

A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY
 TITLE: FACILITIES AND
 WORKPLACE SAFETY
 ADOPTED: June 24, 1999
 REVISED: August 25, 2011
 APPROVED: September 22, 2011
 REVISED & APPROVED: March 25, 2021

705. FACILITIES AND WORKPLACE SAFETY	
1. Purpose	The Joint Operating Committee recognizes that Career Center facilities must be maintained and operated in a condition that is safe for students, staff and visitors.
2. Authority	The Joint Operating Committee directs that a Career Center-wide safety program shall be maintained to ensure a safe environment for all students, staff and visitors as well as to protect Career Center buildings, equipment and property. The safety program shall provide instruction for students and staff in safety and accident protection, protective devices where they are required for safety, and suitable and safe equipment necessary for the conduct of the educational program and operation of the Career Center.
3. Delegation of Responsibility	<p>The Executive Director or designee shall prepare rules governing Career Center safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of State and Local government.</p> <p>The Executive Director shall review annually with the Joint Operating Committee all procedures and rules dealing with the safety of students and staff and safe operation of Career Center facilities.</p>
4. Definitions	<p>For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retain its shape and appearance with use, is non-expendable, and does not lose its identity when incorporated into a more complex unit.</p> <p>It shall be the responsibility of the Business Manager and Business Office to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p>

The Business Manager and Business Office shall maintain a system of property records which shall show, as appropriate to the item recorded:

1. Description and identification
2. Manufacturer
3. Year of purchase
4. Initial cost
5. Location
6. Condition and depreciation
7. Current valuation, in conformity with insurance requirements

5. Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Joint Operating Committee.

Records of consumable supplies ordered in bulk shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or non-school use, except in accordance with Joint Operating Committee policy.

Equipment purchased with grants shall be identified with appropriate grant tags for identification.

References:

24 P.S. 223, 510, 1517, 1518

34 PA Code 129.1001 et seq

72 P.S. 1722-J

77 P.S. 1038.2

Pol. 805