

SCHOOL DISTRICT OF BAYFIELD

SAFETY PROGRAM GUIDELINES

A. Employee Responsibility for Implementation of Safety Education Program

1. District employees will be responsible for compliance with all safety standards and work rules which have been established by the Board of Education. Failure to comply with safety and health rules and regulations will be cause for disciplinary action.

2. It should be remembered that the effectiveness of the safety program is dependent upon the ingenuity and initiative of the individual classroom teacher. Safety is not something that can be taught as a specific subject during a prescribed period of time. It is a way of life; the sum total of habits, attitudes, understandings and skills acquired over a period of years. As such, the teaching of safety, insofar as is possible, should be integrated with other subject matter and taught as a continuing process. Certain elements, of course, can be taught most effectively on a seasonal basis. Teachers must use their own judgment in timing the presentation of various phases of a topic to produce the best results.

B. Classroom Safety Precautions

All areas of the school program involve some elements of safety, but because of their nature, some portions of the school curriculum demand more emphasis upon instruction in safety procedures. The following instruction must be given and the procedures followed in all classrooms where applicable:

1. Machine guards must be used at all times by staff and students.
2. Instruction is given regarding proper disposal and storage of waste flammable materials and usable flammable materials.
3. Students are instructed in safety procedures in the safe use of power equipment.
4. Students are taught the importance and need for good housekeeping.
5. Students are required to wear safety glasses at all times whenever potential hazards exist.
6. Students are taught appropriate safety procedures in all laboratories, shops, gymnasiums, the swimming pool and classrooms.

7. Teachers and students are properly instructed on how to use the fire extinguishers.
8. Danger warning signs are posted wherever applicable.
9. Emphasis is placed upon the development of appropriate attitudes of students and teachers toward safe habits.
10. Health records are maintained for each student.
11. Teachers should be informed of supervisory responsibilities.
12. There should be proper use of safety posters.
13. Safety boundary lines should be marked around machines.
14. Instruction should be given on locker-shower room safety.
15. Spotters should be used on dangerous equipment.
16. First aid procedures for burns, acid exposure and other chemical burns should be known.
17. Any activity that could trigger or aggravate a health condition of, or expose known allergens to, a student or staff member are to be avoided before, during, and after the school day in any district facility.

C. Supervision of Students

The principals have authority and primary responsibility of the overall safety program in their schools. Students and staff members must be aware of the procedures for fire drills, tornadoes, bomb scares and student disturbances. Provisions must be made for the safe and efficient movement of students. Adequate supervision of students in all school areas must be required and provided at all times.

D. Evaluation of Safety Program

1. An evaluation system shall exist for appropriate inspections and evaluations of facilities, equipment and buildings as a basis for improvement.
2. Accident reports and investigations shall be used to provide information for safety program evaluation.
3. Accident prevention policies, procedures and practices shall be updated on a continual basis.

CROSS REF.: 453.1-Rule, Emergency Nursing Services Procedures

APPROVED: July 13, 1992
REVISED: September 14, 2009
REVISED: August 12, 2013