

Glendale School District 77

Code: **EBAC-AR**
Revised/Reviewed: 1/9/02; 11/16/11
Orig. Code(s): EBAC-AR

Safety Committee

District Safety Officer

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

1. Establish a district safety committee to implement and monitor the district safety program;
2. Be responsible for overseeing the writing and implementing a district safety program. The written program shall include reporting procedures and in-service training;
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 committee representatives 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 complying with the district health and safety program;
6. Maintain the accident records system; make necessary reports, assist in the development of procedures to 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 (Centralized) Safety Committee

A district safety committee shall be established. The primary function of this committee shall be to assist the district safety officer in planning, implementing and evaluating a comprehensive district safety program and to assist administrators and department supervisors in coordination of district safety activities. Reasonable efforts shall be made to ensure that committee members are representative of the district's various sites. This committee shall meet at least monthly and shall be composed of **no** fewer than four members and a chair. The chair will be the district safety officer.

The district safety committee shall be composed of an equal number of employer and employee representatives. A district safety committee must represent health and safety concerns of all district sites. When agreed upon by employees and the district, the number of employees on the committee may be greater than the number of district representatives.

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.

Employee representatives attending safety committee meetings outside regularly scheduled workday shall be compensated by the employer at the regular hourly wage.

The district safety committee shall:

1. Hold regular meetings at least once a month and make quarterly workplace safety inspections. The quarterly inspections may count as a monthly meeting. This does not exclude other safety committee meetings if more frequent safety inspections are conducted;
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 communication to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of the district safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identify all 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 make 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 district safety committee is authorized to make written recommendations to the superintendent specific to the district's accident prevention program.