

**Employee Safety Policy****Purpose**

The purpose of this policy is to establish a comprehensive safety policy that facilitates the protection of life and property, by providing a safe work and learning environment that is free of recognized hazards capable of causing injury, illness, or property damage.

This policy sets forth safety responsibilities for employees of Fargo Public Schools, provides support for the District's safety rules, regulations and procedures, and establishes basic guidelines for the training and implementation of the District's safety practices, policies, activities, and programs.

All necessary warnings and precautionary measures may not be contained in this document. Additional information and measures can be found in the District's specific safety policies and documents.

**Employee Safety Statement**

Fargo Public Schools has a strong commitment to the safety of all employees, students, and visitors. The District shall strive to provide a safe working environment by promoting safe work practices, providing appropriate safety information, and training to all employees, and ensuring all employees are aware of the appropriate procedures to follow when near misses and injuries do occur. Employees are expected to follow all District policies.

**PROCEDURES****Superintendent**

The District Superintendent is committed to the implementation of the District's Employee Safety Policy at all facilities under District control.

**Administration**

Administration is responsible for implementing the Employee Safety Policy and communicating its requirements to employees, students, and visitors.

Administrators are responsible for ensuring all work-related near misses, illnesses and injuries are reported to the Human Resources Department within 24 hours, or as soon as possible, utilizing the Incident - Near Miss Report Workflow found in the Employee Portal.

Administrators will investigate all work-related near misses, illnesses, and injuries, and complete the Administrator's Investigation Report, found at the bottom of the Incident - Near Miss Report Workflow. The purpose of the Administrator's Investigation Report is to determine what workplace hazards need to be corrected (e.g., additional training, use of personal protective equipment, corrective measures, etc.).

In the case of an injury caused by a student, refer to AP 6310 Student Behavior, Discipline and Reporting and complete the PowerSchool log entry. A copy of the PowerSchool log entry will be shared by the administrator with the employee that initiated the Incident - Near Miss Report

Workflow. If the employee does not have access to student educational records (e.g., substitute, paraprofessional, noon supervisor, etc.), the administrator will follow-up with the employee to inform them of the resolution or outcome of the reported incident.

Building administrators will review the Employee Safety Policy annually with staff, and ensure all staff complete the Legal Materials Compliance Form.

**Supervisors**

Supervisors are responsible for ensuring the work of employees under their supervision complies with District policies. Any employee in a supervisory role who becomes aware that the Employee Safety Policy, or any other District policy, is not being followed is expected to bring this to the attention of the employee(s) involved, to monitor for appropriate corrective action, and if needed, report the situation to Building or District Administration.

**Employees**

Each employee is expected to comply with the District's Employee Safety Policy. Employees are expected to report all work-related near misses, illnesses, and injuries to the Human Resources Department within 24 hours, or as soon as possible, utilizing the Incident - Near Miss Report Workflow found in the Employee Portal.

Additionally, employees must:

- Dress appropriately for position and setting, keeping safety in mind (e.g., jewelry or other items that could be pulled or entangled by individuals or machinery, footwear conducive to setting, etc.)
- Wear personal protective equipment as required
- Complete all applicable District reports (i.e., Incident – Near Miss Report Workflow)
- Obtain medical attention when necessary or directed to do so
- Keep their direct supervisor updated as to any changes in their ability to perform assigned job duties
- Participate in all mandatory training or training appropriate to the position as required by the District

Each employee is ultimately responsible for their safety. It is only by each employee becoming familiar with the hazards of the assigned job and by taking precautions to ensure their own safety, that the District can achieve a safe working environment for all employees, students, and visitors.

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