

SAFETY BELTS

I. POLICY STATEMENT

It is the practice of the Lafayette Parish School Board to provide a safe workplace for all employees. Therefore, safety belts will be provided for employees whose job classifications require lifting more than 25 pounds and are employed in the following areas: school food service, print shop, maintenance, custodian, warehouse, bus attendant, special education bus driver, and special education teacher assistants. This policy also applies to part-time, substitute, and temporary workers employed in the positions listed.

II. RESPONSIBILITIES

- A. Employee - It is the responsibility of all employees who are required to wear a safety belt to:
 - 1. Wear their belt at all times while on duty.
 - 2. Maintain and care for the belt they are issued.
 - 3. To properly fasten safety belt when performing tasks that require lifting, bending, stooping, pushing, pulling, twisting, and standing for long periods, or any other task which requires stress to back, groin, or abdomen.
 - 4. Pay the replacement cost of belt if lost or damaged due to misuse.
- B. Supervisor - It is the responsibility of all supervisors of employees working in one of the designated areas to make sure that each employee is wearing a safety belt that is properly fastened while on duty.

III. GUIDELINES

- A. Any employee who does not have a belt on while on duty will not be permitted to work and will be subject to discipline according to Board policy.
- B. Belts worn by employees must be a belt supplied and approved by the Board.
- C. Disciplinary action will be taken against any employee who does not have his or her belt properly fastened when performing tasks.
- D. Each employee who is required to wear a safety belt will sign a copy of this policy indicating their understanding of the policy.

UNDERSTOOD AND AGREED TO BY: _____
Employee

SUPERVISOR: _____

DATE: _____

ISSUED BELT NO. _____

Adopted: 1/6/93
Lafayette Parish Public Schools, Louisiana