

Lewistown School District

NON-INSTRUCTIONAL OPERATIONS

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District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents will be reported to the District office.

The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan will be distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

The Superintendent will develop necessary safety and health standards which comply with the Montana Safety Culture Act.

Safety Program

As a result of the Montana Safety Culture Act, the District is mandated to bring workers and employees together to create and implement a workplace safety philosophy. Therefore, it is the responsibility and duty of the District to participate in development and implementation of safety programs meeting the specific needs of the workplace, thereby establishing a safety culture which will create a safe work environment for all future generations. The objectives of the District are to provide:

1. An accident- and injury-free work environment through:
 - a. A hazard-free workplace;
 - b. A safety-conscious workforce.
2. Reduction in costs associated with occupational accidents through:
 - a. A reduction in accident frequency;
 - b. A reduction in injury severity.
3. Accident and injury protection to students and the general public.

The achievement of these objectives is based on good planning and effective implementation of a formal loss control program which ensures safety is an integral part of day-to-day operations and work procedures. This can be accomplished, only if all District personnel take an active interest and participate in the loss control program and abide by the applicable federal, state, local, and District regulations. It is imperative that all employees recognize their individual responsibility to prevent accidents and take all necessary actions to do so.

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An accident resulting in personal injury, property and equipment damage represents needless waste. The success of the District loss control program can be measured directly by its ability to prevent unnecessary loss. It is important that all employees proactively devote their serious attention and effort toward making this program an integral part of day-to-day work activities.

Accident Reports

The building principal or program supervisor will submit to the Superintendent written reports of all accidents occurring on school premises or at school-sponsored activities or involving staff members who may be elsewhere on school business. Reports will provide details of property damage as well as personal injury.

A report of all serious accidents will be telephoned to the Superintendent as soon as possible by the principal or program supervisor. The information to be transmitted will include:

1. Date, time, and place of accident;
2. Name and address of injured person;
3. Name of teacher in attendance;
4. Type of accident;
5. Treatment given;
6. Description of accident.

The telephone report should be followed by a complete, written accident report prepared in duplicate.

Each principal and program supervisor will maintain a log of reportable accidents occurring on school property and/or to students and staff members while under school jurisdiction.

The Superintendent will inform the Board of serious accidents and provide statistical reports on the number and types of accidents occurring in the schools.

Legal Reference: 20-1-402, MCA Number of disaster drills required - time of drills to vary
 39-71-1501, et seq., MCA Montana Safety Culture Act

Policy History:

Adopted on: June 28, 2004

Revised on: