



Safety matters

**in the
Workplace
Policy and Procedures**

**GUAHAN
ACADEMY
CHARTER SCHOOL**

HEALTH AND SAFETY POLICY

1. Governing Policy

Guahan Academy Charter School will ensure that health and safety of students and staff are guarded. The following is our assurance policy that governs, at a minimum, the health and safety policy of Guahan Academy Charter School (GACS):

- All GACS employees will submit to a criminal background check and furnish a criminal record summary.
- GACS will follow the requirement of Guam Education Code in requiring tuberculosis testing of all employees working direct contact with students.
- Students and staff will provide documentation of required immunizations and GACS will maintain records. All rising 7th grade students must be immunized with a pertussis (whooping cough) vaccine booster.
- GACS Campus will be housed in facilities that have received approval from the Fire Marshall.
- GACS Campus is a Drug-Alcohol and Tobacco-Free Workplace.
- GACS instructional and administrative staff will receive “first responder training” or its emergency response equivalent, CPR and first aid.
- GACS policy and procedures for school-wide training in response to natural disaster and emergencies, including earthquake and fire, are being developed as a Comprehensive Emergency Preparedness Plan.

2. Employee’s Responsibility

Safety can only be achieved through teamwork at Guahan Acaademy Charter School. Each employee, administrator and board trustee must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- 1) Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- 2) The use of alcoholic beverages or illegal substance during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on GACS’ property is forbidden.
- 3) Use, adjust and repair machines and equipment only if you are trained and qualified.
- 4) Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- 5) Understand your job fully and follow instructions. If you are not sure of the safe procedure, don’t guess, just ask your supervisor or the appropriate authorities.
- 6) Know the locations, contents and use of first aid and fire fighting equipment.
- 7) Wear personal protective equipment in accordance with the job you are performing.
- 8) A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

3. Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employees safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the Assistant Principal.

4. Workplace Searches

To protect the property and to ensure the safety of all employees, students and the school, GACS reserves the right to conduct personal searches consistent with federal and local law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, GACS reserves the right to search any employee's office desk, files, locker, equipment or any other area or article on the school or office premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of GACS and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of GACS.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of GACS' security procedures or any other school rules and regulations.

5. Workplace Violence

Violence by an employee or anyone else against an employee, supervisor, member of management or student will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to school property in the event someone, for whatever reason, may be unhappy with a school decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperation in the school's investigation, may result in disciplinary action, up to and including discharge.

6. Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized, clean and clear of clutter, and materials in good order at all times. Report anything that needs repair or replacement to your supervisor. We encourage teachers to help students participate in maintaining a clean classroom.

7. Smoking in the Workplace

Guahan Academy Charter School is committed to providing a safe and healthy environment for employees, students and visitors. Smoking is not permitted on any school property.

8. No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating school machinery, equipment or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by federal and Guam laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately.

Violations of this policy will result in disciplinary action up to and including discharge.

9. In An Emergency

The Principal should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Principal is unavailable, contact the nearest school official.

Should an emergency result in the need to communicate information to employees outside of business hours, the Principal will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Principal and the H.R. Office when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the Principal or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Principal to await further instructions or information.

Please direct any questions you may have about the school's emergency procedures to the Principal.

10. Substance Abuse

GACS has vital interests in ensuring a safe, healthy and efficient working environment for its employees, co-workers and the students it serves. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, GACS has established as a condition of employment and continued employment with the school the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substances does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including on school paid time, on school premises, in school vehicles or while engaged in school activities. GACS employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with GACS is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violated this policy who is subject to discharge, may be permitted in lieu of discharge, at the school's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal and Guam laws.

Consistent with its fair employment policy, GACS maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. GACS will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the school's policies and applicable federal and Guam laws.

GACS further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of school-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the GACS has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the H.R. Office.