

Staff Health and Safety – Safety Rules

Employees who violate the district safety regulations are subject to disciplinary action as follows:

1. First infraction - verbal warning from an administrator or supervisor with personnel file documentation to include the following:
 - a. The nature and circumstance of the safety violation;
 - b. Whether the worker needs additional training; and
 - c. A summary of the personal discussion with the employee in question. The employee shall be urged to comply with all state safety regulations and district safety rules, with the understanding that such rules and regulations are enforced for the purpose of protecting the life and limb, safety, health and welfare of all persons employed by the district.
2. Second infraction - first written warning advising both employee and association representative regarding:
 - a. The nature and circumstances of the safety violation; and
 - b. The first written warning shall be issued at a scheduled meeting with the employee in question and will include the employee's principal and/or supervisor, the safety officer and an association representative;
 - c. The district is concerned for worker safety. All violations of the district safety policy are counter-productive to both the worker and the district.
3. Third infraction - second written warning advising both the employee and association representative regarding:
 - a. The nature and circumstances of the safety violation; and
 - b. The second written warning shall be issued at a scheduled meeting with the principal and/or supervisor, the district safety officer and an association representative, for the purpose of establishing a plan for additional safety training for the employee in question, conducting a complete file review of the employee's past work history and previous safety violations with the understanding that a second written warning may be grounds for a one-day suspension without pay.
4. Fourth infraction - third written warning advising both the employee and association representative regarding:
 - a. The nature and circumstances of the safety violations;
 - b. The third written warning shall be issued at a scheduled meeting with the principal and/or supervisor, the district safety officer and an association representative, for the purpose of

conducting a complete file review of the employee's past work history and previous safety violations with the understanding that a third written warning for classified personnel within a nine-month period of time constitutes possible grounds for discharge;

- c. A third written warning for licensed and administrative personnel within a nine-month period of time constitutes cause for dismissal of a probationary teacher pursuant to Oregon Revised Statute (ORS) 342.835 and shall be considered inefficiency and neglect of duty and thereby possible grounds for dismissal of a permanent teacher pursuant to ORS 342.865(1)(a)(d).

Safety Violation Warning Procedure

The Safety Violation Warning Procedure applies to all employees of the district including, but not limited to, administrative, licensed and classified staff and administrators.

1. Safety violation warnings are issued when:
 - a. Posted safety rules are violated;
 - b. The employee commits unsafe acts which are likely to cause injury or damage;
 - c. The employee is acting in a manner that is unsafe to himself/herself and/or to fellow workers; he/she has repeated this act after being informed of the undesired behavior and has been instructed in proper behavior.
2. Safety violation warnings may be issued by the district administrator and/or principal or supervisor.
3. Safety violation warning is a three copy NCR form. Distribution of copies is as follows:

White: To the employee who is being cited;
Yellow: To the supervisor of the employee cited;
Pink: To the district risk manager (safety officer).
4. Upon receipt of a completed safety violation warning form, the district safety officer will conduct an investigation. The investigation will provide answers to at least the following questions:
 - a. Was the citation valid?
 - b. Does the employee understand why he/she was cited?
 - c. To what extent should the employee have known better:
 - (1) How many former warnings did he/she have? From whom? How warned?
 - (2) What type of former job instruction was given pertaining to the unsafe action? How was it conducted and by whom?
 - d. Was there contributory negligence? If so, on whose part?
 - e. What corrective action is appropriate?
5. The safety officer will write a report on the conclusions of the investigation with copies distributed to the principal and/or supervisor of the cited employee and the superintendent. If the citation is determined not to be valid, all copies of the warning form are to be destroyed. If the citation is valid, the principal will reinstruct the employee on proper procedure and district policy. There will be

follow-ups to be sure that the employee understands what performance is expected of him/her. A second, third or fourth violation may be just cause for reprimand and disciplinary action.

6. Nothing set forth in the Safety Violation Warning Procedure shall limit the rights of the district, pursuant to district policy or state law, to dismiss an employee for a violation of the safety rules which results in the endangerment of student, staff or other individuals on the school grounds.