

**SAFETY PROGRAM/
RISK MANAGEMENT**

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SAFETY PROGRAM

Responsibilities of the Risk Management Department will include, but are not limited to the following:

1. Development of a comprehensive safety program that will include the following items:
 - a) Employee Safety Training: All district employees will receive an electronic Safety Manual and will be required to confirm that they have received and read the manual.
 - b) Injury/Hazards Investigations: Investigations will be conducted to identify hazardous conditions and to assess and control safety and health risks.
 - c) Facility Inspections: A safety specialist will conduct annual safety inspections of all district facilities. Inspections will be conducted in accordance with the state fire code and Occupational Safety and Health Administration standards.

An inspection report will be provided to the Principal and Head Custodian within ten business days of the inspection. It is the Principal's responsibility to ensure appropriate corrective actions are taken to address the safety concerns within 30 days of receiving the inspection report.

2. It is the responsibility of the safety specialist to provide assistance in achieving compliance with various local, state and federal safety and health regulations.

**ACCIDENT PREVENTION
PROGRAM**

The accident prevention program will ensure the implementation of the district's safety policy. As an integrated program and with the support of employees at all levels, the accident prevention program will be designed to reduce the number and the severity of job-related injuries to district employees.

Program objectives include:

1. Providing for the physical well-being of all employees of the district, students and visitors.

2. Reducing employee accidents, and thereby, reducing personal injury, property loss, time loss and related costs.
3. Providing effective safety orientation and training.
4. Ensuring proper procedures are in place to investigate accidents, develop corrective action and provide for employees' needs.

CANDLES AND
ELECTRIC ELEMENTS

Lighted candles, oil lamps, lanterns and electric heating elements, including but not limited to, candle, wax and potpourri warmers, scented plug-ins, space heaters and other heating elements will not be used for any purpose.

LAST REVISED: February 8, 2017