

SAFETY AND INSURANCE

A continuous program of safety and safe practices should be followed in the schools by all employees.

- A. Every employee should be alert to accident hazards. Principals and custodians should observe hazards in the school plant or grounds daily.
- B. Any condition that might lead to fire, personal injury, or danger should be reported by the observer and corrected by responsible employees.
- C. Injuries to employees or students, unless the school district is negligent, are not covered by insurance.
- D. Teachers should supervise all groups carefully and be present so as not to be negligent in the performance of their duties. A dangerous act on the part of pupils should not be permitted.
- E. Principals are responsible for requesting and posting warning signs.

An accident report should be made on any accident to a student or employee and it should be submitted promptly within seven days with all the facts. All accidents, sports included, must be reported on the Student Accident Report Form A in triplicate. One copy of the accident form is submitted to the District Office and one copy directly to the insurance broker. Questions concerning insurance should be addressed to the Assistant Superintendent for Business and Support Services.