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Book
Policy Manual
Section 700 Property
Title: Safety Code
705-AR-4
Status
Active
Legal
1. 24 P.S. 1518
2. 24 P.S. 1517
3. Pol. 805
4. 24 P.S. 223
6. 72 P.S. 1722-J
7. 77 P.S. 1038.2
8. 34 PA Code 129.1001 et seq
24 P.S. 510

Adopted

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

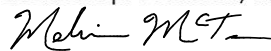
Authority

The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.

Health and Safety Policy Statement

The Board of Education policy requires the Scranton School District to establish a safe and healthful environment for its employees, students and visitors. To this end the School District will develop internal safety and health policies and procedures and require compliance with all relevant government regulations.

Maintenance of a safe and healthy work environment is consistent with the Boards objective of providing for a quality education within budgetary limits, as well as a legal obligation. The School District will maintain a Health and Safety program which will depend on the sincere, consistent and cooperative efforts of all employees. All Scranton School District employees are expected to implement safe practices, identify and eliminate unsafe practices and conditions, and take seriously the matters of accident prevention, injury reduction and safety in the workplace.



Missy McTiernan
Superintendent,
Scranton School District

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Delegation of Responsibility

The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.

The Superintendent or designee shall:

1. Ensure curriculum to instruct students in safety and fire prevention.
2. Provide required drills and instruct students in safety procedures.
3. Review and evaluate annually district safety rules and plans.

Robert Gentilezza, the Accident & Illness Prevention Coordinator, is responsible for development and evaluation of AIPP efforts for the Scranton School District.

Carl Pugliese, SSD Maintenance Supervisor is responsible for implementation of the AIPP.

Administrators shall inform all staff and students of safety rules at the beginning of the school year.

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools. [\[4\]](#)[\[8\]](#)[\[6\]](#)[\[7\]](#)

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.
6. Respond to complaints and notifications of safety related issues with information which shows the progress of resolution to the complainant.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

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The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Scranton School District will see that general health and safety orientation is conducted within two weeks of their appointment date.

The following are required to receive this training:

New employees.

Those changing jobs or responsibilities, shall receive a job specific safety orientation before beginning their newly assigned duties.

Temporary employees (If employment will last beyond 2 weeks)

Supervisors will ensure new employees are educated on worksite or hazard specific safety procedures. All employees will receive periodic training to enhance their knowledge, skills, attitudes and motivations concerning safety and health procedures relating to operations, processes, and specific work environments.

SUBJECTS:

The following general subjects and job-specific subjects are part of each employee's training as deemed appropriate by the Office of Risk Management and the Facilities Department.

General Subjects:

1. Safety Policy Statement;
2. Designated Accident and Illness Prevention Program Coordinator;
3. Accident and Illness Prevention Orientation and Training;
4. Safety Rules and Enforcement;
5. Employee involvement (Committees and Suggestion Program);
6. Accident/ Incident Reporting;
7. Availability of Medical Treatment
8. Substance Abuse Policy
9. Emergency Management Procedures
10. Hazards prevalent for the work being performed (fall protection, Personal Protective Equipment, lockout/tag out, ladder usage, scaffold safety, etc.)

Specific safety training provided to employees due to their responsibilities or the hazards associated with the nature of the work / worksites includes but are not limited to the following job-specific subjects:

Bloodborne Pathogens	Fall Protection
Hazardous Materials	Machine Guarding
Personal Protective Equipment	Hand and Power Tool Safety
Confined Space	Lockout / Tagout
Electrical Safety	

The Superintendent or designee shall maintain written records of workplace safety committee training.

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AIPP Goals and Objectives.

The overall goal of the Scranton School District Workplace Safety and Health Accident and Illness Prevention Program (AIPP) is to reduce the exposure of our employees, students and visitors to recognized hazards with the ultimate goal being to strive for "Zero Injuries".

Working safely is a responsibility shared by all employees. Managers and supervisors are to maintain the safest possible working conditions by encouraging and enforcing District safety policies and procedures. All the necessary District resources will be available to help accomplish this important endeavor. All Scranton School District employees are expected to actively participate and implement safe practices, identify and eliminate unsafe practices and conditions, and take seriously the matters of accident prevention, injury reduction and safety in the workplace.