

## **SAFETY PROGRAM**

Employee, student, or visitor accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of time, expensive legal action, property damage, needless cost, and personal pain and suffering. A system-wide program of safety shall be maintained in order to render the school system environment as hazard-free as possible. Provisions of the safety program shall be in compliance with all state and federal guidelines. All available information and assistance shall be utilized to enhance the safety of the school system.

As part of the safety program, the Zachary Community School Board shall require regular inspections of the buildings and grounds of each school, by the principal or the building administrator at non-school sites. Quarterly inspections, documented in writing, concerning the condition of all buildings within the system in terms of student, employee, and public care and safety shall be submitted by the principal or building administrator to the Superintendent or designee.

### **EMERGENCY PREPAREDNESS**

Supervisors and school administrators shall acquaint each employee under their charge with the school emergency preparedness guidelines and their area of responsibility in the event of emergency. They should supervise, implement and evaluate all on-going disaster preparedness programs for the school or department.

Faculty members shall provide students with instructions in the area of disaster preparedness and participate in disaster preparedness training programs.

Every school should have a well-stocked first aid kit and one or more individuals responsible for it.

Principals and supervisors shall have readily available the phone numbers of the fire department, police department, ambulance service, all bus drivers and substitute drivers.

### **TRAINING PROGRAM**

A safety training program for all new employees shall be conducted by the school or facility administrator or his/her designee. New employees shall receive instruction with regard to the use of personal safety equipment and the source(s) for procuring assistance when needed.

## FIRST AID

It shall be the responsibility of the school or the facility administrator to schedule and implement employee first aid programs that shall provide trained first aid persons at each site. Laboratory instructors, coaches, vocational and shop instructors, cafeteria and maintenance department personnel should undergo first aid training and continue to maintain their first aid certification.

A complete first aid kit shall be placed and maintained in all potentially hazardous areas, such as shops, labs, cafeterias, janitors' rooms, and physical education departments. A log sheet shall be kept at each job site, and all first aid treatment shall be logged to show the date, name of employee, job title, and reason for treatment and the first aid service provided.

## RECORDKEEPING

Records of injuries are essential to an efficient and successful loss control program. They provide a means for gauging frequency and severity areas of operation for providing information concerning the cause of loss. Therefore, the Zachary Community School Board shall require adequate accident and safety records be prepared and maintained.

Ref: La. Rev. Stat. Ann. §§[17:81](#) , [23:1034](#) , [23:1291](#) , [40:1578.6](#)

Zachary Community School Board