

St. Maries Joint School District No. 41 requires that before a new employee begins employment with the District, they will participate in an orientation of their job requirements, which shall include the following information:

1. Working safely is a must;
2. All accidents and/or injuries are to be reported to the supervisor;
3. Location of first aid supplies and equipment;
4. Names of employees qualified to administer first aid;
5. Location of fire extinguishers;
6. How to operate fire extinguishers;
7. Know where list of emergency telephone numbers is posted; and
8. Each employee shall receive copies of the District's applicable policies and procedures and sign the Safety Information Acknowledgement and Management Policy Directive.
9. If applicable, each employee will execute the "Employment At Will" Statement.

Policy Cross Reference:

Legal Reference:

Policy History:

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