

SAFETY PROGRAM

The Board of Education recognizes that the safety of students, employees and the public is paramount in all school operations. Safety will not be sacrificed in the interests of time or money. All students, employees and the public are to comply with all safety laws or ordinances. Unsafe conditions observed by an employee are to be promptly reported to the administration and will be corrected immediately. All employees are responsible for safety and are to file safety and health hazard reports with the district's Safety Committee whenever hazards on the job are encountered.

The Board authorizes the Safety Committee to identify potential loss areas, select and implement safety and control programs to deal with potential problem areas and monitor the effectiveness of the selected programs.

The Safety Committee is to address and provide guidance on the following principal areas of concern:

1. accidents and incidents;
2. inspection of buildings and grounds;
3. inspection of district vehicles;
4. establishment of loss control procedures;
5. implementation of insurer recommendations;
6. review safety programs in all areas of school operations; and
7. provide employees with safety information.

Each of these areas is to be analyzed by using the following risk and safety management steps:

1. identify problem areas;
2. select alternative solutions;
3. choose the appropriate solution;
4. implement the solution; and
5. monitor results and institute change, if necessary.

The programs shall incorporate the following objectives:

1. accident prevention through effective supervision of the district's services and student activities while educating students and district employees to develop good safety habits;
2. fire prevention by avoiding careless misuse of materials;
3. prevention of boiler explosions through proper maintenance and inspection procedures; and
4. prevention of burglary, robbery, vandalism, and theft through provisions of proper controls and safeguards related to equipment and money.

The Safety Committee is to meet quarterly to review all safety and health hazard reports by employees, accident reports, workers' compensation claims, reports and recommendations of safety and health inspectors, and other matters the Coordinator of the Safety Committee places on the agenda. The Safety Committee is to investigate all federal and state-mandated employee safety and health training requirements and report its findings and recommendations to the Board at least once annually.

Cross-ref: 5450, Student Safety

Adoption date: June 21, 1993

SAFETY PROGRAM REGULATION

The Board of Education authorizes that the district's Safety Committee shall be comprised of the following representatives:

1. a volunteer fireperson. Due to their training, they will be aware of fire hazards and have a primary interest in safety;
2. an industrial arts teacher. Safety in these classes is important because of the hazards involved in manual arts;
3. a physical education instructor because of the potential for serious injuries in this area. These instructors have health and first aid training;
4. a Science Department instructor, because of the potential inherent dangers in that curriculum;
5. custodians and janitorial staff. They have the advantage of seeing most of the physical plant on a regular basis. They also have the knowledge, skills and responsibility to recognize and correct problems;
6. the school nurse-teacher and school nurses. They have first hand knowledge of incidents and accidents occurring at their schools;
7. the Director of Transportation. He/She is constantly aware of all situations involving all areas of transportation;
8. the President of the Student Council; and
9. the School Administrator from each building. Their overall expertise will provide the necessary liaison for the entire safety network.

In addition, each employee organization recognized or certified as bargaining agent for any district employees under the Taylor Law may designate such an employee to serve on an unpaid, ex officio basis, with the Safety Committee.

The School Business Official shall be the Coordinator of the Safety Committee. He/She shall be responsible for the management of the entire safety program of the district.

The major functions of the position shall include:

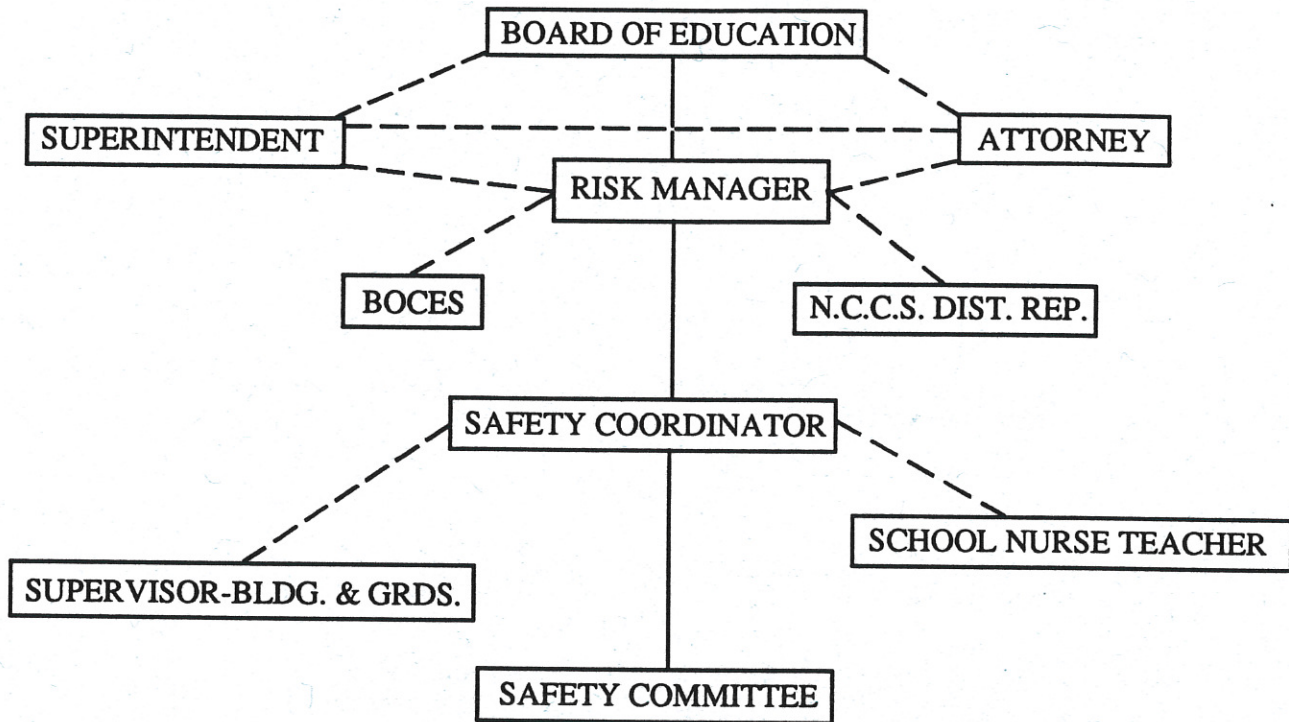
1. the chairing of the Safety Committee;
2. the review and revision of the district's safety policy;
3. the selection of district employees and student to serve on the Safety Committee;
4. the establishment of the agenda of the Safety Committee;
5. the review of all accidents/incidents of loss;
6. the review of safety engineering recommendations of insurers;
7. the development of plans for safety (e.g. major loss plans); and
8. the assumption of overall responsibility for safety in operations.

The Coordinator of the Safety Committee is to receive all complaints and accompany all state inspectors under the State Occupational Safety and Health Act, fire inspections under the Education Law and similar requirements.

Adoption date: June 21, 1993

SAFETY PROGRAM EXHIBIT

TABLE OF ORGANIZATION



The Committee is comprised of:

Safety Coordinators
 Volunteer Fireperson
 Industrial Arts Teacher
 Athletic Director
 Science Department
 Custodial Staff
 School Nurse
 Director of Transportation
 Student Representative
 Administrator

SAFETY PROGRAM EXHIBIT

Checklist For Safety Of Large Gatherings In School Buildings

	<u>Yes</u>	<u>No</u>
1. Have all exit signs been checked for proper illumination?	[]	[]
2. Are all emergency lights in operable condition?	[]	[]
3. Can all doors to exits and exit doors be open easily to help facilitate safe egress?	[]	[]
4. Are parking lots, entrances and exits, stairs, and ramps properly illuminated during the evening hours?	[]	[]
5. Is a No Smoking policy enforced?	[]	[]
6. Are entrances and exits kept clear of snow and ice during winter months?	[]	[]
7. If it is necessary to use extension cords, are only three-wire, heavy duty types which are in good condition allowed? Try not to run them across aisles and walkways. If this is not feasible, they should be covered with rubber treadle guards or taped in place. These measures should help reduce the trip and fall as well as the fire/electrical shock hazards.	[]	[]
8. Has a member of the custodial staff and/or a designated, responsible member of the group holding the meeting, checked to see that all those who were in attendance have left the building; that the lights they were using are turned off, and the building is secured and doors locked? These measures would help prevent unauthorized entry and/or vandalism.	[]	[]

SAFETY PROGRAM EXHIBIT

SCHOOL SAFETY INSPECTION REPORT

School: _____ Location: _____

Date: _____ Date of Last Inspection _____

Name of Inspector(s): _____

This safety inspection report is not a complete reference of hazards found in schools, but is a guide for the Safety Committee on what they should be looking for during the inspection. The form is designed to detect unsafe conditions and unsafe practices in the school. Inspection should be scheduled at a time that allows maximum opportunity to review school operations with a minimum of interruption.

In addition, all accidents or incidents in the school or department being surveyed should be reviewed to pinpoint those problem areas for review. This will allow the safety inspection committee to plan the route to be followed in advance.

THE FOLLOWING IS NOT A COMPLETE REFERENCE OF HAZARDS FOUND IN SCHOOLS, BUT IS A GUIDE ON WHAT TO LOOK FOR DURING AN INSPECTION.

Instructions: Check (x) YES or NO. Explain all items checked "NO" and make appropriate recommendations in the section provided.

I. <u>Electrical</u>	<u>YES</u>	<u>NO</u>
A. Use of three-wire receptacles	[]	[]
B. Extension cords in good condition	[]	[]
C. Covers on junction boxes, switches & fittings	[]	[]
D. Wiring & other equipment in good condition	[]	[]
E. Outlets are properly grounded	[]	[]
II. <u>Walking & Working Surfaces</u>		
A. <u>Housekeeping:</u>		
1. Floors are clean and sanitary	[]	[]
2. Tripping hazards are eliminated	[]	[]
3. Aisle widths are adequate	[]	[]
4. Aisles are marked and clear	[]	[]
B. <u>Stairs</u>		
1. Standard guard & handrails available	[]	[]
2. Tread covering is correct type & secure	[]	[]
3. Proper illumination on stairs	[]	[]

	<u>YES</u>	<u>NO</u>
C. <u>Leaders</u>		
1. All defective ladders are prohibited from use	[]	[]
2. Defective ladders have been tagged "Dangerous - DO NOT USE"	[]	[]
3. The use of the top step is prohibited	[]	[]
D. <u>Floors</u>		
1. Floors are made of or coated with non-skid material	[]	[]
2. Floors are clean and dry	[]	[]
3. Carpeting is in good condition and repair.	[]	[]
 III <u>Machinery</u>		
A. Point of Operation Guarded on all cutting machines.	[]	[]
B. All Drive Mechanisms Guarded	[]	[]
C. Pinch Points Guarded	[]	[]
D. Lockout & tag-out procedures used	[]	[]
E. Emergency shut-offs for shop are available and accessible	[]	[]
F. Emergency shut-offs are checked monthly	[]	[]
G. Safety signs posted in appropriate areas	[]	[]
 IV. <u>Personal Protective Equipment</u>		
A. Eye & Face protection provided where flying particles, chips, sparks, or chemical splashes occur	[]	[]
B. Students wear proper eye and head protection in Industrial Arts, Science Labs, and Gym classes	[]	[]
C. Gloves provided when handling hazardous materials, hot objects, etc.	[]	[]
D. Respirators provided where needed	[]	[]
E. Equipment stored properly & in good repair	[]	[]
F. Training provided in their use	[]	[]
G. Adequate eye wash facilities provided	[]	[]
 V. <u>Fire Protection & Prevention</u>		
A. Fire extinguisher properly located, accessible, and carries appropriate rating	[]	[]
B. Fire extinguisher properly maintained	[]	[]
C. Standpipe and fire hoses accessible & maintained	[]	[]
D. Sprinkler and alarm systems properly maintained	[]	[]
E. Proper clearances from sprinkler heads	[]	[]
F. Safety cans and cabinets provided for flammable liquids	[]	[]

	<u>YES</u>	<u>NO</u>
G. Grounding and bonding for flammable liquid containers	[]	[]
H. Flammable liquids properly stored	[]	[]
I. "No Smoking" signs posted	[]	[]
J. Hazardous operations safe - i.e., spray painting, dip tanks, welding operations, etc.	[]	[]
K. Fire doors operational and not blocked open	[]	[]
L. Waste cars are provided and emptied daily	[]	[]
VI. <u>Exhaust, Ventilation, and Heat Producing Units</u>		
A. Ventilation system inspected and maintained	[]	[]
B. Adequate controls to keep exposures to vapors, mist, or dust to a minimum	[]	[]
C. Heat dispensing units are properly located and free from obstruction and flammable materials	[]	[]
VII. <u>Compressed Gases</u>		
A. Compressed gases stored, handled and used in an accepted manner	[]	[]
B. All cylinders/pressure vessels identified as to contents	[]	[]
C. Cylinders stored in a protected manner to prevent tampering and physical damage	[]	[]
D. Cylinders secured to prevent falling or upset	[]	[]
E. Protective valve caps used when cylinders are stored	[]	[]
VIII. <u>Playground Equipment</u>		
Are items A through J repaired immediately?		
A. Deformed "S" hooks, shackles, rings, or chain links	[]	[]
B. Worn swing hangers, chairs	[]	[]
C. Missing or damaged swing seats	[]	[]
D. Footings to playground equipment which are exposed, cracked, or loose	[]	[]
E. Any sharp edges, points, or exposed ends of piping	[]	[]
F. Loose bolts or nuts	[]	[]
G. Any splintered/cracked or deteriorated wood	[]	[]
H. Any broken or missing steps, rails, rungs, seats, or other parts on equipment	[]	[]
I. Vandalism - broken glass, trash, etc.	[]	[]
J. Tripping hazards from rock, roots, etc.	[]	[]
K. Landing areas made of soft surfaces	[]	[]
L. Written guidelines posted for playground	[]	[]

	<u>YES</u>	<u>NO</u>
<u>IX. Miscellaneous</u>		
A. Proper illumination provided	[]	[]
B. Emergency signs/lights working	[]	[]
C. Exits and exit lanes are clear and unobstructed	[]	[]
D. Elevators and escalators in good condition	[]	[]
E. Adequate first aid supplies	[]	[]
F. Fire blankets and containers are visible and readily accessible	[]	[]
G. Emergency numbers for school nurse, school physician, police, ambulance, and fire departments posted	[]	[]
H. Emergency procedures and routes are posted	[]	[]
I. Traffic control signs properly placed and in good condition. Pavement markings clearly visible	[]	[]

X. Recommendations

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Athletic Program Checklist

Instructions: The following should be performed in the school's athletic program. All "NO" checks should be reviewed and commented on.

	<u>YES</u>	<u>NO</u>
1. The athletic director coordinates and supervises all phases of the physical education and interscholastic program.	[]	[]
2. A written evaluation of the athletic program (physical education and interscholastic) is submitted annually to the Board of Education.	[]	[]
3. The Board of Education is regularly informed about physical education program directions, problems, and achievements.	[]	[]
4. <u>All</u> new programs or activities are reviewed by the school administration and approved by the Board of Education.	[]	[]
5. Written job descriptions for <u>all</u> staff personnel involved in the athletic program are on file and updated periodically.	[]	[]
6. Medical examinations are given to <u>all</u> students for participation in athletic activities and records of these are kept on file.	[]	[]
7. The school physician approved <u>all</u> students for participation in interscholastic activities.	[]	[]
8. <u>All</u> coaches meet state coaching and first aid requirements.	[]	[]
9. A coach's handbook on school policies and procedures is given to each coach and instructor and kept on file.	[]	[]
10. <u>All</u> physical education and interscholastic facilities and equipment are periodically inspected for safe use and a written report submitted to the athletic director.	[]	[]
11. Adequate space is available for the storage and care of athletic equipment and materials.	[]	[]

	<u>YES</u>	<u>NO</u>
12. Permanent records of student participation and achievement are maintained in the athletic directors office.	[]	[]
13. A standardized parental permission slip is used for <u>all</u> interscholastic sports and kept on file.	[]	[]
14. <u>All</u> interscholastic contests are provided with qualified supervision and protection, before, during, and after the activity.	[]	[]
15. The conduct of all coaches is monitored and reviewed periodically.	[]	[]
16. Eligibility rules for interscholastic sports are posted, reviewed with students, and kept on file.	[]	[]
17. Parents regularly receive information concerning the athletic program schedules, policies, problems, and future directions.	[]	[]
18.	[]	[]
19.	[]	[]
20.	[]	[]

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Facilities & Equipment Checklist

The following should be checked before physical education classes or other athletic activities begin:

		<u>Indoors</u>	<u>YES</u>	<u>NO</u>
1.	Visually inspect each piece of apparatus and equipment before using in the class		[]	[]
2.	Equipment and apparatus in gym class are placed so there is an adequate, clear activity space		[]	[]
3.	Instructors line of sight is not obstructed and all apparatus is visible		[]	[]
4.	Adequate number and size of mats are available for equipment and apparatus		[]	[]
5.	If activity requires floor mats, they are available and used		[]	[]
6.	All apparatus and equipment properly secured and assembled to prevent toppling and collapse		[]	[]
7.	All loose nuts and bolts tightened		[]	[]
8.	All unused equipment and apparatus stored in adequate facility		[]	[]
		<u>Outdoors</u>	<u>YES</u>	<u>NO</u>
1.	Are athletic areas readily accessible and visible to the teacher during class?		[]	[]
2.	Are activity areas and fields free from safety hazards (broken glass, holes, trash, etc.)?		[]	[]
3.	Activity areas properly fenced or enclosed for safety		[]	[]
4.	Field area free of standing water		[]	[]
5.	Fields properly equipped - backstops, goals, protective fences, stands		[]	[]

- 6. All weather areas properly laid out and marked for variety of activities [] []
- 7. Qualified supervision of area and facilities provided during use [] []

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