

Title: Workplace Safety

The safety of District employees in the workplace is a priority for the Council Bluffs Community School District. The cooperation of every employee is necessary to make the workplace a safe environment in which to work. Employees with suggestions or concerns regarding workplace safety should raise them with their supervisor. If employees prefer to remain anonymous, employees may utilize Safe & Sound Iowa by telephone (1-800-224-6018) or access their website at <https://dps.iowa.gov/SafeandSoundIowa>. No employee will be discriminated or retaliated against for raising concerns in good faith.

Employees who are injured while on the job are expected to report the injury to their supervisor as soon as possible, but no later than by the end of the work day in which the injury occurred or, if that is not possible due to the injury, then within 24 hours. An injury report must be completed and returned to the office of the Benefits Specialist at the Educational Service Center within twenty-four (24) hours of the injury or as soon as possible thereafter. If the employee is unable to personally make the injury report, the supervisor will be responsible for acquiring all necessary information for submission of the report.

The District will comply with all applicable laws regarding workplace safety and health and will maintain occupational safety and health standards as required. All employees are expected to keep their work areas clean and orderly and free of hazards that might cause injury to themselves or others. All employees are expected to practice safe work procedures established for their jobs. Employees are expected to report any unsafe condition to the appropriate District personnel as soon as possible.

Employees may be required to use appropriate and approved safety equipment and wear protective clothing as necessary.

All employees operating a motor vehicle on behalf of the District are prohibited from texting while driving, will be required to use seat and shoulder restraints while operating the vehicle, and comply with other rules of motor vehicle operation as required by law. Employees who are passengers in such vehicles will also be required to use

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available seat and shoulder restraints while riding in the vehicle. Failure to adhere to safety rules could result in disciplinary action, up to and including termination of employment.

Cross References

401.1, 401

Legal References

Iowa Code § 279.8

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Reviewed: _____

Revised: March 22, 2016

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