

## **EB1—Environmental and Safety Program Procedures**

### **Responsibilities of the Administrator**

Schedule regular inspections.

Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.

Cooperate in the correction of defects reported by the maintenance department or other school administrators.

### **Responsibilities of the Business Manager**

Post required state and federal safety regulations and maintain appropriate safety records.

Maintain an overall safety program in maintenance and operation of the building and grounds.

Provide specialized assistance as requested by the Administrator.

### **Responsibilities of Other Employees**

Report promptly to the Administrator of the school or immediate supervisor any defects in the building, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

Take reasonable precaution for the safe use of the building, grounds, and equipment by students.

### **Responsibilities of Students**

Avoid the following behaviors:

- Setting off a false fire alarm.
- Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
- Setting a fire in the building or on the school grounds.

Report promptly to the Administrator of the school or other appropriate school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

### **Responsibilities of Other Individuals Using the School**

Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.

Report promptly to the Administrator or another school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

**White Pine Charter School Policy Manual**

Adopted: 16 January 2013      Revised: \_\_\_\_\_

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