

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: EBAA
Date Policy Reviewed and Re-Adopted: 2-12-07

REPORTING OF HAZARDS

All members of the staff are responsible for promptly reporting any hazard that they are unable to correct. A report should be sent to the administrator in charge of the building and grounds. In case of an emergency, the maintenance supervisor should be contacted immediately.

Should a hazard not be corrected immediately, employees and the building administrator should take any necessary precautions to assure the protection of individuals and property. The maintenance supervisor shall be responsible for the resolution of any serious or hazardous conditions. The superintendent and Board should be informed of any problem that is beyond resolution by the maintenance supervisor.

See also policy GBEB.

END OF POLICY