonable place the employee in peril;
- Be alert to any potentially or actually unsafe conditions and report them immediately to their supervisor, the building principal or another agent or assignee of the Board;
- Use all articles of safety equipment provided, and do so in strict compliance with the equipment manufacturers' instructions, suggested uses, and/or established industry best practices;
- Take good care of any tools, equipment or vehicles and report any needed repair or replacement necessary for safe use;
- Not attempt to operate, repair or otherwise use tools, equipment, machinery, vehicles without specific authorization and not attempt any of the same without the requisite expertise and training necessary for competent use of that article or tool;

- Not attempt to or actually tamper with or alter any tool, equipment, vehicles or other piece of machinery in a way contrary to or likely to be contrary to the intended use of that tool or article.

### Maintenance and Food Service Employees

All maintenance, transportation and food service employee shall comply with additional safety standards:

- Dress appropriately for the job. Wear closed toe non-slip shoes. Refrain from wearing loose fitting clothing or jewelry;
- Wear appropriate personal protection equipment as instructed;
- When handling or moving heavy objects, take precautions to avoid injury, including, but not limited to, using proper lifting techniques;
- Utilize chemicals and other products in strict compliance with manufacturer's instructions;
- Comply with state and federal requirements regarding food safety.

### Supervisors

Supervisors are required to provide a safe work environment for employees and to enforce standards as set forth in this policy. Supervisors shall:

- Ensure that all employees understand and observe safe work practices and procedures;
- Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them;
- Inspect work areas; observe employees performing daily tasks; and determine unsafe work habits, conditions and general housekeeping in the work area;
- Report immediately to the administration any unsafe conditions beyond their ability to correct or cure, that they suspect could develop into an unsafe condition beyond their ability to correct or cure;
- Investigate and submit a complete report of any accident or injury within 24-hours;
- Determine the cause of each accident and take corrective action;
- Evaluate employee performance for the ability to correct workplace safety issues.

### Disciplinary Action

Supervisors shall take necessary disciplinary measures to ensure safety rules and safe work practices and procedures are not violated. In any preventable situation constituting a potential or foreseeable threat to health and safety, or comprising an actual violation of the District's building safety policy, any employee responsible shall be made aware that the District will not tolerate nor be held liable for unsafe conduct by an employee. Situations necessitating supervisor intervention under this policy section may include, but are not limited to:

- Accidents resulting from failure to abide by the provisions of the District Safety Policy;
- Failure to use available personal protective equipment;

- Failure to use proper lifting techniques;
- Failure to observe hazardous footing conditions;
- Misuse of equipment.

In situations where there is a willful, reckless, or negligent disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action will be undertaken, up to and including termination of employment.

Cross Reference: 9400

Safety Program

Legal Reference: I.C. § 33-506  
I.C. § 33-512

Organization and Government of Board of Trustees  
Governance of Schools

Policy History:

Adopted on: July 15, 2020

Revised on: