



Department: Human Resources  
Policy Number: HUM-A012  
Effective Date: 12/08/08

## 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:

- Drug and Alcohol Policy
- Employee Workplace Safety
- Student Safety
- Risk Management
- Crisis Planning and Emergency Management
- On the Job Injuries
- Indoor Air Quality and Asbestos Management/EPA Compliance
- Blood borne Pathogens Program
- Safe and Drug Free School and Safe Schools Act Grant Programs
- Annual and New Employee Safety Training
- Annual Departmental Safety training
- Modified Duty Program
- Accident Review Team
- Recycling Program
- Hazard Communication/Chemical Hygiene Program
- NIMS Compliance
- On-Site Healthcare Program
- Student Health Services
- OSHA Programs

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 precautions should be taken to protect others from danger.

Facility safety inspections are conducted annually. Administrators/designees investigate accidents involving employees, students, and visitors and report the occurrence to the Safety and Health Department. 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 Documents: [SAF-P001](#) Student Accident Reporting  
American National Standards Institute  
CMCSS Employee Handbook

RSK-A001 Employee Safety Policy  
OJI-PRO1  
RSK-A002  
HUM-A052Tennessee Department of Labor (TOSHA)

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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.
1/7/15		Reviewed, no changes (except logo)
11/23/15	B	Removed references to CMCSS Safety Handbook.
1/23/17	C	Updated elements and changed RMSC to Safety and Health Dept. (SHD) throughout.
11/27/17	D	Third paragraph of revision C removed.

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