

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 program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the building principal/supervisor 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 will be established at the district office or maintenance office. 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 represent the safety and health concerns of district employees and students. 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 meet at least three times each year. The members of the committee may change, but it shall cover at least the following categories:

1. The district safety officer;
2. The transportation coordinator;
3. The maintenance supervisor;

4. The food service coordinator;
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 employer and employee representatives; no more than 50% of committee members will be supervisors.

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 appointed by an administrator 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 chairman and a vice chairman elected by the safety committee.

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

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 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 superintendent shall review and maintain for three years for inspection;
4. Post and send copies of meeting records to committee members and periodically post current safety committee members;
5. Assist in creating a hazard-free work environment by:
 - a. Recommending to the superintendent how to eliminate hazards in the workplace and promote employee adherence to safe work practices;
 - b. Using lines of communications to promote cooperative attitudes between 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 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 their experiences, inspections, and input from other employees, students, and district patrons as appropriate.