

**Administrative Procedures for Policy 1500 (Administration)  
Regarding Safety and Health  
Safety Program**

- I. Definitions
  - A. School property – any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business. This includes any location used for co- or extra-curricular activities, including any field trips.
- II. Calvert County Public Schools' (CCPS) employees will take every reasonable precaution to ensure the safety of all individuals on school property, including themselves in the commission of their duties. In addition, all employees will comply with applicable federal, state and local laws, codes, regulations and guidelines, and CCPS policies and procedures designed to provide safe learning and work environments.
- III. Directors, department heads, and administrators in charge of a building are responsible for the physical plant and equipment in their department or building (as appropriate) and for the employees under their direction. These individuals will (as is appropriate to their area of responsibility):
  - A. Provide direction and support for a safety program to ensure that safety is an integral part of all operations and activities;
  - B. Encourage employee involvement in safety education, accident prevention, and decisions affecting employee and student safety;
  - C. Assign responsibility to:
    1. Ensure the provision of employee safety training that is appropriate to each employee's area(s) of responsibility and to their assigned duties;
    2. Ensure the provision of safety training to students that is appropriate to the students' curricular and extracurricular activities (in accordance with other CCPS policies and procedures);
    3. Ensure that formal and informal inspections of the facilities and equipment are conducted on scheduled or on an as needed basis; and
    4. Ensure that employees are oriented and trained on how to reduce and avoid hazardous conditions and behaviors;
  - D. Ensure that employees know how to report accidents and hazardous conditions;
  - E. Ensure that employees are aware of all pertinent procedures that accompany Policy 1500 Regarding Safety and Health;

- F. Upon discovery or notification, take appropriate and timely action to eliminate and/or remove employees and students from unsafe conditions;
  - G. Encourage the employees under their direction to follow all safety policies and procedures and to hold them accountable, using employee discipline in accordance with Policy 1750 – Employee Discipline - if necessary; and
  - H. Post safety notices (see section V below).
- IV. Each principal or administrator in charge of a building will appoint a safety coordinator from the administrative staff of that building to:
- A. Serve as the point of contact for notification of safety concerns by staff, students and other individuals;
  - B. Survey the building for safety concerns; and
  - C. Take action by:
    - 1. Correcting the concern; and/or
    - 2. Reporting the concern to the most appropriate administrator or department. Physical plant safety concerns should be reported to the Department of School Facilities, and safety concerns related to school operations should be reported to the Executive Director of School Operations.
- V. Posting of Safety Notices
- A. Each principal or administrator in charge of a building will ensure that a current notice provided by the Commissioner of Labor and Industry for the state of Maryland that informs employees of the protection and obligation provided for in the Maryland Occupational Safety and Health (MOSH) Act and the OSHA (Occupational Safety and Health Act) guide to a Safe and Healthful Workplace is posted and kept posted.
  - B. Each principal or administrator in charge of a building will ensure that the name and contact information for the building safety coordinator is posted.
  - C. Safety notices will be posted in a conspicuous place or in multiple places where notices are customarily posted. Such notices will not be altered, defaced, or covered by other material and will be kept up to date. Directors, department heads, administrators in charge of a building, and/or safety coordinators may also convey this information by other means provided the notices are posted in accordance with these procedures.
- VI. Reporting Safety Concerns
- A. All CCPS employees, students and visitors shall have the right to express their concerns regarding safety without fear of reprisal. Situations requiring immediate attention should be reported orally to the safety coordinator, or when not available, to the administrator or employee in charge of the building.
    - 1. The employee receiving the report will take immediate measures to protect the safety and welfare of individuals in harm's way.

2. Once individuals are safe, the employee will notify the appropriate administrative personnel who will determine if there is a need for additional support or action.
  3. Whenever possible, the administrator in charge of the building will take action to correct the safety concern.
- B. Situations that do not require immediate attention should be reported in writing to the safety coordinator for that building.
  - C. All responses to safety concerns will be made in a timely manner and in accordance with MOSH and OSHA guidelines and any other governing law, code, regulation, rule, policy, procedure or guideline.
  - D. In the event the safety concern cannot be corrected or is of a serious nature, the administrator in charge shall notify School Facilities in a timely manner.