

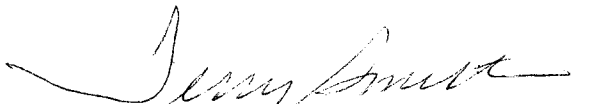
## SAFETY

PAEC believes the safety and health of its employees are primary considerations in the operation of its school programs. PAEC is committed to providing a safe and healthful environment in which all of its employees can work.

PAEC is committed to an employee safety program that will eliminate employee injuries, property damage, and work interruptions resulting from unsafe conditions and work habits. In order to realize these objectives PAEC encourages all employees to promote safety and accident prevention and to make safety in the school a primary concern. PAEC has instituted a coop-wide safety committee that meets periodically during the school year to review employee accidents and incidents.

All employees are responsible for following safe work practices and for immediately reporting to their principal/supervisor any condition that is potentially dangerous. Staff should become familiar with and observe safe work procedures during the course of their work activities.

Because of the importance of Safety in the overall operation of PAEC programs and facilities, PAEC's Executive Director is signing off on the above principles, and he has committed PAEC's administrative and supervisory staff's involvement in providing a safe environment to all of its staff and students.



Terry Smith, Executive Director

The following are some safety practices and policies PAEC would like to emphasize:

Do not try to move, lift, or carry anything heavy by yourself. If you need assistance, contact the school custodian.

Keep work areas clean and orderly at all times.

Report any injury, no matter how minor, to your principal/supervisor or building secretary within 24 hours of the occurrence. Should you have an injury or feel ill while at work, contact your supervisor immediately.

If hurt on the job, it is required that a formal accident/injury report ("Employee's Report of Injury") be completed by the employee, and a Supervisor's Investigation Report (Form G-136) be completed by the employee's supervisor--no matter how minor the injury. The formal injury report should be forwarded to the Business Office, which is responsible for filing a report with the Worker's Compensation insurance carrier. All reports must be received in the Business Office within 24 hours of the accident/injury.

Should you notice anything that seems to be a safety hazard, an unsafe act or unsafe condition, please report it to your supervisor immediately.

Employees who have a School Security or Safety concern should contact the School Business Manager. If that concern is not reconciled, the School Executive Director should be contacted. Ultimately, if a concern continues, a School Violence Tipline can be called at 700-477-0024.