

## **Gooding Joint School District No. 231**

### **PERSONNEL**

**5615**

#### Personal Safety

The purpose of this policy is to encourage safe work areas and habits.

The policy will be implemented as follows:

1. Job Descriptions will require safe work habits including the use of safe tools in a safe environment.
2. Job performance will be monitored on a regular basis and will include notations of personal work habits.
3. Personnel will be required to immediately report any unsafe situation or condition to building principals or the District Maintenance Supervisor.
4. Reports will be on a standard Safety Violation Form which will include corrective action taken or required, and signed and dated.
5. Copies of all reports will be maintained in the District Office.

#### Children and Guests

For the welfare and safety of the District, no employee will be allowed to bring children or guests to work with them.

Cross Reference:      5600                      Staff Health

Legal Reference:      I.C. § 33-512(11)      Exclusion of persons from school property

#### Policy History:

Adopted on: April 9, 2013

Revised on: