

ABERDEEN SCHOOL DISTRICT #58

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ABERDEEN SCHOOL DISTRICT #58 Management Policy Directive/Safety Policy

It is the policy of **Aberdeen School District #58** to provide safe working conditions for all employees, to provide complete instructions covering safe working methods, and to make available special equipment required to protect employees against particular hazards.

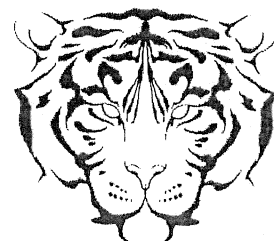
You are expected to observe all applicable safety requirements, to make sure that you have all available safety equipment, to use the safety equipment provided, to practice safety at all times, and to report immediately any unsafe or hazardous conditions to your supervisor. It is a job requirement that you help detect and eliminate unsafe conditions or acts at all times.

We require you to know and understand the accident prevention program, learn about your roles and responsibilities and then conscientiously work in accordance with its requirements. It is the duty of all employees to attend safety training meeting arranged by Aberdeen School District #58. Employees who violate safety rules or fail to attend safety meetings are subject to discipline, which can include termination of employment.

Let us each do our part in providing a safe work environment.

C. Ward
Superintendent

8-1-21
Date



ABERDEEN SCHOOL DISTRICT #58
Statement of Supervisor Responsibilities

Employee safety on the job is the primary responsibility of every member of management and supervisor. It is the supervisor's duty to see there is complete safety in his or her area at all times. The supervisor must be constantly on the alert for incidents of human error and mechanical failure and take the initiative to make corrections.

Accidents do not affect the employee alone. They cost money, cause lost time and affect the production and morale of the company as a whole.

To make the program effective every member of management shall ensure that:

1. All employees have received proper job instruction and are familiar with safety rules and regulations.
2. Work areas are frequently examined to ascertain that the work environment is safe and that employees are working in a safe manner.
3. Insist that employees report every accident and submit a report within 24 hours. Follow proper procedures and make sure the employee receives proper medical attention.
4. Accidents are investigated and corrective action is initiated where necessary.
5. Ensure all employees are provided with and properly using required safety equipment i.e., safety glasses, ear plugs, and hard hats.
6. Discuss on a daily basis safe work habits, specific job hazards and other safety issues.

Supervisor Signature: _____

A Jeward

Date: 8-1-21