

Safety Policy

The Raleigh County Board of Education holds in high regard the health and safety of all employees, students, and visitors. It is the policy of the Board to provide loss control programs that will protect employees from occupational injuries and illnesses, protect Board property from loss and damage, and protect the environment.

Operations

It is the goal of the Board to integrate health, safety, and environmental policies and procedures as a core component in its existing operations. The Board strives to establish a system for total employee involvement in health, safety, and environmental processes.

Responsibility

Working safely is everyone's responsibility. All employees, including administrators, teachers and service personnel have the responsibility to promote and recognize safety consciousness.

Supervisors are responsible for creating and maintaining a safe working environment and to promote safety as an integral part of the job itself. In that regard, supervisors are responsible to make certain that employees are trained to perform tasks in a safe manner, to ascertain that proper safety equipment is available and being used and to include safety considerations in all work practices, policies and procedures. Supervisors are required to report and file accident/injury reports as directed by the **Accident Reporting Policy**.

The ability to work safely is a condition of employment with Raleigh County Board of Education. Employees are expected to perform their assigned job responsibilities in a safe and responsible manner. Established safety rules and procedures are to be followed by all personnel. Failure to follow established safety rules and procedures, regardless of whether or not an injury occurs as a result of said failure, shall result in disciplinary action, including oral or written reprimand, unsatisfactory performance evaluation, plan of improvement, suspension or termination of employment. The level of discipline shall be determined by the severity and frequency of the violations. Examples of unsafe behaviors which can result in disciplinary action include, but are not limited to, failure to use provided personal protective equipment (such as non-slip shoes, hearing protection, safety glasses, etc.), failure to properly use ladders, failure to promptly clean up spills or warn of their presence, failure to wear seatbelt and observe posted speed limits when operating Board vehicles, unsafe lifting practices, failure to promptly report an injury to the immediate supervisor, etc.

Enforcement

An employee, who violates any provision of the Board's **Safety Policy**, or any regulations or procedures related thereto, shall be subject to the following incremental disciplinary steps:

1. Documented conference with immediate supervisor
2. Formal written reprimand from immediate supervisor
3. Placement on a 30-day improvement plan*

4. Five-day suspension without pay by the Superintendent and approval of the Raleigh County Board of Education
5. Dismissal

*Improvement plan procedure will follow West Virginia Board of Education Policy 5310 for Professional Personnel and West Virginia Board of Education Policy 5314 for Service Personnel.

Training

The Board shall offer appropriate safety training to its employees on a regular basis. The training shall be designed to alert employees of the potential for injuries in the workplace and to help them recognize and avoid hazardous situations which could result in an on-the-job injury.

Evaluation

Periodic reviews of health, safety, and environmental policies and procedures will be handled by the Office of Safety & Loss Control.