

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Staff Health and Safety
Section: Personnel
Code: GBE-AR

The superintendent shall take appropriate action to provide for the health and safety of all employees while they are engaged in the performance of their duties.

The superintendent or designee will develop training and written procedures as are necessary to accomplish this goal and to meet the requirements of law.

It is the desire and intention of the district to provide and maintain for employees a safe work area and safe equipment. The district shall establish and insist upon safe work practices by each employee.

It shall be the responsibility of every employee to work toward this goal, regardless of the capacity in which he/she may function. Safety is a matter of individual attention to personal behavior and potential work hazards that may exist or arise. Safety requires teamwork and communications to correct unsafe conditions.

An accident prevention and safety program shall be maintained that includes:

1. Providing mechanical and physical safeguards to the extent they are needed;
2. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards and to comply fully with the safety standards for every job;
3. Training all employees in good safety practices;
4. Providing necessary personal protective equipment where needed and instructions for its use and care;
5. Developing and enforcing safety rules;
6. Investigating accidents promptly and thoroughly to determine and to correct the cause and to establish measures to prevent reoccurrence;
7. Recognizing and responding appropriately to the presence of hazardous materials.

Achieving the district's safety goal requires the full cooperation of every employee. Failure to comply with district, state or other safety requirements designed to prevent injury may result in disciplinary action against the employee, up to and including dismissal.

Reviewed: 6/17/11
Approved: 6/17/11