



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

## Colorado Springs School District 11

### SAFETY STANDARD

#### Employee Safety Awareness and Responsibility

1. This Safety Standard was developed by the Safety Office-Risk Related Activities Department.
2. A technical review and content acceptance was performed by departmental representatives from Transportation, Human Resources, Special Education, Facilities, Food Services, and Risk Management.
3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.

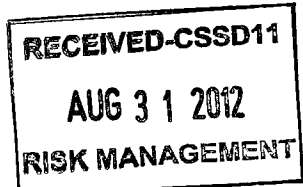
Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Glenn Gustafson".

Date: \_\_\_\_\_

8/29/12

**Glenn Gustafson**  
Deputy Superintendent/Chief Financial Officer





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**Employee Safety Awareness and Responsibility**

A safe learning and working environment is not only a goal, but a necessity. School Board Policy EB establishes the safety program policy for School District 11. The Board of Education recognizes the need to provide a safe learning and working environment, and that adequate attention to safety is the responsibility of every person.

**Responsibilities**

1. It is the responsibility of the superintendent or his/her designee(s) to ensure:
  - a. The implementation of the Board of Education Safety policy.
  - b. The approval of all safety and loss control procedures, action plans, contingency plans, and the continuation of a comprehensive safety program.
  - c. Budget support is given to all safety program matters.
2. All division heads, principals and supervisors are responsible for the implementation and supervision of the safety policy and regulations within their departments and schools.
3. The safety office is responsible for administering the District safety program.
4. All employees are responsible for adhering to district and department safety standards and regulations, and shall be held accountable for compliance with the safety program policy and regulations.

**Employee Safety Awareness**

In addition to complying with district and departmental safety standards, all employees need to maintain a high level of safety awareness and utilize sound safety practices including, but not limited to, the following:



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1. **Urgency does not replace safe work practices nor take priority over safety. If a task appears to be unsafe or creates an unsafe condition, report those concerns to the building administrator or supervisor as soon as possible.**
2. **Be aware of the immediate surroundings, weather conditions, and walking surfaces at all times. If carrying or moving materials from parking areas into a building, or from one work area to another, don't overload or obstruct visibility. Use material handling devices when appropriate and available.**
3. **Immediately report unsafe conditions of buildings or grounds to building administrators or supervisors.**
4. **Never place boxes or other materials in walkways, corridors, or aisles. Emergency exits must remain unobstructed and accessible at all times.**
5. **Never use a desk or a chair in place of a ladder or step stool.**
6. **When lifting an object, utilize proper lifting techniques and body mechanics. If in doubt, seek assistance.**
7. **Clean up spills or report the condition to a building administrator or supervisor as soon as possible,**
8. **Never remove or disable any safety device. If operating machinery, all protective guards and safety devices must be in place at all times.**
9. **Never attempt to operate a piece of equipment or machinery without prior and appropriate training.**
10. **Use personal protective equipment when instructed by a supervisor or required by department safety standards.**
11. **Comply with all posted safety signs, markings, or advisories.**
12. **Make sure sound housekeeping practices are observed at all times.**