

**All Personnel**

BP 4157(a)  
4257  
4357

**EMPLOYEE SAFETY**

The Governing Board believes that each school site must be safe from unlawful intrusions, criminal activities, and unsafe or hazardous conditions. The Board is committed to maximizing employee safety and believes that safety is every employee's responsibility. The Board, therefore, directs that each school site, the education center, the maintenance services area, the transportation services area, and the district kitchen establish security procedures which will provide an environment free from disruptive intrusions and/or activities that may threaten the educational environment or anyone's personal health, safety or wellbeing. Safe working conditions and equipment shall be maintained and comply with standards prescribed by federal, state and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402) The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practice through education, training and enforcement. The Board authorizes the District Safety Committee to be responsible for regularly visiting sites, reviewing security procedures, data on violent acts, safety standards and making recommendations to administration.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Board shall ensure that the Superintendent or designee provides adequate protective devices as specified in law and administrative regulation.

In keeping with the Health and Safety Code, the district shall distribute to employees information about AIDS, AIDS-related conditions and hepatitis B, including methods of preventing exposure, as such information is compiled and updated by the State Department of Education.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

**Automatic External Defibrillator (AED) Devices**

The Board supports the voluntary installation and utilization of Automatic External Defibrillator (AED) devices. The administration, at locations having AEDs, will develop procedures in accordance with AR 4057 to adequately train personnel and maintain the devices.

## **EMPLOYEE SAFETY** (continued)

### *Legal Reference:*

#### EDUCATION CODE

32066 *Safety: public and private institutions*

#### LABOR CODE

6305 *Occupational safety and health standards; special order*

6310 *Retaliation for filing complaint prohibited*

6401.7 *Injury prevention programs*

6400-6413.5 *Responsibilities and duties of employers and employees*

#### CODE OF REGULATIONS, TITLE 8

3203 *Injury and illness prevention program*

5095-5100 *Control of noise exposure*

#### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.95 *Noise standards*

### *Management Resources:*

#### CAL/OSHA PUBLICATIONS

*Guide to Developing Your Workplace Injury and Illness Prevention Program, revised April 1998*

#### DHHS PUBLICATIONS

*Preventing Occupational Hearing Loss - A Practical Guide, June 1996, Department of Health and Human Services (National Institute for Occupational Safety and Health)*

#### WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA: [http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

National Hearing Conservation Association: <http://www.hearingconservation.org>

Policy  
adopted: April 27, 1982  
amended: February 16, 1988  
amended: June 5, 2007  
reviewed: May 5, 2009

**SANTEE SCHOOL DISTRICT**  
Santee, California