

Safety Procedures for Staff

1. It is every employee's responsibility to ensure the work place is free of safety hazards.
2. Employees are to report all suspected safety/hazardous conditions to the building principal and/or immediate supervisor.
3. The building principal and/or immediate supervisor will coordinate and assess the safety/hazard concern with the Director of Building and Grounds , which assessment will include an on-site visit and inspection at the location of the reported safety concerns reported.
4. The Director of Building and Grounds, in conjunction with the Superintendent, shall make the final determination to address and remedy, if necessary, any safety/hazardous condition.
5. The employee(s) that reported the safety/hazardous condition will be contacted and notified of the final determination and remedy, if any, by his/her building principal/supervisor and/or Director of Building and Grounds.