



Department: Human Resources
Policy Number: RSK-A001
Effective Date: 11/11/05

ADMINISTRATIVE POLICY

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

EMPLOYEE SAFETY POLICY

The Clarksville-Montgomery County School System is dedicated to providing a safe workplace for all its employees. CMCSS recognizes that through an effective safety/loss control program, our school district can reduce the frequency of workplace injuries, resulting in decreased lost time by employees.

There are many responsibilities both for administration, faculty, and staff of CMCSS. This policy has multiple components which are important to the success and safety of all employees.

Required safety training will be performed for all CMCSS employees annually. The elements and frequency of each training session will depend on the job functions of the specific department for which the training is being conducted. All new employees are required to have CMCSS New Employee Safety Training. It is the supervisor's responsibility to ensure that all employees have completed or are scheduled to complete safety training. (ref. [RSK-A002](#))

CMCSS has developed a policy to address drug and alcohol testing for all employee groups. Any detectable level of illegal drugs, illegally used legal drugs, and/or alcohol is considered a positive test for all employees. Any refusal to submit to testing as detailed in this policy is considered a positive test. Any employee who tests positive will be subject to appropriate disciplinary action up to and including termination from employment with Clarksville-Montgomery County School System. (ref. [SAF-A001](#))

Effective January 1, 2006, the Clarksville-Montgomery County School System elected not to participate in the Tennessee Workers Compensation law and elected to implement and administer an On-the-Job Injury ("OJI") Program. This program provides for medical treatment, payment of medical bills, payment of lost wages, and payment of death benefits for eligible employees who suffer a work related injury or illness during the performance of their specified job duties during working hours and who comply with the rules and regulations of this program. This program exists in conjunction with all CMCSS policies and regulations. (ref. [RSK-A004](#) and [OJI-PRO1](#))

In March, 1996, CMCSS signed an agreement with the Tennessee Department of Labor (TOSHA) whereby we developed and currently enforce our own Occupational Safety and Health Program. The Occupational Safety and Health Program of Clarksville-Montgomery County School System will comply with the rules and regulations of the OSHA (ref. [Attachment A](#)) by implementing, maintaining and administering programs necessary to protect the safety and health of its employees (ref. [RSK-PRO1](#) – [RSK-PRO21](#)). TOSHA frequently evaluates our program to identify and help us correct any deficiencies.

Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard of this or any safety policy, procedure, or program shall be subject to disciplinary action according to the Progressive Discipline Policy (ref. [HUM-A052](#)).

Associated Policies: [RSK-A002](#) Employee Safety Training

[RSK-A004](#) OJI Reporting
[SAF-A001](#) Drug and Alcohol Testing
[HUM-A052](#) Progressive Discipline

Associated Documents: OSHA www.OSHA.gov
[OSHA Standard 1910](#)
[OJI-PRO1](#) OJI Program

[Attachment A](#) – Resolution to Establish an OSHA Program, Devise Rules and Regulations and to Provide for a Director and the Implementation of such Program

Implementing Programs:

- [RSK-PRO1](#) – Bloodborne Pathogens Exposure Control
- [RSK-PRO2](#) – Confined Space
- [RSK-PRO3](#) – Electrical Safety and Related Work Practices
- [RSK-PRO4](#) – Ladder Safety
- [RSK-PRO5](#) – Trenching and Excavation
- [RSK-PRO6](#) – Personal Protective Equipment
- [RSK-PRO7](#) – Contractor Safety
- [RSK-PRO8](#) – Hand Tools Safety
- [RSK-PRO9](#) – Hazard Communication
- [RSK-PRO10](#) – Hearing Conservation
- [RSK-PRO11](#) – Machine Guarding
- [RSK-PRO12](#) – Compressed Gas Safety
- [RSK-PRO13](#) – Fall Prevention/Fall Protection
- [RSK-PRO14](#) – Lockout/Tagout/Verification
- [RSK-PRO15](#) – Fire Prevention
- [RSK-PRO16](#) – Heat Stress Protection
- [RSK-PRO17](#) – Employee Rights and Responsibilities
- [RSK-PRO18](#) – Supervisor Responsibilities
- [RSK-PRO19](#) – Health and Safety Complaint
- [RSK-PRO20](#) – Departmental Safety
- [RSK-PRO21](#) - Hot Work Safety

Forms/Records:

- [OJI-F003](#) OJI Employee Injury Statement
- [RSK-F003](#) Confined Space Entry Permit
- [RSK-F004](#) Electrical Inspection Checklist
- [RSK-F005](#) Ladder Inspection Checklist
- [RSK-F006](#) Excavation Checklist
- [RSK-F007](#) Work Safety Checklist
- [RSK-F008](#) Hot Work Permit
- [SAF-P004](#) SAF-P004 Bloodborne Pathogens Procedure
- [SAF-F004](#) Hepatitis B Vaccination Declination Form
- [SAF-F006](#) Bloodborne Pathogens Exposure Form

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/11/05		Initial Release
7/07/06	A	Update Attachment B, add Attachment Q

- 9/15/10 B Changed policy title from Occupational Safety and Health (OSHA) Compliance Policy to Employee Safety Policy. Add paragraphs 1-5 and 7 to combine Safety Handbook and Policy; add Associated Policies RSK-A002, RSK-A004, SAF-A001, HUM-A052; add Associated Documents OJI-PRO1; update attachments to programs; add Programs RSK-PRO17, RSK-PRO18, RSK-PRO19, RSK-PRO20; removed RSK-F001 and RSK-F002 from Forms/Records; add OJI-F003, SAF-P004, SAF-F004 and SAF-F006 to Forms/Records
- 02/21/11 C Added RSK-PRO21 – Hot Work Safety and RSK-F008 - Hot Work Permit
- 4/2/15 Reviewed, no changes (except logo)

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