

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted:3/24/05 Revised: 7/30/08

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Reference: Board Minutes

Code: IV-L-2

**SAFETY POLICY**

1. Return to Work Policy

Summers County Schools has a Return To Work Policy in an attempt to get those injured on the job back to work as soon as reasonably possible. Efforts will be made to modify the work environment to allow the individual to remain on the job. The Safety Policy is a companion policy to the Return To Work Program (IV-H-10). It addresses the issues of safety in a comprehensive effort to prevent work place injuries.

2. Safety in all Matters

2.1 Employee and student safety will receive precedence in all operations, planning, and training. Providing a safe work place learning environment is first priority for our school system.

2.2 An investment in time and financial resources in prevention by addressing safety will provide benefits in lower workers compensation rates, insurance, direct expenses, and indirect expenses resulting in losses.

3. Safety Committee

3.1 A Safety Committee shall be organized with members representing various categories of professional and service personnel. Regularly scheduled meetings will occur. Director of Business and Operations, along with the Safety Manager coordinate the meetings and activities.

3.2 The Safety Committee will serve the following functions:

3.2.1 Sounding board for safety activities

3.2.2 Recommend new rules

3.2.3 Identify training needs

3.2.4 Review accidents and provide direction to reduce hazard

3.2.5 Document decisions with written agenda and minutes

3.3 Regular scheduled safety training will be provided to all employees.

4. Commitment to Safety at Administrative Level

4.1 At Director's staff meetings, safety issues will be discussed and reasonable measures needed to prevent injuring will be presented. The Superintendent or designee will be present and supportive of risk management and this safety effort.

4.2 Safety issues and measures to prevent injuries will be presented to the principals at monthly principals' meetings. Principals are to pass the safety information to all the staff at each individual school.

4.3 The Summers County Board of Education Access Committee will work to ensure the safety of students and employees through limiting access to facilities. School Access plans will be reviewed by the Safety Committee on an as needed basis to insure the effectiveness of each individual school plan.

5. Documentation of Injury and Reporting

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- 5.1 Procedures for documenting and reporting injuries to the Central Office have been developed. Please refer to your Employees Handbook. These procedures must be followed. Information about the procedures will be provided to all employees.
6. The adherence to written safety policy will be monitored. The Safety Policy and Return to Work Policies will continue to expand and be modified as needed as changes occur in Board of Risk and Insurance Management, National Fire Safety, and Occupational Safety, and Health Administration standards.