

P7008 SAFETY RESPONSIBILITIES

BOARD POLICY:

Building principals, staff administrators, and Facilities personnel are primarily responsible for initiating and maintaining the necessary precautions for health and safety in the school system and for compliance with the rules, regulations, and laws governing health and safety.

Administrative Implemental Procedures:

1. The Director of Environmental Services is assigned the overall supervision for health and safety responsibilities, as well as delegating the responsibility for implementation of rules, regulations, and laws governing health and safety.
2. The Safety Coordinator is responsible for monitoring compliance with district safety policies and procedures.
3. Safety education, as implemented in various curriculum areas, is the responsibility of each building principal, curriculum area supervisor, and classroom teacher.
 - a. It is the responsibility of the building principal to have available a current copy of the USD 259 Safety Manual and for monitoring implementation of applicable guidelines as set forth in the Safety Manual.
 - 1) Environmental Services personnel will review pertinent areas of the USD 259 Safety Manual on a yearly basis and make recommendations for changes to the District Safety Committee.
 - b. Classroom teachers
 - 1) Classroom teachers are responsible for obeying all safety policies and establishing and maintaining the practice of good safety techniques.
 - 2) Classroom teachers are responsible for providing safety instruction for all pupils in the use and proper handling of equipment and materials. The teacher is to document the pupils' successful completion of a test over the appropriate safety procedures before authorizing pupils to use potentially hazardous equipment and materials. The test must be one, which has been approved by Learning Services.
 - c. All other supervisors
 - 1) Supervisors will review pertinent areas of the USD 259 Safety Manual on a yearly basis and make recommendations for changes to the Safety Committee.
 - 2) Supervisors will provide employees with regular appropriate inservice activities to substantiate knowledge and understanding of safety procedures and practices. The supervisor will maintain a written log of all such activities and participants.

4. Safety inspection of the facilities, equipment, and materials is the responsibility of the building principal and the Environmental Services. The Safety Coordinator shall be responsible for monitoring safety inspections conducted throughout the district.
 - a. Building principal

The building principal is responsible for the overall safety inspection of the building. The building principal or designee shall conduct an inspection of the physical facilities, equipment, and materials in the building at least twice a year. The first inspection is to be conducted before the first day of school each year. The second inspection is to be conducted at the conclusion of the school year.

A safety inspection checklist shall be completed. One copy of the safety inspection checklist shall be submitted to Environmental Services and one copy filed in the principal's office. The principals shall send written notification to the Director of Environmental Services when all items noted on the safety inspection checklist have been corrected.
 - b. Safety Coordinator
 - 1) An annual inspection of curriculum related facilities, equipment, and materials should be conducted by the Safety Coordinator. A safety inspection checklist shall be completed for each inspection. Copies of the checklist shall be distributed to the building principals, Environmental Services, and appropriate Learning Services staff.
 - 2) The Safety Coordinator will make written recommendations to the building principals, the Director of Design & Construction, and appropriate Learning Services staff for establishing budget priorities to correct potentially hazardous or unhealthful conditions which may exist in district facilities.
5. Correction of safety and health conditions relating to buildings and equipment is the responsibility of each building administrator, the Director of Environmental Services and the Director of Design & Construction.
 - a. Extremely hazardous and unhealthful conditions requiring immediate attention should be reported by calling the office of the Director of Environmental Services. In addition to the telephone call, the hazardous condition is to be noted on the safety inspection checklist. The person making the safety inspection shall submit a written request form along with a copy of the safety inspection checklist to the Director of Environmental Services.
 - b. Hazardous and unhealthful conditions not requiring immediate attention shall be reported to the Director of Environmental Services. A written work request form for alteration to building or site, service, or safety, along with a copy of the safety inspection checklist, shall be submitted to the Director of Environmental Services by the person making the safety inspection.
 - c. The Director of Design & Construction will be responsible for structuring long-range planning requirements into the Facilities budget proposals, subject to available funding.

6. It is the responsibility of each building principal or supervisor to report all accidents involving staff, pupils, or visitors in accordance with Board policy entitled Accident Reporting Procedures.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: November 2008

Previous Revision Date: March 1999 P7008

Updated administratively for alignment purposes: May 2014