Having an effective health and safety program can help school districts prevent injuries and illnesses among school employees as well as reduce the associated direct and indirect costs for the district. Below are the essential elements of an effective safety program.

**Assignment of a Responsible Person(s)**

It is important that someone be put in charge of the program. This means that a specific person in the district has been assigned the responsibility and authority for employee safety and employees know who this person is.

**Investigation of Accidents, Injuries and Near Misses**

Accidents, injuries and near misses are investigated. This information is analyzed for hazards and underlying problems.

**Hazard Identification**

Inspections to identify hazards are conducted on a regular basis and job tasks are analyzed for potential safety and health risks.

**Hazard Control**

Steps are taken to eliminate or reduce hazards (e.g., engineering controls, policies and procedures, work practices, appropriate personal protective equipment, etc.) in a timely fashion.

**Employee Involvement in Safety**

There is a system, such as a health and safety committee, tailgate meetings or suggestion boxes, for involving employees in the safety program and for encouraging them to speak up about workplace hazards without fear of reprisal. Employees receive information about the safety program and safety issues related to their jobs (including about any chemicals they use).
Employee Training

Health and safety training is provided to all employees about the hazards in their job and the safety procedures that will protect them. This training is provided in a manner they understand.

Employee Compliance with Safety

There are procedures for ensuring that all employees comply with the safety rules that have been explained to them.

Record Keeping/Documentation

Records are kept to help districts keep track of work-related injuries, workplace hazards, steps taken to address and control hazards, and employee training.

Adapted from materials developed for California Worker Occupational Safety and Health Training and Education Program (WOSHTEP)