

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Employee Safety

Series: G67

Reference:

Issued: December 14, 2001

Revised: December 17, 2009

Revision Number: 1

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**67.01 Statement of Purpose.** It shall be the policy of Kanawha County Schools to provide a safe and healthy workplace for all employees. KCS employees are entitled to work in an environment free from unsafe conditions and unnecessary hazards. Accidents are undesirable, unplanned occurrences which can result in serious bodily harm, loss of time, property damage, and legal issues. It shall be the policy of KCS to take every reasonable precaution for the safety of its employees. Everyone, including administrators, teachers and service personnel, has a role and responsibility in maintaining a safe workplace. Safety is important to everyone, not only as a protective measure during working hours, but also as an appropriate mode of behavior to minimize accidents at all times.

**67.02 Worker's Compensation.** KCS shall maintain Worker's Compensation coverage as required by law and shall cooperate with its designated Worker's Compensation carrier and its representatives in preventing accidents as well as processing claims of any injured employee and assisting the employee in remaining at or returning to work as soon as possible.

**67.03 Reporting Injuries.** It is the responsibility of each employee to immediately report any injury sustained by the employee to the immediate supervisor, regardless of whether or not medical treatment is required at the time. An accident report form shall be completed by the employee and the immediate supervisor. Prompt reporting is needed to provide accurate data on the nature and cause of injuries in order that appropriate analysis and remedial measures can be undertaken. Failure to promptly report injuries can also result in financial penalties being levied against KCS by the Worker's Compensation carrier.

**67.04 Reporting Hazards.** KCS expects its employees to assist in maintaining a safe workplace by being alert for any potential hazards that could cause an injury and promptly reporting the same to their immediate supervisor. Reporting forms will be available to all employees at their work locations and shall be submitted to the Director of Safety at the Regulatory Training Center. All reports shall be reviewed and corrective action taken where appropriate.

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**67.05 Safety Training.** KCS shall offer appropriate safety training to its employees on a regular basis. The training shall be designed to alert employees of the potential for injuries in the workplace and to help them recognize and avoid hazardous situations which could result in an on-the-job injury.

**67.06 Stay at Work Program.** KCS recognizes the importance of establishing and managing an effective program to enable employees to remain at work or facilitate a prompt and safe return to work following an employee injury. The program shall be designed to ensure quality medical care, contain Worker's Compensation costs, and return injured workers to productive, gainful employment.

**67.07 Management Responsibilities.** Supervisors are responsible for creating and maintaining a safe working environment and to promote safety as an integral part of the job itself. In that regard supervisors are responsible to make certain that employees are trained to perform tasks in a safe manner, to ascertain that proper safety equipment is available and being used and to include safety considerations in all work practices, policies and procedures. Supervisors are also responsible to see that all accidents and near misses are investigated timely and adequately and that corrective or preventative measures are implemented. Supervisors are further required to maintain and file such injury and accident reports as required by this policy or other directive.

**67.08 Employee Responsibilities.** The ability to work safely is a condition of employment with KCS. Employees are expected to perform their assigned job responsibilities in a safe and responsible manner. Established safety rules and procedures are to be followed by all personnel. Failure to follow established safety rules and procedures, regardless of whether or not an injury occurs as a result of said failure, shall result in disciplinary action, including oral or written reprimand, unsatisfactory performance evaluation, plan of improvement, suspension or termination of employment. The level of discipline shall be determined by the severity and frequency of the violations. Examples of unsafe behaviors which can result in disciplinary action include, but are not limited to, failure to use provided personal protective equipment (such as non-slip shoes, hearing protection, safety glasses, etc.) failure to properly

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use ladders, failure to promptly clean up spills or warn of their presence, unsafe lifting practices, failure to promptly report an injury to the immediate supervisor, etc.

**67.09 Safety Rules and Procedures.** The Superintendent shall establish and promulgate safety rules and procedures for all employees to follow.

**67.10 Management Review.** Review of injuries and safety issues shall be a standing agenda item for the Superintendent's Management team meetings.