

SAFETY PROGRAM

In order to meet the objectives of the Colorado Springs School District 11 Board of Education (the Board) safety policy, it is necessary for all students, employees, volunteers and visitors to be aware of and comply with all approved Colorado Springs School District 11 (the District) safety standards, first aid and occupational safety and health policies and procedures, and applicable state and federal safety and health requirements.

RESPONSIBILITIES

It is the responsibility of the Superintendent or his/her designee(s) to ensure: the implementation of the Board safety policy (see Board Policy ADD), the approval of all safety and loss control procedures, action plans, contingency plans, and the continuation of a comprehensive safety program, and that budget support is given to all safety program matters.

All division heads, principals and supervisors are responsible for the implementation and supervision of the safety policy and regulations within their departments and schools. Safety performance will be measured in the annual job performance evaluation of all levels of supervision. Supervisors shall include employee safety performance in all evaluations and goal setting processes.

All employees are responsible for adhering to District and departmental safety regulations.

The Safety Office-Risk Related Activities Department (Safety Office) shall be responsible for administering the District safety program to include the following:

- * Monitor and evaluate all accident and incident reports and ensure appropriate investigative findings and identified corrective actions are initiated.
- * Through established safety committees, initiate all proposed safety, standards, procedures and programs.
- * Be the primary contact point for all site designated safety representatives/ principals, on all matters involving safety.
- * Monitor and evaluate future legislative changes and implement as required.
- * Assess locations for safety program compliance and assist in the identification and implementation of preventative and/or corrective action.
- * Develop and deliver accident and injury prevention training and equipment, and safety awareness communications.
- * Assign appropriate priority levels for all safety projects.
- * Maintain and communicate on a regular basis safety performance information and analysis.

- * Assist all departments and locations in safety related budget planning.
- * Create and convene special investigative committees as deemed required for the additional investigation and review of significant incidents or accidents.
- * Prepare and submit to the Superintendent an annual report on District safety performance.

GOVERNANCE:

Safety committees serve an integral role in the successful operation of the safety program.

District Safety Advisory Committee: A District administrative Safety Advisory Committee will meet regularly and shall be composed of employees representing the following locations:

- 1 representative from the Food Service Department.
- 1 representative from the Transportation Department.
- 1 representative from the Facilities Department.
- 1 representative from Instructional Services
- 1 representative from the Special Education Department.
- 1 representative from the Human Resources Department

The Superintendent (or designee(s)) will ensure each school level has three representatives on the Committee. This representation should be broad based.

The Committee will be facilitated by the Safety Office and serve in an advisory capacity to both the Safety Office and the Superintendent's Cabinet in identifying the safety program requirements of the district to include:

- Establish high, but obtainable annual accident prevention goals.
- Develop long term safety strategies for the safety of students and employees.
- Review safety performance results and trends and identify methods to ensure continuing favorable results.
- Analyze results of loss prevention audits and inspections for physical hazards, safe work practices, and identify corrective actions as required.
- Review results of accident and incident investigations to identify and eliminate primary causes, to include unsafe acts and/or conditions.

- Develop and coordinate safety awareness and focused training programs for all employees.

Designated Site Safety Representative: Each principal shall serve as, or shall designate, a building safety representative, and appoint an alternate. This individual will serve as a focal point for identifying safety questions or concerns to the Safety Office, and assist the location by performing the following functions:

- Perform safety audits of the facility and grounds.
- Identify, report, and correct (when possible) unsafe conditions and unsafe acts.
- Assist in facilitating safety awareness training and communications.
- Communicate site safety performance data provided by the Safety Office.
- Review pedestrian, bus and traffic safety, especially in and around the school.

School principals should establish a site safety committee to address school specific safety issues, and to promote a high level of safety awareness. Should a site safety committee be formed, it is recommended the site safety representative chair the committee.

Central Administration: The Superintendent and his/her cabinet shall on a regular basis evaluate the results of the safety program, to include:

- Approve safety standards, procedures and regulations.
- Review safety performance of all locations and departments, and initiate actions as deemed appropriate.
- Review, identify and approve funding for unfunded high priority safety projects.
- Support safety and loss prevention activities on a district wide basis.

Reviewed May 30, 2018

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106
C.R.S. 22-3-101 through 22-3-104
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-32-124(2)
C.R.S. 24-10-106.5

CROSS REFS.: EB, Safety Program Regulation
ADD, Safe and Secure Schools
JLCE, First Aid and Emergency Medical Care