

Health and Safety

Tradewind Subs is committed to ensuring a safe, healthy, and confidential work environment for all employees. This policy outlines safety responsibilities, confidentiality requirements, and compliance expectations for substitute educators. We adhere to OSHA, CDC, and HIPAA standards, as well as applicable California state laws, including Proposition 65.

As a substitute educator, you represent both Tradewinds Subs and the school site where you are assigned. You must:

- ***Follow School-Specific Safety Guidelines:***
Every educator is responsible for understanding and complying with the safety policies and emergency procedures of the specific school or district where they are assigned, including that site's Injury and Illness Prevention Program (IIPP).
- ***Adhere to Confidentiality Standards:***
Maintain strict confidentiality of all student information in compliance with HIPAA, FERPA, and Tradewind guidelines. Unauthorized disclosure of student or school information is prohibited and may result in disciplinary action, up to and including termination.
- ***Promote a Safe Environment:***
Ensure classroom conditions align with both Tradewind policies and school site safety expectations. Actively monitor and report any unsafe conditions.

Reporting and Response Procedures

Immediate Reporting:

Report any work-related injuries, illnesses, hazards, or incidents immediately to both:

- Your school-site administrator (per school policy).
- Your education consultant (so that Tradewind can document and support you).

Unsafe Conditions:

You will not face retaliation for:

- Reporting unsafe conditions.
- Leaving a school site if you reasonably believe it poses a serious safety risk, provided you notify the school administration and Tradewinds Subs promptly. Under no circumstances can you leave students alone or in an unsafe environment

Emergency Communication:

You are permitted to access your cell phone during health or safety emergencies.