

Conway School District

SAFETY PROGRAM

Approved by the Joint Loss Management Committee
January 14, 2013

SAFETY PROGRAM

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INTRODUCTION

It is the goal of the Conway School District Safety Program to anticipate, observe and ultimately eliminate workplace safety concerns with a goal to reduce or eliminate the overall potential of workplace accidents and injuries. This can only occur through an active and cooperative effort between management and employees. All employees are encouraged to work safely and to report any potentially dangerous situations. Employees are encouraged to take an active role in this process.

MANAGEMENT STATEMENT OF COMMITMENT

The management of The Conway School District is committed to provide a safe workplace environment for all staff. The following positions are entrusted with this commitment: Superintendent, Assistant Superintendent, Special Education Director, Director of Administrative Services, Finance Director, Facilities Director, and building administration.

It is our belief that all workplace injuries are preventable, and towards that end, all staff is encouraged to report *any* safety concerns to the administrators listed above. It is incumbent upon each administrator to work diligently to address any and all safety concerns.

RESPONSIBILITIES

Management

- Provide all staff with a copy of the Safety Program & Regulations
- Provide staff with all necessary safety equipment, including proper work stations and chairs.
- To the extent reasonably possible, correct any unsafe conditions that exist and that have been brought to their attention
- Provide training on safety as necessary
- Promptly investigate any claims of unsafe situations
- Provide discipline for any violations of safety procedures
- Coordinate Safety Committee meetings and safety inspections

Employees

- Promptly provide management with any observed safety concerns
- Report any accident or injuries to themselves
- Obey all safety procedures
- Attend appropriate safety training

JOINT LOSS MANAGEMENT COMMITTEE

The Joint Loss Management Committee (Safety Committee) shall include liaisons from each of the schools in Conway. They shall meet at least quarterly, in addition to building level meetings throughout the year.

SAFETY RULES AND REGULATIONS

A list of Safety Statutes, Rules, and Regulations shall be available for anyone to view in the office of the Director of Administrative Services or by going to the New Hampshire Department of Labor website.

DISCIPLINARY POLICY

Any violation of safety statutes, rules, regulations, policies and practices shall be treated like any other disregard for employment rules such as attendance and quality of work. In general the process shall begin with a verbal warning, followed by a written warning, followed by suspension, followed by dismissal. However, depending on the severity of the violation, disciplinary procedures may be taken out of the order listed above.

ACCIDENT/ INCIDENT REPORTING

The purpose of reporting and investigating accidents is not to find fault, but to find a way to reduce or eliminate their occurrence in the future.

In general, when management is informed of an accident/incident they shall investigate immediately. Such investigation shall include, but not be limited to: Inspecting the scene, speaking to witnesses, interviews with the victim(s), photographs, filing appropriate reports and developing an action plan so the accident/incident doesn't happen again. These findings shall be brought (without names) to the Joint Loss Management Committee at their next meeting.

TRAINING REQUIREMENTS

All new employees, substitutes, "temps", outside contractors, volunteers, etc. shall also be provided with a copy of this policy and provided any special safety training as it relates to their specific position.

EMERGENCY EVACUATION AND RESPONSE PLANS

Whenever there is an emergency, all staff will either be notified through the SAU #9 Alert Now communications system, or through the building's fire alarm system.

In the case of a non-evacuation emergency (medical for example), it shall be the responsibility of the Receptionist to call 911. If the Receptionist is the victim, it shall be the responsibility of the Principal to call 911.

If there is an emergency that requires the evacuation of the building, everyone is empowered to pull the fire alarm. All staff shall exit according to the school emergency plan. No staff shall remain in the building.

Remember:
IS EVERYONE OUT OF THE BUILDING AND ACCOUNTED FOR?

SAFETY AND HEALTH COMMUNICATIONS

All staff/safety committee meeting minutes will be distributed to all staff prior to the meeting date. Any safety related information; brochures shall be posted on the central bulletin board in each building. All staff will be informed (usually via e-mail) of upcoming safety training. Minutes of Safety Committee meetings will be posted on the staff bulletin board.

SAFETY AND HEALTH ASSISTANCE RESOURCES

NH Department of Labor
P.O. Box 2230
Concord, NH 03302
(603) 271-6850 or (603)-271-7822

Occupational Safety and Health Consultation Services
NH Department of Environmental Services
29 Hazen Drive
Concord, NH 03301
(603) 271-2024

Safety and Health Council of NH
163 Manchester St., Suite D
Concord, NH 03301
(603) 228-1401