

## **P6890 SAFETY RESPONSIBILITIES - CURRICULUM AREA PERSONNEL**

### **BOARD POLICY:**

**Curriculum area personnel are responsible for developing and implementing safety education and precautionary programs. Maintenance of the health and safety of staff and pupils and compliance with requirements of the occupational health and safety standards, the uniform fire code, and the life safety code must be considered in these programs. Special attention will be given in curriculum areas that utilize potentially hazardous equipment or materials.**

Administrative Implemental Procedures:

1. Safety education is a combined responsibility, as outlined in the BOE Policy 7008 - Safety Responsibilities. However, curriculum personnel's expertise in the field is to have precedence in initiating and implementing safety education programs in their areas of expertise.
  - a. Curriculum personnel will provide principals and teachers with guidelines describing safety procedures in the various curriculum areas.
  - b. Curriculum personnel, with teacher participation, are responsible for designing and implementing instructional programs in safety in their areas of expertise.
2. Areas utilizing potentially hazardous equipment and materials are to be maintained in such a manner that the staff and pupils are provided with a safe and healthy environment. These would include science laboratories, Career and Technology Education laboratories, stages, art and music facilities; and physical education facilities.
  - a. Curriculum personnel are to be knowledgeable of all existing safety codes and keep abreast of all new safety standards as they pertain to their particular curriculum area.
  - b. Curriculum personnel are involved in evaluating the facilities in their curriculum areas in each building. The safety technician shall conduct an annual inspection of facilities, equipment, and materials. A safety inspection checklist shall be completed for each inspection. Copies of checklist shall be distributed to the building principals
  - c. The safety technician will make written recommendations to building principals, the Superintendent's designee, and the appropriate curriculum office for establishing budget priorities to correct potentially hazardous or unhealthy conditions which may exist in district facilities.
3. Curriculum personnel and the building principal shall initiate procedures to correct any identified existing condition that does not comply with established safety standards and constitutes a safety hazard or unhealthy condition for the staff or pupils.
  - a. Hazards or unhealthy conditions that are determined to require immediate attention shall be reported by calling the School Service Center order desk and requesting Facilities personnel to correct the condition.
  - b. Hazards or unhealthy conditions that do not require immediate attention shall be reported through requests for maintenance and/or alteration.
  - c. Long range planning requirements will be scheduled into the Facilities budget proposals for future funding.

Administrative Responsibility: Learning Services

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