

Personal Safety

It is the intent of the Board of Trustees to encourage safe work areas and work habits. The policy will be implemented as follows:

1. Job descriptions will require safe work habits including the use of safe tools in a safe environment.
2. Job performance will be monitored on a regular basis and will include notations of personal work habits.
3. Employees will be required to immediately report any unsafe situation or condition to building principals or the Maintenance Director.
4. Reports will be on a standard Safety Violation Form that will include corrective action taken or required, signed and dated.

Policy History:

Adopted on: 03/25/08

Revised on: