

Grants Pass School District 7

Code: **EB-AR**
Adopted: 2/27/96
Readopted: 2/24/04
Orig. Code(s): EB-AR

Safety and Health Training

- Safety Officer:** The safety officer will be responsible for ensuring that all new employees have received an adequate overview of the district's safety program. The safety officer will be responsible for ensuring that principals and supervisors (transportation, nutrition, maintenance and custodial) have received comprehensive training in the district's safety requirements, as well as any state and federal mandated programs. The safety officer will participate in training to ensure that his/her knowledge of state and federal regulations is current.
- Principal:** The principal at each location will be responsible for explaining his/her site-specific emergency plan to new employees within the first week of employment. The principal will ensure that the new employee fully understands what his/her responsibility is in the event of a natural disaster or other unforeseen emergency. The employee will be informed of any code words or signals the school uses and will demonstrate an understanding of what to do when he/she hears the code or signal. The principal will ensure that immediate supervisors (head custodians, office managers and nutrition managers) have conducted job-specific safety training within the first week of the new employee's assignment. Additionally, the principal will be responsible for making available any job-specific training teachers require. The principal will be responsible for forwarding any documentation of training to the safety officer within one week of training.
- Supervisors:** Custodial, nutrition and maintenance supervisors will be responsible for training the immediate supervisors at each location. Training will include all state and federal programs, as well as training specific to the district's safety program. Additionally, it will be the responsibility of each supervisor to participate in training, as needed, to ensure that his/her knowledge of state and federal regulations is current.
- Immediate Supervisors:** Head custodians, nutrition managers and office managers will be responsible for training specific to the activities that the new employee would be involved in on a day-to-day basis.