

OCCUPATIONAL SAFETY

It is the desire of the Muhlenberg School District to protect the safety and welfare of our employees and all who enter and use our facilities and grounds. The School District shall take reasonable action to promote continuous safety awareness and foster an atmosphere where accidents and occupational injuries are minimized.

OCCUPATIONAL SAFETY

I. Authority

The Board of Directors of the Muhlenberg School District authorizes the development, implementation and continuous refinement of a District-wide Occupational Safety Program. The purpose of the Program is to provide definition to what constitutes a safe and secure working environment for all employees and those who enter and use our facilities and grounds. The scope of the Program will encompass all district facilities and grounds. The Program shall be a public source of information for all District employees, students and visitors.

The Board of Directors authorizes an Occupational Safety Committee to administer the Program which will oversee Program compliance. The Committee shall conduct routine inspections, identify real and potential hazards, investigate all accidents, recommend policies and procedures, and propose recommendations or corrections to unsafe occupational circumstances. The Committee will provide awareness training to district employees pertaining to our Safety Program and safety issues. The Committee is also responsible for the annual review and assessment of the Occupational Safety Program's practicality and effectiveness. Involvement of employees, administration and management at all levels is critical for the success of the programs. The Committee shall report directly to the Superintendent and Assistant Superintendent of Schools.

II. Policy

In order to enhance the School District's commitment to safety in the workplace:

- A. All employees shall be provided reasonable workplace safeguards to ensure safe working awareness and conditions.
- B. All employees shall be instructed in job safety awareness.
- C. All employees shall be trained in the safe performance of their duties.
- D. All equipment, tools, and machines shall be maintained in good working condition.
- E. All work spaces will be maintained in a clean and organized manner.
- F. All applicable federal, state, and local laws regarding workplace safety will be followed.

III. Occupational Safety Program

The Occupational Safety Program will focus on safe and secure working environments for all employees, to include but not be limited to all work areas, classrooms and common spaces within District facilities and grounds. In particular, mechanical spaces, garages, storage areas, playgrounds, public assembly areas, workshops, kitchens, laboratories, outdoor public structures, physical fitness and sporting areas, and other areas that may give rise to potential hazards for its users will have a greater emphasis.

IV. Occupational Safety Committee

The Muhlenberg School District Occupational Safety Committee shall consist of administrators, supervisors, directors, coordinators, and employee representatives who are interested in promoting a safe work environment for all District employees, visitors and contractors. In addition to the tasks directed by the School Board of Directors, the Committee shall:

- A. Promote employee involvement in workplace safety.
- B. Establish procedures for annual review of the Safety Program.
- C. Establish procedures for employee input and recommendations to workplace safety.
- D. Identify and distribute applicable safety standards and codes.
- E. Provide site specific safety instructions including use of Personal Protective Equipment (PPE).
- F. Provide initial and refresher safety awareness training.

V. Supervision

Supervisors are responsible for training their employees in safe work practices. This includes proper safety procedures, work practices, personal safety, safety of others, and safe methods to do the job. Supervisors must enforce the School District's rules and take immediate corrective action to eliminate hazardous conditions and practices. The District's insurance provider must be contacted for all work related injuries.

VI. Employees

Each employee, regardless of their position within the School District, is expected to cooperate in ensuring and maintaining a safe workplace. Each employee is expected to:

- A. Follow site-specific and general safety instruction practices including wearing of personal protective equipment as required for specific work responsibilities.
- B. Be aware of their surroundings and the people within those surroundings.
- C. Report all hazardous conditions or other occupational safety concerns to their Supervisor immediately.
- D. Contact the school nurse for all emergencies when school is in session. In the absence of a school nurse, 9-1-1 must be called.
- E. Immediately report all non-emergency accidents to both his/her supervisor and the school nurse.
- F. Seek treatment, if necessary, with a physician listed on the District's Panel of Physicians for work related injuries.