

EMPLOYEE SAFETY, HEALTH, AND WELLNESS

The following procedures have been established to support the Washington School for the Deaf's (WSD) commitment to employee safety, health, and wellness:

The Executive Management Team is responsible for:

- Implementing WSD's safety and health policies,
- Ensuring that school-wide and department-specific goals, procedures, strategies, and
- Measures to prevent and reduce work-related injuries and illnesses are developed and implemented.

Managers and supervisors must:

- Ensure their direct reports observe, understand, and practice all safety and health rules, standards, and procedures in WSD's safety and health policies;
- Know and comply with all safety and health rules, standards, and procedures outlined in WSD's safety and health policies;
- Ensure they are reviewing and completing a department-specific safety orientation for employees new to their work unit; and
- Conduct a job hazard analysis of the work unit at least once every three years.

Employees, contractors and vendors must:

- know and comply with all safety and health rules, standards and evacuation procedures outlined in WSD's safety and health policies, and
- report all work-related injuries and illnesses.

Firearms and other dangerous weapons are prohibited

- Only law enforcement officers are allowed to carry firearms in or on state property. WSD does not have employees who are considered by the IRS to be law enforcement officers.
- Employees are prohibited from carrying or having firearms or other dangerous weapons:
 - on their person, or displayed during work hours or while representing WSD in any capacity;
 - in any WSD-owned or leased facility; and
 - in any state motor pool vehicle.

Adoption Date: 10/12/07