

## ADMINISTRATIVE POLICY

### SCHOOL SYSTEM SAFETY POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

Clarksville-Montgomery County School System (CMCSS) strives to provide a safe learning and work environment.

Our safety program is a collaborative effort of all departments and schools and is coordinated through the Human Resources Department. Our safety program is multifaceted and includes the following elements:

- Employee Workplace Safety
- Student Safety
- Risk Management
- Crisis Planning and Emergency Management
- On the Job Injury Department
- Indoor Air Quality and Asbestos Management/EPA Compliance
- Blood borne Pathogens Program
- Safe and Drug Free School and Safe Schools Act Grant Programs
- New Employee Safety Training
- Annual Departmental Safety training
- Implementation of Readiness and Emergency Management for Schools (REMS) program
- Modified Duty Program
- Accident Review Team
- Recycling Program
- Hazard Communication/Chemical Hygiene Program
- NIMS Compliance
- On-Site Healthcare Program
- Student Health Services

School Safety Committees and Coordinated School Health membership are one in the same. It is acceptable to combine this with another committee so long as you are conducting the meetings. These meetings are a good time to discuss your school's student accident records and employee accident records. Risk Management Department will attend your meeting if requested. Please contact the Risk Management Department for further information.

The Employee Safety handbook is accessible on the CMCSS website (RSK-M001), and is also available for any employee that requests a copy. It is the responsibility of each employee to report an accident, incident, or unsafe condition immediately to their Department Head or Building Administrator and their OJI Building Representative. Each employee is responsible for following safe work practices and also supervising those they are responsible for to assure safety precautions are taken. Administrators are responsible for enforcing safety requirements as set in the employee safety handbook. All employees must be trained in proper safety practices of specific job task and equipment use before performing the task. Any task deemed unsafe must immediately be ended and reasonable precaution taken to protect others from danger.

Facilities safety inspections are conducted annually. Administrators/designees investigate accidents involving employees, students, and visitors and report the occurrence to the Risk Management/Safety Department.

Associated Documents: [RSK-M001](#) Employee Safety Handbook  
[SAF-P001](#) Student Accident Reporting

American National Standards Institute  
CMCSS Employee Handbook  
CMCSS Safety Handbook  
Tennessee Department of Labor (TOSHA)

**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
4/26/05		Initial Release
12/08/08	A	Update safety program elements, add new third paragraph, add new first sentence and "and their OJI Building Representative" to fourth paragraph and "the Risk Management/Safety Department" to fifth paragraph and add RSK-M001 to associated documents.

**\*\*\* End of Policy \*\*\***