

SAFETY POLICY - SAFETY INSPECTIONS & ACCIDENT INVESTIGATIONS

SAFETY INSPECTIONS. Each school principal or department supervisor shall conduct or ensure that others conduct a safety assessment of buildings, equipment, grounds, and protective equipment under his/her supervision at least twice a year, no later than mid-semester.

Copies of this assessment shall be submitted to the safety coordinator. The safety coordinator will submit a copy of each assessment to the TSBA Risk Management Division.

ACCIDENT INVESTIGATIONS. It will be the responsibility of each supervisor of employees injured on the job to investigate all accidents immediately after the injured employee(s) have received proper emergency medical attention.

The supervisor will follow the guidelines as set forth in the TSBA Safety Manual, section AF. The appropriate accident investigation form must be submitted to the safety coordinator. The supervisor will take the corrective action necessary if the action is within the scope of his/her authority or forward the report to the safety coordinator for corrective action.