

SAU #23

Safety Program

Adopted:

Bath School Board – March 12, 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

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!

Bruce C. Labs

Bruce C. Labs, Superintendent of Schools

December 2, 2005

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 sub-contractors follow all appropriate safety and health standards.

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 had 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.

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.

SAU #23
HAZARDOUS AND TOXIC SUBSTANCES POLICY

I. Purpose

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.36 Hazardous and Toxic Substances, and N.H. RSA 277-A “Worker’s Right to Know Act.”

II. Responsibilities

- Employer shall:
 1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A “Worker’s Right to Know Act.”
 2. Keep a running inventory of all hazardous and toxic substances in the workplace.
 3. Determine the level of chemical hazards within the workplace.
 4. Replace chemicals with less harmful alternatives when applicable.
 5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
 6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
 7. Post appropriate signs and notices as required by N.H. RSA 277-A “Worker’s Right to Know Act.”
 8. Provide and require the use of appropriate personal protective equipment at no cost to employees.

Employee shall:

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer’s guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

III. Procedure Overview

- **Material Safety Data Sheets-**
 1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
 2. The Material Safety Data Sheets shall be kept on file in a convenient office location <note location(s)> and made available, upon request, for examination and reproduction.
 3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
 - a) Identity of the substance as it is listed on the label;
 - b) The chemical’s common name;
 - c) If the chemical is a mixture, the identity of the ingredients;
 - d) Physical and chemical characteristics;
 - e) Physical and health hazards including the primary routes of entry into the body;
 - f) Safe handling, use and disposal procedures;
 - g) Spill and leak precautions and procedures;
 - h) Emergency and first aid procedures; and

i) Name, address and phone number of the chemical manufacturer.

- **Labeling Requirements-**

1. All hazardous and toxic substances must have a label containing the following information;
 - a) Identity of the substance
 - b) Name and address of the chemical manufacturer, importer, etc.
 - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

- **Training Requirements-**

1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
 - a) Any operations in their work area where hazardous chemicals are present;
 - b) Location and availability of Material Safety Data Sheets and lists of chemicals.
3. Employees will be trained in the following areas:
 - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 - b) Physical and health hazards of the chemicals in their work area;
 - c) Methods employees can use to protect themselves from hazards in their work area;
 - d) Labeling systems;
 - e) How to use Material Safety Data Sheets.

IV: Personal Protective Equipment

- Personal protective equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes:
 - Goggles
 - Face shields
 - Rubber gloves
 - Aprons

SAU #23
LOCK OUT POLICY

I. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.45, Lockout.

II. Responsibilities

- **Employer shall:**
 1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
 2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
 1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
 2. Lock all energy sources or switches in the “off” position prior to making any repairs.

III. Procedure Overview

- **Identify all forms of potentially hazardous energy-**
 1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic,, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees-**
 1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means-**
 1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device-**
 1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
 2. Attach the lock to the machine’s energy isolation device (A mechanical device that physically prevents the transmission or release or energy).
- **Release all excess energy from machinery-**
 1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from he machinery or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery-**

- **Remove lock-**
 1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
 2. Only the employee performing repair work may remove the lock and restart the machinery.

- **Restart equipment-**
 1. Ensure that people, tools, etc. are clear of machine before start up.

SAU #23
PERSONAL PROTECTION EQUIPMENT POLICY

I. Purpose

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.53, Personal Protective Equipment**

II. Responsibilities

- **Employer shall:**
 1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
 2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
 3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
 4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
 5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
- **Employee shall:**
 1. Wear/use all personal protective equipment provided by the employer.
 2. Wear/use all personal protective equipment according to manufacturer's guidelines.
 3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
 4. Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
 5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

SAU #23

MANAGEMENT OF BODY FLUIDS POLICY

The body fluids of all persons shall be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from cuts and scrapes, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS virus (HIV) and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with fluids from unrecognized individuals because simple precautions are not always carried out.

School custodial personnel will ensure that the school will be stocked with all appropriate supplies, including but not limited to gloves, disinfectant(s), and trash can liners. Gloves shall be available in each classroom.

AVOIDING CONTACT WITH BODY FLUIDS

When possible, direct skin contact with body fluids shall be avoided. Disposable gloves are to be worn when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose shall be put in a lined trash can, secured, and disposed of daily. Hands shall be washed thoroughly after any contact with body fluids and before contact with any other person.

IF DIRECT SKIN CONTACT OCCURS

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, apply pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons shall be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluid) that are soaked through with fluids shall be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing shall be sent home for washing with appropriate directions to parents/teachers. Disposable towels and tissues shall be used whenever possible.

REMOVING SPILLED BODY FLUIDS FROM THE ENVIRONMENT

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures shall be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary absorbent agents specifically intended for cleaning body fluids spills (e.g., ZGOOP*, Parsen Mfg. Co., Philadelphia, Pa.). Disposable gloves shall be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings shall be disposed of in a plastic bag. Broom and dustpan shall be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

HANDWASHING PROCEDURES

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris.

DISINFECTANTS

An intermediate level disinfectant shall be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacilli and viruses. The disinfectant shall be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

1. ethyl or isopropyl alcohol (70%).
2. phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol*).
3. sodium hypochlorite (Clorox) with at least 100 ppm available chlorine (1/2 cup Clorox in one gallon water, needs to be freshly prepared each time it is used).
4. quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-Quat*, Mytar*, or Sage*).
5. iodophor germicidal detergent with 500 ppm available iodone (e.g., Wescodyne*).

*Brand names used only for examples of each type of germicidal solution and shall not be considered an endorsement of a specific product with the exception of Clorox.

DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops shall be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water shall be placed in a toilet or plastic bag as appropriate.

Nondisposable cleaning equipment *dust pans, buckets) shall be thoroughly rinsed in the disinfectant. The disinfectant solution shall be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

DISINFECTION OF RUGS

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of infectious agents. Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If the material is not colorfast, add 1/2 cup nonchlorox bleach to the wash cycle (e.g., Chlorox II*, Borateem*) to the wash cycle.

SCHOOL SAFETY POLICY

The school board places high priority on the promotion of safety for its pupils. Safety instruction and practices will be integrated in all appropriate courses and activities.

Particular areas of concern are fire drills; pedestrian safety; driver education; school bus travel and evacuation drills; bicycle safety; protection from animals; sports activities; molestation; and the use of drugs and alcohol.

All school buildings and physical facilities shall be inspected by the district's own personnel and other public regulatory commissions with reasonable frequency. The board shall act with promptness on written recommendations, to eliminate clearly dangerous situations or conditions.

Safety regulations shall be brought annually to the attention of pupils, parents, and school personnel in order that pupil safety becomes a cooperative responsibility.

ADMINISTRATIVE PROCEDURE

1. The administration will develop, publish and enforce a list of safety procedures to be utilized by all employees while they are working.
2. The administration will stress the importance of safety in the work environment by providing training materials, signs, posters, etc.
3. In each building there will be a designated administrator whose responsibilities will include the entire aspect of safety. The person's name will be made known to all individuals within a building. Duties of the safety administrator shall include:
 - a. Periodic inspections of the buildings, grounds, playgrounds and equipment, etc., and the filing of appropriate reports to correct safety hazards.
 - b. Follow up on reports of annual inspection reports by insurance companies, fire department, state/city health departments.
4. Any employee who notices a potential safety hazard shall report this to the designated safety administrator. The administrator will investigate the matter and determine what is needed, if anything, to make the correction. Referrals will be made to the appropriate individual or department, and a follow-up will be conducted to assure that the problem has been rectified.
5. On-the-job accidents/injuries will be reported within 24 hours on the Employer's First Report of Injury form to be filed with the State Department of Labor in accordance with RSA 281:46. In addition, supervisors will be responsible for completing the Supervisor's Report of Accident Investigation. This form should detail follow-up action to prevent further accidents and should be filed with the manager of Personnel Services.
6. The Superintendent will be responsible for overseeing employee safety procedures on a district-wide basis, reporting to the board on a yearly basis the overall safety record of the district.
7. Safety problems of a general nature may be referred to the board for review and action.
8. Reports of student injuries shall be made on the designated form and filed with the school nurse, with a copy being sent to the superintendent of schools. Annual summaries of student injuries will be compiled by the school nurse and submitted with recommendations to the assistant superintendent of schools.
9. Athletic injuries are reported by the coach on the designated form and sent to the school nurse supervisor. A yearly summary of athletic injuries is compiled by the director of student activities and athletics after having received the information from the district health office.

Exhibit A

**Joint Loss Management Committee
Recommendations**

Committee: _____ Meeting date: _____ Date: _____

Committee Recommendations

Employer Responses

Date: _____

Employer Representative: _____ Date: _____

Return responses to Committee Chair

Verbal Warning Note

On this date I gave a verbal warning to:

Reason:

The above named employee was advised that any further violations of this or other rules could result in further disciplinary action.

Name: _____ Title: _____

Date: _____

Written Warning

To:

From:

Date:

Subject: Written Warning

You are hereby given a written warning as called for in the Personnel Rules & Regulations and Department Work Rules for SAU #23.

which is a violation/are violations of the following rules and regulations:

You are expected to improve your compliance with these rules and regulations forthwith.

Any further violations may result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

Supervisor's Signature

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's Signature

Date

Notice of Suspension

To:

From:

Date:

Subject: Notice of Suspension

You are hereby notified that you are suspended for () days with/without pay effective _____.

This action is the result of your violation of

in that you

This behavior does not comply with the standards of performance expected of you as an employee.

Supervisor's Signature

I hereby acknowledge receipt of the above. I certify that it was discussed with me.

Employee's Signature

Date