

**The following is an excerpt from the Employee Manual:**

## **HEALTH AND SAFETY**

USA is very concerned that employees are working in as safe and as healthy an environment as can be provided. USA believes that safety is every employee's responsibility. Every employee must make a conscious effort to be aware of safety and health hazards and procedures to avoid these hazards at all times. The goal is to avoid accidents altogether.

Most accidents can be prevented. The rules themselves do not make a safe workplace, but the constant and diligent awareness of all employees is necessary to provide a safe work environment. All OSHA standards and safety requirements must be complied with. These rules are specific. In the event that an employee is unsure of the rules or has taken on a new responsibility, the employee should contact his/her supervisor for additional training.

The School Safety Director will hold an annual safety training for all staff and designate specific staff members to cover various safety duties during an emergency. Any safety violations discovered during the year should be reported to the School Safety Director.

### **SAFETY REGULATIONS**

- All accidents or injuries, no matter how slight, must be reported immediately to the employee's supervisor, and an accident report must be submitted to the front office staff. In the case of a student accident, the employee in direct supervision of the student should submit the report after copying the report and sending a copy home with the student. Accident reports will be kept in a file for reference as needed.
- All unsafe conditions or practices must be reported immediately to the School Safety Director.
- All work areas must be kept clean and free of hazards; aisles should be kept free.
- Horseplay and practical jokes are prohibited.
- Safe and protective work clothing and shoes must be worn as it pertains to the type of job performed or class conducted (such as science labs), including safety glasses as needed.
- Tools and equipment must be used correctly as specified by the employee's supervisor. If the employee is not familiar with the tools or equipment, he/she should ask his/her supervisor for instruction.
- When lifting, bend knees and keep the back straight. If the item is too heavy, get help before proceeding.
- Guards or safety devices are not to be removed or tampered with on any equipment where they are present.
- A first aid kit will be kept in designated places at each location.
- First aid backpacks with emergency supplies should accompany each off-campus trip.
- All employees must know the location of fire extinguisher(s).
- Fire extinguisher(s), sprinklers, electrical boxes, or fire exits must not be blocked at any time.
- Open flame is prohibited in areas where flammable materials are used or stored.
- Fires should be reported immediately to the front office so the alarm can be sounded.

- A fire exit map must be posted in every classroom. Staff will be made aware of the exit procedures for the employee's assigned work station.
- A copy of staff and student emergency forms will be kept in the emergency kits. The kit will be kept for easy retrieval by the designated individual, who will take the kit on all emergency drills and actual emergency situations.

### **EMERGENCY EVACUATION PROCEDURES**

- USA plans to evacuate or perform an indoor emergency drill on the first Tuesday of each month, following the tsunami siren emergency alarm.
- The Secure Shores campus will follow the posted evacuation procedures.
- Students and staff on the Main Campus will evacuate to the designated emergency shelter (the recreation center) on H street following the procedures outlined below:
  - Teachers will lead the students out the door and down the sidewalk to the park. All students will walk down D St for evacuation drills, but teachers must use their best judgment in the case of a true emergency to determine the best alternate route if the designated route is blocked.
  - Each station will carry with them an emergency kit with all student emergency information when they leave the building unless an emergency kit has not yet been procured for that station.
  - Teachers will grab their attendance binders and emergency kits located in the wall file or on a hook at the door as they leave.
  - Teachers will evacuate with their classes. Administrative staff will clear the building before leaving.
  - Students will be checked against the attendance list at the safety destination before returning to the school.
- Additional unannounced emergency evacuation drills, earthquake drills, and lockdown drills will be practiced using the phone intercom system to alert personnel to the emergency drills.