

SAU #23

Safety Program

School Administrative Unit # 23

Statement of Safety

School Administrative Unit #23 values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, School Administrative Unit #23 recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That School Administrative Unit #23 will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

As an employee of School Administrative Unit #23 you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!

Dolores Fox
Superintendent of Schools

September 29, 2026

Purpose and Background Information

Every employee desires and has the right to a workplace free from occupational safety and health hazards. An effective safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Responsibilities

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

I. Superintendent & School Board

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible.
- C. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties. Active, motivated participation by each individual is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - 1. Funding - safety equipment; personal protective equipment; training courses and materials.
 - 2. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
 - 3. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
- E. Respond, in writing, to recommendations made by the Joint Loss Management Committee. (See Exhibit A)
- F. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
- G. Ensure that subcontractors follow all appropriate safety and health standards.
- H. Ensure the review and update of this Safety Program biennially. The Superintendent or designee will submit a signed statement including the date the program was reviewed and

updated. The statement will be submitted to Joint Loss Management Committee and recorded in appropriate school board minutes.

II. Principals

Principals are leaders and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility understand all personnel policies and procedures, and where to find them, as well as the disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership, provide guidance, and set the tone for safe behavior.
- D. Provide for education of employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. Schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.

III. Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions, and apprise the Principal or his/her designee of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear any required personal protective equipment.
- F. Operate only machines and equipment that they have been trained to operate.
- G. Follow all accident reporting procedures.

Handling Injuries

Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- A. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- C. Ensure that first aid and emergency care is provided;
- D. Ensure that action is taken to prevent additional injuries (secure the scene);
- E. Notify the supervisor when practical;
- F. Follow reporting and investigation procedures.

II. Accident Reporting

- A. All accidents and incidents (near misses) are to be reported immediately to the building principal or his/her designee.
- B. The building principal or his/her designee will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- C. The building principal or his/her designee will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).
- D. The First Report of Injury Form (8-WC) will be completed and processed by the building principal or his/her designee within five calendar days. This individual will also complete any other required forms.
- E. Injuries requiring only first aid must also be reported following these guidelines.

III. Accident/Incident Investigation

The Principal shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. A written accident investigation report should be completed if the accident is serious in nature, or has the potential to cause serious injury and copies must be given to the Joint Loss Management Committee.

Guidelines for Conducting Investigations:

- A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- C. Interview the victim *when the timing is right*. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.
- D. Make objective recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.
- E. If an investigation determines that an employee failed to follow provided safety procedures, the employee's supervisor will take a graduated approach to employee discipline, providing additional training, job suspension, and up to and including job termination. In cases of grave violations, the supervisor may recommend immediate job suspension or termination to the Superintendent. All failures to follow stated safety procedures will be recorded as a part of the employee's personnel performance record.

Inspections

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the Joint Loss Management Committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

I. Frequency:

- A. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- B. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Correcting Unsatisfactory Conditions:

- A. First and foremost, take the necessary action to prevent an injury! (Post a warning sign, etc.)
- B. Take appropriate steps to permanently correct the hazard. Report all action taken to the appropriate people.
- C. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

III. Recordkeeping Guidelines

- A. Document the inspection! At a minimum, record:
 - 1. Inspection date;
 - 2. Name of person(s) who conducted the inspection;
 - 3. Location/piece of equipment inspected;
 - 4. List of findings, both positive and negative;
 - 5. Any action taken;
 - 6. List of recommendations for further action.
- B. File the inspection reports with the minutes of the Joint Loss Management Committee meetings.

Education and Training

Effective education and training of employees will be provided. We understand that a well-trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible.

Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

I. Types of Training

A. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

B. Specific/On the Job

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

C. Follow-up

Follow-up training serves several purposes, and will be provided as necessary.

II. Recordkeeping

For all training that is provided the following information will be maintained.

- A. Brief description of the topic
- B. Date of training
- C. Forms indicating completion and understanding of the training.

Adopted: Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

Reviewed & Updated: SAU Board September 29, 2026

Safety Policy – R

SAU 23 Safety Policy was reviewed and updated on:

Superintendent Name:

Superintendent Signature: