

The safety of every employee of St. Maries Joint School District No. 41 is of vital importance. Every supervisor and every employee shall accept their responsibility for safety and conduct themselves in a manner that will insure their own safety and the safety of those working with and for them.

The District's goal is to reduce injuries to a minimum.

The District will rigidly enforce all safety practices and regulations as established and will obey all federal, State, county, and municipal safety laws, regulations, and codes.

The District recognizes the need for the development of safe working conditions and practices and will do everything practical to provide an efficient and effective accident-free operation.

Each supervisor must help develop techniques and procedures whereby the District's safety program will reach and affect every employee under his or her direction. It is also the responsibility of each supervisor to see that his or her employees are trained in techniques and practices to the point where they are effective in producing safe working conditions and habits that will result in accident prevention. Safety suggestions, safe working practices and conditions, accident investigations, and occupational requirements of employees shall all be carried out through the various supervisors.

All supervisors will consider it an essential part of their job to:

1. Prevent accidents;
2. Detect and correct unsafe practices and conditions;
3. Train their employees in safe work procedures;
4. Encourage well thought-out safety suggestions; and
5. Make sure each employee knows, understands, and follows all safety procedures and rules related to their job.

All employees are required, as a condition of their employment, to follow all established safety practices and to follow the instructions of their supervisors with respect thereto.

The Superintendent is responsible for the promotion and the coordination of safety activities throughout the District and in aiding the supervisors in safety training. Supervisors shall assist in accident-prevention efforts, supervise the investigation of accidents, accumulate and distribute accident records and statistics, and maintain contact with safety organizations and other organizations in the county on safety matters. The prevention of accidents is a primary responsibility of the supervisor and the employees.

Supervisors should:

1. Acquaint their employees with and make certain they understand and observe the safety rules and safety measures outlined in the District's safety policy and loss prevention directive, and all other District rules and regulations;
2. Hold a safety session with his or her employees regularly to promote safe working habits and discuss specific job hazards;
3. Inspect work areas daily, observe employees performing daily tasks, determine safe or unsafe work habits, conditions, and general housekeeping in work area. Negative observances should be corrected immediately;
4. Immediately report to the District Office any unsafe conditions beyond his or her ability to correct;
5. Investigate and submit a complete report within twenty-four (24) hours of any accident or injury occurring within the area under their supervision;
6. Ensure that employees receive first aid treatment on all minor injuries, and whenever necessary, transport injured employees to a medical facility on any injury wherein there is any question as to the seriousness of the injury;
7. Ascertain that the first aid kit in the job area is kept properly stocked and accessible at all times and understand the fundamentals of its proper use;
8. Have knowledge of the location, accessibility, and use of all fire extinguishers and firefighting equipment within the work area; and
9. Attend all scheduled safety meetings and contribute their ideas toward improving the District's safety program.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted: 08/10/1987  
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