

SAFETY ISSUES AND REPORTING OF HAZARDS

A stepstool or ladder must be used when looking for, retrieving, or returning any item or items that are higher than the employee's outstretched arm length. Never use a chair, desk or unsanctioned non-climbing device to gain access to elevated areas.

Walkways (defined as, but not limited to: halls, corridors, stairs, stairwells, doorways, sidewalks, passageways, etc.) must be clear. Storage of any kind is prohibited in these areas.

Hand rails must be used when entering and exiting a school bus, and at any other location where hand rails exist.

Occupants of any vehicle being used for school division business will use the seat belts.

Electrical cords must not be placed in walkways. They must be bundled together and fastened under desks, as applicable.

Proper attire (particularly footwear) must be worn for current conditions.

Unsafe conditions must be reported immediately to at least one of the following: Building Administrator, Operations/Maintenance Department, or the Central Office. They will, in turn, notify proper parties.

Unsafe practices must be reported immediately to at least one of the following: Building Administrator, School Nurse, or Central Office who will notify proper parties.

Employee, student, and visitor injuries must be reported immediately to the proper authority (School Nurse, Building Administrator or Central Office).

Vehicle incidents must be reported immediately to the Operations/Transportation Department (434-542-5659) and/or Central Office (434-542-5151).

Adopted: September 25, 2009