

District Safety Procedures

School and Office

- Fire extinguishers ready for use, inspected and with instructions visible.
- All exits, doors, sidewalks and aisles are clear of obstacles.
- All equipment is in good repair and functioning safely.
- Adequate first aid facilities and supplies are available.
- Dangerous substances are properly stored and appropriate signs are posted.
- Check for potential hazards (cracked glass, loose tile, etc.).

Electrical

- Access to electrical controls not blocked.
- No wires under carpets.
- Only proper electric devices and supplies are in use.
- All electrical equipment is U.L. tested.
- All electrical equipment and use conforms to local and state safety codes.
- Warning signs appropriately placed.
- All outlets, switches, boxes and fixtures are securely and rigidly affixed to the structure.

Storage

- Storage is neat, orderly and in designated storage areas only.
- All trash and rubbish is removed from the building daily.

Ventilation

- Ductwork and grills are free of dirt and dust.
- Regular cleaning and inspection of all air filters.

Play Areas

- Inspection and maintenance of all play equipment and play areas every three months.

Shop

- All power tools are properly wired.
- All power tools are properly guarded.
- Work areas are clean and unobstructed.
- Appropriate signs are posted.
- Safety equipment is available, in good repair and is required when appropriate.

Kitchen

- Electrical appliances are properly wired and guarded.
- Proper storage of knives, cleaning supplies and other hazardous items and substances.
- Freezer and refrigerator are functioning properly.
- Proper storage of supplies.
- Signs and instructions are posted.

Laboratory

- Proper storage of chemicals.
- Safety equipment available and in use.
- Chemicals properly labeled.

Accident Prevention

- All students will receive instruction regarding safety regulations, practices and procedures.
- Building safety rules are to be strictly enforced and adhered to by everyone.
- Each building shall conduct an accident prevention in-service for all employees.
- All employees in supervisory positions shall be responsible for instructing those people in their care on proper safety procedures.
- Special instruction should be given to new employees on safety procedures and practices.
- In classes that pose particular hazards, such as shop, home economics and some science classes, safety procedures should be fully covered with the students.
- Supervisory personnel will make sure safety clothing and equipment are used when appropriate by those in their charge.

Accident Reporting

- Any accident resulting in an injury to an employee, student or visitor shall be reported in writing to the building principal.

STUDENT ACCIDENT REPORT

To be filled out in immediately after any accident.

School _____
Date _____

Who was injured? Name _____ Birthdate _____ Grade _____
Home Address _____

Parent Notified? Yes _____ No _____ Time _____ am/pm
Name _____ Phone _____

What was the nature and extent of injury? (Describe fully). Nature and/or cause of accident _____
Nature of injury (signs and symptoms) _____

Date and time of accident Date _____ Hour _____ am/pm
Was injured person authorized to be in this place at this time? Yes _____ No _____

Where did the accident occur? Exact location _____

Teacher/Person in charge when accident occurred Name _____ Title _____
Name _____ Title _____

Witness to or was near the injured when the accident occurred Name _____ Age _____ Phone _____
Name _____ Age _____ Phone _____

First aid rendered: _____

By whom? Name: _____ Title: _____

Further care recommended: _____

Were others involved? Yes _____ No _____

Possible prevention of recurrence of such an accident _____

Corrective measures? When to be made? _____

Was school insurance form requested? Yes _____ No _____ Date sent _____

Report received in principal's office: Report made by _____
Date _____ Time _____ Title: _____

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