

## **SAFETY AND HEALTH POLICY**

The Leadership Team of *Claymont City Schools* firmly believes that the safety and security of our employees, visitors, contractors, sub-contractors, and other interested parties is paramount in providing an environment that is conducive to teaching, learning, working and enjoying activities in and around the school district facilities. To further accentuate this commitment, this written Safety and health Policy will become the process by which we stay committed to the above stated premises and by which we will carry out our duties on a daily basis. All employees will play a vital role in the implementation and ongoing maintenance of this program. Included in this policy are guidelines for: risk reduction, safety coordination, evaluation, necessary resources, communications, medical management, safety management, and physical hazard evaluation.

Responsibilities of top management positions will include:

- provide adequate resources for the process
- hold supervisors accountable for this process
- actively participate in the safety process
- attend safety training sessions and further these as in-service opportunities
- facilitate this process with the safety coordinator's support and expertise

Responsibilities of all supervisors will include:

- attend/conduct safety meeting and training
- observe unsafe conditions and act accordingly
- investigate incidents and follow up
- maintain a safe environment

Responsibilities of all employees addressed in this policy include:

- attend all training sessions scheduled
- participate in safety meetings
- adhere to district procedures
- alert supervisors to unsafe conditions

Responsibilities of all contractors and sub-contractors include:

- adhere to district procedures
- alert supervisors to unsafe conditions

This policy will be posted in all employee handbooks, staff lounges and building offices. This policy's basic premise is to convey the fact that the fundamental belief of *Claymont City Schools* that ACCIDENTS ARE PREVENTABLE. This

policy is a statement of the fact that *Claymont* is committed to achieving and maintaining compliance. Additionally, this policy will guide our organization's behavior relative to safety and health.

In conclusion, this policy will be presented to all contractors and sub-contractors who will work at *Claymont City Schools*. This policy will be evaluated annually by the Leadership Team and reviewed with all employees.

## **SAFETY COORDINATOR'S CREDO**

The *Claymont City Schools* and its Safety Coordinator believe in the following "guiding principles" for the overall safety of the students, staff, and community members while on our premises:

- Safety is EVERYONE'S responsibility!!!
- EVERYONE is accountable for their own Safety and their co-workers Safety!!!
- The Safety Coordinators role is to create a culture of safety awareness.
- The Safety Coordinator is not held responsible for the entire safety program. He/She is a coordinator, with line management being held accountable for safety performance in the buildings or designated areas.
- The Safety Coordinator is to work closely with all staff. There will be a collaborative and supportive interaction between each group listed above.
- The Safety Coordinator is active in his/her role and makes continued education and attendance at professional safety and health meetings a mandatory expectation in this role.
- The Safety Coordinator will attend administrative team meetings, board of education meetings, safety team meetings and other meetings upon request of the director.