

Employment  
Series 400

Policy Title: Maintenance of Safe Work Environments Code No. 409

**Policy Statement**

Heartland AEA staff members are expected to assist in the maintenance of safe learning/work environments.

**Scope of Policy**

- Employees support safety guidelines established at work sites.
- Physical contact may be used to:
  - carry out a specific student behavior plan prescribed in an IEP or IFSP
  - protect a student from inflicting harm on him or herself or others

**Accountability Overview**

Staff annually review these guidelines as part of the staff handbook.

For their own protection and the protection of students, staff members are required to report immediately to their supervisor or human resources any incidents that jeopardize safe learning/work environments.

Heartland AEA will promptly investigate any complaints related to this policy.

**Legal Reference:**

Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1).  
Iowa Code §§ 232.67-.77  
281 I.A.C. 12.3(6), 102; 103.  
441 I.A.C. 155; 175.  
441 I.A.C. 9.2

Date of Adoption:

December 10, 2013

Reviewed: \_\_\_\_\_

Amended: 11/15, 6/14/16, 5/12/2020, 5/10/22