

Southwest Vermont Regional Technical School District	Safety and Security of Employees	Policy # 4400C
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It is the policy of the Southwest Vermont Regional Technical School District to maintain safe working conditions within the Career Development Center.

The board authorizes the Director to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The Director or his/her designee will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.

In order to maintain a physical environment that is safe, clean, and attractive, the Director or his/her designee will conduct regular facilities reviews for obvious hazards (e.g., broken window, torn carpet), which need immediate repair. Any potentially hazardous materials provided by a teacher must be approved by the Director. Material Safety Data Sheets (MSDS) will be kept on file, as applicable. Potentially hazardous materials kept on school grounds will be properly stored and used in accordance with appropriate safety procedures. Faculty and staff members will report potentially hazardous conditions to the Director promptly. The Director will be responsible for seeing that any hazardous conditions that cannot be reasonably corrected by faculty and staff members are promptly corrected by qualified persons (e.g. oil leak). All employees will be trained to recognize and respond appropriately to the presence of hazardous materials.

The District's building safety plan will become the administrative regulations for this policy.

Procedures for maintaining security including a Building Safety Plan are developed, implemented and updated by the Director. Procedures will be distributed to all employees who will have responsibility for complying therewith.

	Date Warned	Date Adopted	Replaces Policy
Southwest Vermont Regional Technical School District	2/21/05	3/15/2005	N/A