

Davis School District Policy and Procedures

Subject: 3RM-001 Safety Issues in the Workplace
Index: Risk Management and Workplace Safety
Revised: October 3, 2017

1. PURPOSE & PHILOSOPHY

The Davis School District (District) shall furnish employment and a place of employment free from recognized hazards that are causing or are likely to cause death or physical harm to employees and comply with the standards promulgated under the Utah Occupational Safety and Health Act (OSHA).

2. GENERAL SAFETY PROVISIONS

The establishment and maintenance of a safe work environment is the shared responsibility of the District and employees from all levels of the District organization.

- 2.1 The District shall attempt to do everything within its control to assure a safe work environment and compliance with federal, state, and local safety regulations.
- 2.2 The superintendent, environmental maintenance director, principals, building manager, and custodians have a prime responsibility of assuring the life, safety, and well-being of all occupants of any building under their authority.
- 2.3 Employees are expected to obey safety rules and to exercise caution in all their work activities.
- 2.4 Employees are expected to report unsafe conditions and accidents to their supervisor or the District Risk Management office as promptly as possible.
- 2.5 Principals and supervisors at all levels of the District shall correct unsafe conditions or report unsafe conditions in writing as promptly as possible to the Risk Management Department.
- 2.6 Safety equipment and clothing shall be worn or used when called for by the situation/task.
- 2.7 Disciplinary action may be taken when known safety procedures are not followed.

3. SITE BASED SAFETY

- 3.1 Safe working conditions for all employees can be attained through the use of safety equipment, proper job instruction, frequent review of safety practices and procedures, and conscientious supervision. Therefore, each school and/or District department shall have a definite safety plan to establish school or departmental safety rules and procedures not covered in District-wide policy. The safety plan will be consistent with OSHA and Risk Management requirements and safe working practices.
- 3.2 It is the school administrator's and/or department supervisor's responsibility to provide or arrange for necessary safety training for his/her employees and volunteers. Property safety procedures should always be known and followed by all employees and volunteers.
- 3.3 If a student, patron or employee needs medical attention the employee or nearest bystander shall:
 - 3.3.1 provide assistance and take emergency measures;
 - 3.3.2 telephone the paramedics at 911, as required; and
 - 3.3.3 report the incident to the principal or supervisor.

- The principal or supervisor shall document the incident on appropriate District forms.
- 3.4 Principals and supervisors shall develop procedures for reporting employee illness during the workday and for replacing employees absent due to illness to ensure a safe environment for students and staff.

4. STORAGE OF EQUIPMENT AND SUPPLIES

OSHA standards shall be followed to ensure that employees are appraised of all hazards, relevant symptoms, emergency treatment, and proper conditions and precautions of safe use or exposure. All schools or District work locations shall be provided with:

- 4.1 Proper storage and labels or other forms of warning of mixed chemicals.
- 4.2 Adequate storage for flammable chemicals and power equipment.
- 4.3 Suitable protective equipment and control or technological procedures for use in connection with such hazards.
- 4.4 Monitoring or measuring employee exposure at such locations and intervals, and in a manner necessary for the protection of employees.
- 4.5 Medical examinations or other tests to employees exposed to hazards in order to most effectively determine whether the health of employees is adversely affected by exposure.
- 4.6 Training program for all newly hired employees.
- 4.7 Custodian closets that shall be kept locked while not in use.

5. DISTRICT RISK MANAGEMENT AND SAFETY COMMITTEE

To provide risk management and the safest possible work environment for employees, students, and visitors; the superintendent shall appoint a District Risk Management and Safety committee composed of representatives from throughout the District. The committee shall:

- 5.1 Establish, communicate and execute an effective safety program;
- 5.2 Receive and consider safety concerns referred by schools, departments, and employees;
- 5.3 Promote risk management at all levels of the organization;
- 5.4 Inform employees of their right to petition the Utah Occupational Safety and Health Division of the Industrial Commission of Utah for a hearing; and
- 5.5 Submit to the superintendent/or designee an annual report on the activities, findings, and recommendations of the committee.

6. SAFEGUARDING OF PREMISES

- 6.1 Responsibility
The principal shall be responsible for building security, keys/employee access badges, building equipment and materials.
 - 6.1.1 The individual charged with building security and safety is responsible first to students. No student shall be allowed access without supervision to any part of the building that could endanger the student (i.e., boiler rooms, fan rooms or storage areas that house hazardous tools or substances).
 - 6.1.2 The public has the right to expect that everything possible will be done to keep District buildings free from theft and vandalism.
- 6.2 Building Security
Core hours when each building's security system is turned off shall be determined by the school principal in compliance with Core Hour guidelines.
 - 6.2.1 Only those with authorized security numbers shall request changes in the approved hours when building security is on or off.
 - 6.2.2 The principal shall designate the employee responsible to make building checks

on weekends as required by individual building requirements. The building checks shall be recorded showing the date and time of the building check.

6.3 Building Key/Access Badges Management

Keys/employee access badges shall be issued based on employees' need to perform assigned duties and the District's need to maintain security.

6.3.1 Issuing Keys/Access Badges to Employees

School Master keys/employee access badges may be issued only to the following personnel:

- [a] school principal;
- [b] assistant principal(s);
- [c] custodians (including part-time custodians);
- [d] designated secretary;
- [e] school foods unit manager;
- [f] designated maintenance personnel; and
- [g] other personnel designated by the superintendent.

6.3.2 Other employees shall be issued the keys/employee access badges needed to access areas under their responsibility that enable them to perform their assigned duties. In no case shall keys/employee access badges be issued to students.

6.3.3 Management of Keys/Employee Access Badges to Insure Security

- [a] Part-time custodians shall deposit their keys/employee access badges in the security key box nightly at the conclusion of their assigned shift.
- [b] Those responsible for building security shall develop a key checkout system which meets local school needs for building usage for times that the school is not normally open (i.e., weekends, evenings).
- [c] Sets of keys/employee access badges used by employees for this purpose shall not have any master keys/employee access badges as a part of key sets.
- [d] Any duplication of keys/employee access badges must be done by District maintenance personnel with approval of the building principal.
- [e] Duplication of keys/employee access badges by any employee other than those with authority shall result in appropriate disciplinary measures.

7. COMPLAINTS

7.1 Reporting Unsafe or Dangerous Working Conditions

7.1.1 In compliance with applicable federal and state law, it is the policy of the District to investigate promptly and resolve all complaints and reports of violation of an adopted safety or health standard that threatens physical harm, or that an imminent danger exists.

7.1.2 Employees are encouraged to report such violations to their immediate supervisor who shall work with the Risk Management Department to resolve any working conditions shown to be unsafe.

7.1.3 Any employee or representative of employees who believes that a violation exists, may also request an inspection by giving notice to the Utah Division of Occupational Safety and Health (UOSH).

7.2 Retaliation

The District will not tolerate retaliation, intimidation, or discrimination of any kind towards an employee who has filed any complaint or instituted or caused to be instituted any proceeding under or related to the Occupational Safety and Health Act (Act) or has testified or is about to testify in any such proceeding or because of the exercise by such employee, on behalf of himself or others, of any rights afforded by the Act.

7.3 Whistleblower Protection

An employee who believes that the employee has been discharged or otherwise retaliated against by any person in violation of this section may, within 30 days after the violation occurs, file a complaint with UOSH alleging discharge or retaliation in violation of this section.

State of Utah Labor Commission
Utah Occupational Safety and Health Division
160 East 300 South, 3rd Floor
P.O. Box 146650
Salt Lake City, Utah 84114-6650
(801) 530-6901

[File a complaint to report workplace safety or health hazards](#)

REFERENCES

29 U.S. C. Chapter 15 – Occupational Safety and Health
41 U.S.C. Chapter 81 - Drug-Free Workplace
[Utah Code Ann. Title 31A, Chapter 12](#) – State Risk Management Fund
[Utah Code Ann. Title 34A, Chapter 3](#) – Utah Occupational Disease Act
[Utah Code Ann. Title 34A, Chapter 6](#) - Utah Occupational Safety and Health Act
[Utah Code Ann. Title 63A, Chapter 4](#) – Risk Management
[Utah Administrative Code R614-1-5 \(D\)](#) – Employer, Employee Responsibilities.

RELATED POLICIES AND GUIDANCE

[3RM-003 Fire Prevention and Safety Compliance](#)
[3RM-005 Vehicles and Equipment Use Policy](#)
[3RM-006 Substance Abuse and Drug Free Workplace](#)
[Davis School District Integrated Pest Management Plan](#)

DOCUMENT HISTORY:

Adopted: January 21, 1992

Revised: November 4, 2003 - Removed Fire Prevention and Fire Safety. Give this section separate policy name and number. 7SS-004 Fire Prevention and Safety Compliance

Revised: August 17, 2004 – Added section pertaining to District Vehicles and Use.

Revised: July 12, 2005 – Removed section 3.2 Proper Use of District Vehicles and Equipment, now in policy 2HR-013 Vehicle and Equipment Policy. Policy renumbered.

Revised: October 5, 2010 – As part of a five-year review, including a reorganization of the Table of Contents, policy was renumbered from 2HR-011 to 3RM-001 and renamed Safety Issues in the Workplace (formerly Safety Issues in Human Resource Management).

Moved Workers' Compensation provisions to separate policy (3RM-101). Removed drugs, alcohol and smoking rules have this in policy 3RM-006. Deleted obsolete language on local risk management committees.

Revised: December 6, 2016 by consent - Five-year review. Non-substantive changes to reflect current practice.

Revised: October 3, 2017 - Added section on reporting unsafe conditions and, retaliation and whistleblower protections.