

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources and Management

Section: 1302.90 Personnel Policies

Subject: Safe Environment (Staff)

Policy:

Provide a safe environment for all staff. Staff needs to be aware of potential safety hazards and report them to their supervisor immediately. Accidents can happen but if staff possesses an awareness of potential accidents and fixes them then most accidents can be avoided.

Procedure:

1. Staff will report to their Center Director/supervisor any potential tripping hazards.
2. Lights will be on at all times in the classrooms. Lights are turned on when the first adult enters the classroom and lights are turned off when the last adult leaves the classroom.
3. All rugs that begin to turn up on the corners/edges must be discarded.
4. All spills on the floor are to be cleaned up immediately.
5. Appropriate shoes are to be worn at all times. (No flip-flops)
6. Staff is not to stand in chairs or on tables to hang items, etc.
7. Floors are to be kept free of all debris and toys when not in use.
8. Staff is to sit in chairs, not on tables or other furniture.
9. When mopping an area some form of barrier or warning notice/cone will be placed in front of the area until the floor is dry.
10. Staff will refer to the Workplace Safety Policy in the Personnel Policies & Procedures for safety questions not reflected in this policy.

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11. Staff that do not follow safety precautions and/or do not follow the above procedures will be subject to disciplinary action which could possibly affect their safety incentive.