

## **Safety Committee**

### **District Safety Officer**

The superintendent shall designate a district safety officer. The safety officer shall:

1. Establish a district safety committee, advisory to the safety officer, to implement and monitor the district safety program;
2. Be responsible for writing and implementing a district safety program (The written program shall include reporting procedures and in-service safety training programs);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas;
4. Maintain liaison with applicable agencies outside the district;
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents;
7. Establish specific goals for the district's safety program and evaluate goals and accomplishments on a regular basis.

### **District Safety Committee**

A district safety committee may be established. The primary functions of this committee shall be to assist the district safety officer in planning, implementing and evaluating a comprehensive district safety program and to assist site safety committees in the coordination of district safety activities. Reasonable efforts shall be made to ensure that committee members are representative of the district's various sites where employees work and students and patrons of the district may gather. This committee shall be chaired by the district safety officer. This committee shall meet at least three times each year. The members of the committee may change but shall cover at least the following categories:

1. The district safety officer;
2. One transportation representative;

3. One maintenance representative;
4. One food service representative;
5. One elementary school representative;
6. One middle school representative;
7. One high school representative;
8. Representatives from appropriate agencies when there is a need (e.g., workers' compensation carrier, district insurance agent of record).

The safety committee shall be composed of an equal number of employer and employee representatives. When agreed upon by employees and the district, the number of employees on the committee may be greater than the number of district representatives. The committee will consist of no fewer than 4 members for districts with more than 20 employees.

A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food service worker, administrator).

Employee representatives shall be volunteers or elected by their peers unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one-year term. Terms shall be staggered to provide continuity. There shall be a chair elected by the safety committee.

Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage when required to participate beyond the employee's regular work hours.

The safety committee will:

1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from site safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the district office;
2. Provide written agendas for each meeting which shall set the order of business;
3. Make written records of each meeting which the district shall review and maintain for three years for inspection;
4. Post and send copies of meeting records to committee members;

5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the district how to eliminate hazards in the workplace and promoting employee adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes among all persons involved in the operations of the workplace.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating district policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee;
9. Evaluating employee/supervisor training needs.

### **Degree of Authority**

The safety committee is authorized to make written suggestions to the district safety officer, based on it's experiences, inspections and input from other employees, students and district patrons, as appropriate.

## **Building Safety Inspection Form**

1. District buildings are to be inspected on a quarterly basis. The schedule is to be developed so that the buildings are inspected at the beginning of the school year in September, end of the first quarter in November, end of first semester in January and end of third quarter in April of each school year.
2. The district Building Safety Inspection form is to be used as an instrument to record findings of inspections.
3. Inspection team and/or personnel to be designated by administrative head of the building.
4. Copy of the inspection report is to be on file in the administrative offices of the school building. A copy of the form is to be forwarded to the district safety officer at the district office.
5. Corrections of safety hazards noted on the inspection should be accomplished in the following order:
  - a. Building-assigned personnel: custodians, maintenance, shop instructors, laboratory instructors, etc.;
  - b. District maintenance staff;
  - c. Outside agency and/or contractors.
6. A request for correction must be submitted to the director of auxiliary services' office for any item of safety need, as noted on the inspection form, that cannot be corrected at the building level.

## **Safety Equipment and Requirements**

The following safety equipment requirements will be strictly enforced:

1. Hard hats are to be worn by maintenance personnel when involved in construction projects;
2. Safety goggles are to be worn by personnel when using power grinders;
3. Safety guards must be properly installed on all power saws;
4. Safety guards must be properly installed on all woodworking machines, all joiners, shapers, etc.;
5. Ear plugs are to be worn when the operator is exposed to high decibel readings in work on projects;
6. Clothing:
  - a. Gloves are to be worn while welding and handling hot materials;
  - b. Arms are to be protected while welding and when exposure to intense heat is likely;
  - c. Loose articles of apparel are to be secured, shirt-tails, sleeves, cuffs, etc.
7. Protective goggles are to be used whenever the individual is welding and chipping materials;

8. Exhaust fumes are to be vented to the exterior of the building when the individual is working on internal combustion engines;
9. Fire extinguishers are to be fully charged and checked on a minimum of an annual basis.