

## **Business and Non-Instructional Operations**

### **ADMINISTRATIVE REGULATIONS ON SAFETY AND HEALTH STATEMENT**

**3516.13AR**

The Fairfield Public Schools is committed to safeguarding the health, safety, welfare and security of its employees and the health and safety of visitors, members of the general public and contractors, as far as reasonably practicable. The Fairfield Public Schools aims to create an atmosphere where health and safety matters are paramount considerations. We seek the reduction of, and the control of, hazards that have the potential to cause injury to employees or the general public and damage Fairfield Public Schools property. The Fairfield Public Schools will consult with employees and their representatives on health and safety matters, and seek their support in striving for a healthy and safe working environment. The Fairfield Public Schools recognizes the importance of risk assessment as a technique for managing health and safety. We are committed to taking all necessary steps to restrict, so far as reasonably practicable, the extent to which the Fairfield Public Schools employees and other persons are exposed to hazardous conditions. The Fairfield Public Schools will fully comply with the Occupational Safety and Health Act and all safety and health standards that apply to our operations.

#### **Employee Responsibilities:**

Each employee is required to take reasonable care of his/her own health and safety at work, and the health and safety of his/her co-workers, and to cooperate in carrying out any duty or requirement related to health and safety matters imposed by the Fairfield Public Schools. This obligation similarly applies to visitors present at the Fairfield Public Schools' offices and locations for whatever reasons. Self-employed persons and contractors and their employees engaged to perform work on Fairfield Public Schools premises are required to comply with state and local safety rules, and to follow standards of safety practices comparable to and compatible with those that generally apply to the Fairfield Public Schools. This is in addition to those contained in any specific regulations, codes of practice or guidance applicable to their field of work. Moreover, employees at all levels must report any safety hazards or potential violations to their immediate supervisors.

#### **Management Responsibilities:**

The Superintendent and building and district administrators and supervisors bear responsibility for ensuring the health and safety of the people and work areas under their control. Administrators and supervisors at all levels must diligently undertake all procedures and initiatives designed to implement this document.

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### **ADMINISTRATIVE REGULATIONS ON SAFETY AND HEALTH STATEMENT (continued)**

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#### **Implementation of Safety and Health Plan:**

To fulfill the goals of this plan, the Fairfield Public Schools has established a Safety and Health Committee.. The object of this Committee is to promote cooperation between administrators and supervisors with employees in investigating, developing, and executing measures to ensure employees' health and safety at work. The Fairfield Public Schools will comply with the Connecticut Regulations, Section 31-40v-1 through 31-40v-11, establishing such a Committee. To implement the plan, the Fairfield Public Schools will ensure the adequate supervision of staff, seasonal, and visiting workers. The Fairfield Public Schools will provide them with the necessary information, instruction, training and protective equipment to carry out their work. New employees will receive training in general safety procedures including those related to fire, first aid and occupational illness and injury as appropriate. Responsibility for specific training relating to a particular job rests with administrators and supervisors. Supervisors also will designate persons competent and trained to carry out and record workplace risk assessment.

#### **Monitoring of Safety and Health Plan:**

The Safety and Health Committee will review the implementation of health and safety initiatives and make recommendations to administration accordingly. Responsibility for taking appropriate actions on recommendations arising from the safety inspection rests with the administration in consultation with the Human Resources Department or other appropriate administrative authority.

#### **Review of Safety and Health Policy:**

The Fairfield Public Schools will make every reasonable effort to maintain a safe and healthy workplace, provide safe equipment and proper materials, and establish and maintain safe methods and practices at all times. To accomplish this goal requires the cooperation and support of each employee.