

Policy Information

Series 5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

NON-INSTRUCTIONAL OPERATIONS

Safety Program

Policy # 5680

The Board of Education recognizes that the safety of students, employees and the public is paramount in all school operations. The District is committed to providing an environment in which staff, students and members of the general public can safely work, learn and recreate when using District facilities and equipment. All student, employees and members of 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. 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 problem areas and to recommend safety and control programs to deal with potential problem areas. The Safety Committee is to address and provide guidance on the following principal areas of concern:

- a) Accidents and incidents;
- b) Inspection of buildings and grounds;
- c) Inspection of District vehicles;
- d) Establishment of loss control procedures;
- e) Implementation of insurer recommendations;
- f) Review of safety programs in all areas of school operations;
- g) Providing employees and students with safety information; and
- h) Environment/indoor air quality.

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

- a) Identify problems areas;
- b) Recommend alternative solutions;
- c) Disseminate information and reports to the Board of Education.

The programs shall incorporate the following objectives:

- a) Accident prevention through effective supervision of the District's services and student activities while educating students and District employees to develop good safety habits;
- a) Fire prevention by avoiding causes misuse of materials;
- b) Prevention of boiler explosions through proper maintenance and inspection procedures;
- c) Prevention of burglary, robbery, vandalism, and theft through provisions of proper controls and safeguards related to equipment and money; and

- d) The existence of a safe environment for work and study.

The Safety Committee is to meet at least 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 coordinator is to report orally to the Superintendent the results of the meeting and then follow up with a written report to be submitted through the Superintendent to the Board of Education. 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 periodically but not less than semiannually.

Policy References:

Labor Law Section 27-a

12 New York Code of Rules and Regulations (NYCRR) Part 820, Article 28

NOTE: Refer also to Policy #5681 -- School Safety Plans

Adoption Date: 12/20/2011

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