

OPERATIONAL SAFETY POLICY FOR PTA EMPLOYEES

The State of California has mandated that every employer establish a written injury prevention program and provide specified training of employees. The California State PTA views this as both desirable and necessary.

In accordance with California law (SB 198, 1991), PTA has established the following injury and illness prevention program.

1. The program will be headed by the PTA president, who shall appoint a person or persons to carry out said program and be responsible for its implementation: notification of employees, maintaining records, filing reports, etc. The PTA president, treasurer and secretary will be the nucleus of the safety committee and implement the plan.
2. A designated member of the safety committee will inform employees on matters relating to occupational safety and health.
3. If hazards are identified, the safety committee members will immediately notify _____, who will then authorize prompt steps to correct unsafe or unhealthful conditions.
(site person)
4. The safety committee will meet no less than one time per annum to discuss the general, overall occupational health and safety of our facility.
5. The PTA will communicate to its employees, on a regular basis, all available information concerning occupational health and safety matters.
6. Since an effective safety program must be monitored to ensure its effectiveness, the safety committee members will see that each employee:
 - a. Receives a complete set of the PTA safety rules. Each employee will sign two copies, one to be maintained in the unit safety file, and the second to be sent to the California State PTA office.
 - b. Complies with PTA safety and health work practices.
 - c. Corrects, or has corrected, unsafe work conditions.
 - d. Receives thorough training and instruction.

Members of _____ will join to make its safety program effective. The PTA's goal is to send each employee home after work in a safe and healthy condition. Your cooperation and ideas for the improvement of this plan are always welcomed.
(unit name)