

St. Maries Joint School District No. 41 is constantly striving to provide an accident-free environment for all employees. As a continuing part of this effort, a program of employee training and education followed by safety work rules and regulations is practiced throughout the District.

No matter how well safety is engineered into an operation, much of the employees' safety depends upon their own conduct. Some people work safely in dangerous surroundings, whereas others have accidents on jobs that are normally trouble free. Therefore, it is necessary to establish and enforce a clear statement of work rules and regulations.

Every industrial accident has some factor contributing to its occurrence. If the cause, upon investigation, is found to be deficient in the physical characteristics of work areas, it will be corrected. Similarly, if the contributing cause is found to be unsafe actions by the employee or supervisor, effective corrective action will be taken.

A corrective action shall always be determined by the evidence at hand. It is reasonable to hold employees responsible for their actions if the proper training process has not been followed. The proper corrective action for the District is to supply the education necessary to eliminate the cause of accidents.

The District has implemented a total loss prevention program governed by the following policy:

1. Assignments of responsibility, authority, and accountability;
  - A. The supervisor is the key to control of loss in the respective departments. Therefore, supervisors will be held accountable for accidents occurring in their particular department.
2. It shall be the responsibility of the supervisor and the employees to maintain safe working conditions;
3. Safety training programs shall be established for all supervisors and employees; and
4. All industrial accidents shall be reported, no matter how slight, to the immediate supervisor within twenty-four (24) hours or as soon as possible and always on the day of the accident. In addition, the supervisor's accident report shall be completed as soon as possible within a reasonable time following the accident, usually no longer than three (3) days following the injury.

Policy Cross Reference:

Legal Reference:

**Policy History:**

Adopted:	08/10/1987
Reviewed:	12/03/2008