

## RISK MANAGEMENT POLICY STATEMENT (Employee Safety and Health)

In accordance with requirements of the Occupational Safety and Health Act of 1970, maintaining safe and healthy working conditions is a priority of the School Board of the Staunton City Schools. Safety and health in every part of our operations is the responsibility of every employee at every level.

It is the intent of Staunton City Schools to comply with all applicable laws and regulations. To do this, we must constantly be aware of conditions in all work areas that can produce injuries or illness. Employees are not required to work at a job that is not safe, or that exposes the employee to health hazards. Every employee is expected to cooperate in detecting, reporting, and controlling such unsafe or unhealthy work conditions. Employees are expected to inform their supervisor immediately of any such conditions beyond their ability or authority to correct.

The personal safety and health of each employee of Staunton City Schools is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities safeguards required for personal safety and health, in keeping with the highest standards.

Staunton City Schools will maintain a safety and health program conforming to the best practices of similar organizations. The program will embody proper attitudes toward injury and illness prevention on the part of both supervisors and employees. Additionally, each employee is required to cooperate with his/her co-workers to reduce work-related injury and illness.

Our objective is to achieve a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, in keeping with the best practices of other similar organizations. Our ultimate goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible
- Conducting safety and health inspections to identify, eliminate or control safety and health hazards, as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment and instructions for use and care
- Developing and enforcing safety and health rules, and requiring all employees to cooperate with these rules as a condition of employment
- Promptly and thoroughly investigating every accident to determine the cause and correct the problem to help prevent re-occurrence
- For the purposes of encouragement, goodwill, and cost control, we will establish a system of consistent and personal follow-up with any employee who is unable to work as a result of a job-related injury or illness.

Staunton City Schools recognizes that the responsibilities for safety and health are shared, and the following responsibilities are assigned:

- The Employee accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required for ensuring safe working conditions.
- Supervisors are responsible for fostering a proper personal and departmental attitude toward safety and health, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety procedures while performing their duties.

Adopted: DECEMBER 2003

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