

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 705-AR-1. GENERAL SAFETY RULES

The district is committed to operating its programs in the safest manner possible. Compliance by students and staff with the following rules will assist in achieving this objective.

### Student Supervision

The safety of every student is a matter of serious concern at all times. To assure the safety of students while attending school:

1. Each school will distribute safety rules and educate students to prevent accidents in buildings and on playgrounds.
2. Students will never be left unsupervised in class or on the playground.
3. Staff may be assigned hall, recess, lunchroom, and dismissal duties for the supervision and safety of students.
4. School buildings and equipment will be inspected regularly for safety considerations by designated staff.

### Support Staff

As good safety practice, support employees will:

1. Report immediately any condition or practice that s/he thinks may cause injury or damage to equipment, using the district form.
2. When involved in an accident that results in personal injury or damage to district property, promptly get first aid and then report the accident to the building principal or immediate supervisor.
3. Not operate any equipment that is not in a safe condition.
4. Use all prescribed safety and protective equipment when required, and maintain such equipment in good working condition.
5. Obey all district rules, regulations, signs, markings and instructions.

6. Use approved lifting techniques and secure assistance for heavy loads.
7. Use correct tools and equipment for the job in a safe manner.
8. Practice good housekeeping by returning all tools, equipment, materials to their proper storage.
9. Refrain from horseplay and interference with other employees.