

Lewis Center for Educational Research

**BP 4357: PERSONNEL
EMPLOYEE SAFETY**

Adopted: June 5, 2003

Revised:

The Foundation Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

The CEO or designee shall establish an injury prevention program in accordance with law. The program shall include training in safe and healthy work practices for all employees.

Mandatory Photo Identification Card Requirement

Both students and staff of the school campuses have the constitutional right to be safe and secure in their persons at school. In an effort to provide the safest environment possible for students, faculty and staff, the Board has determined that all security employees shall wear photo identification cards at all times while on duty at a school campus. The adoption of this policy is a reasonable way to provide additional protection for students, faculty and staff while making it easier for school personnel to recognize non-school site persons.

All visitors and employees on our school campuses are required to register, in accordance with the law or LCER policy, immediately upon entering any school building or grounds when school is in session for the purposes of school safety and security. At the time of registration, visitors will receive a school visitor card identifying them as "Visitors". Having all employees and security personnel required to wear a photo identification card will make them easily identifiable when they are on a school campus.

The CEO or designee shall establish procedures for each employee to secure a photo identification card with the employee's name, position and work site assignment. The first ID will be made and provided to the employee by the LCER free of charge. Lost or stolen cards will be replaced free of charge at the rate of one per year. A "per cost" fee will be required for more than one card per year.