

SAFETY PROGRAM

Employee, student, or visitor accidents are undesirable, unplanned occurrences which cannot be prevented and which often result in bodily harm, loss of time, expensive legal action, property damage, needless cost, and personal pain and suffering. A system-wide program of safety shall be maintained in order to render the school system environment as hazard-free as possible. Provisions of the safety program shall be in compliance with all state and federal guidelines. All available information and assistance shall be utilized to enhance the safety of the school system.

As part of the safety program, the Evangeline Parish School Board shall require regular inspections of the buildings and grounds of each school, by the principal or the building administrator at non-school sites.

EMERGENCY PREPAREDNESS

Supervisors and school administrators shall acquaint each employee under their charge with the school emergency preparedness guidelines and his/her area of responsibility in the event of emergency. They should supervise, implement and evaluate all on-going disaster preparedness programs for the school or department.

Faculty members shall provide students with instructions in the area of disaster preparedness and participate in disaster preparedness training programs.

Every school should have a well-stocked first aid kit and one or more individuals responsible for it.

Principals and supervisors shall have readily available the phone numbers of the fire department, police department, ambulance service, all bus drivers and substitute drivers.

TRAINING PROGRAM

A safety training program for all new employees shall be conducted by the school or facility administrator or his/her designee. New employees shall receive instruction with regard to the use of personal safety equipment and the source(s) for procuring assistance when needed. Employees shall be held accountable for following all safety rules, practices and procedures in their job performance.

RECORDKEEPING

Records of injuries are essential to an efficient and successful loss control program. They provide a means for gauging frequency and severity areas of operation for providing information concerning the cause of loss. Therefore, the Evangeline Parish

School Board shall require adequate accident and safety records.

Ref: La. Rev. Stat. Ann. §§17:81, 23:1021, 40:1578.6; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 7-21-10.