

Safety Standard Development and Implementation Standard
Colorado Springs School District 11

SAFETY STANDARD

Safety Standard Development and Implementation

1. This Safety Standard was developed by the Safety Office, Risk Related Activities Department.
2. A technical review and content acceptance was performed by:
 - Executive Director, Facilities, Operations and Transportation
 - Executive Director, Human Resources
 - Director, Risk Related Activities Department
3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.

Approved: _____



Date: _____

2/15/22

Glenn Gustafson
Deputy Superintendent/Chief Financial Officer

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Purpose and Scope:

The purpose of this standard is to provide employees of Colorado Springs School District 11 with the District's commitment to a safe learning and working environment through its creation and implementation of safety standards for all District employees to be aware of and adhere to.

Regulatory Reference:

- Applicable OSHA standards
- Applicable ANSI standards
- Federal, state, and local laws
- Colorado Springs School District 11 Board Policy EB
- Colorado Springs School District 11 Management Directive #: MD-B2 FY12

Responsibilities:

Risk Related Activities Department:

- Develop and administer the standard.
- Provide assistance to locations in the implementation of this standard.

District 11 Schools:

- School Principals, Assistant Principals, and designated Building Administrators are responsible to ensure compliance with this standard in the schools which supervisory and operational responsibility has been designated.
- Employees, students, volunteers and visitors are responsible for complying with this safety standard.
- Ask questions if there are any concerns about District safety standards.

District 11 Administrative Departments:

- Department directors, assistant directors, subordinate supervisors, and work leaders are responsible to ensure employee compliance with this standard on all district property, in any district facility, and while operating any district vehicle or equipment where they have supervisory and operational responsibility for the ongoing work or function.
- Departments shall ensure that their employees have access to and utilize task appropriate personal protective equipment.

Procedures:

The Colorado Springs School District 11 Safety Standards are developed to address both general and topic specific safety programs, processes and procedures. The safety standards reflect the requirements established by Board of Education policy EB, and the Superintendent's Management Director #MD-82 FY12.

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The development of safety standards will be accomplished primarily by the Safety Office within the Risk Related Activities Department and will include:

- Performing a needs assessment which will be based on various factors to include, but not limited to:
 - Accident and injury responses.
 - Accident investigative findings with identified causation factor(s).
 - Employee provided recommendations and/or concerns.
 - Consistent and uniform program requirements.
- Developing a safety standard narrative and the initial draft standard.
- Introducing, distributing and coordinating draft safety standards with appropriate departments and/or employees to confirm:
 - All technical requirements and safe work practices are clearly and fully identified.
 - Primary program responsibilities and continuation practices are identified.
 - Communication methods and requirements are clear, actionable, and sustainable.
 - Obtaining consensus approval from all reviewers.
 - Submitting the finalized safety standard for approval by District leadership.
 - Implementing and communicating the safety standard.
- Employee training is a critical element in the development and strengthening of the District safety culture. The Safety Office will assist in the identification and facilitation of employee training programs based on general and topic specific safety programs, processes and procedures, and may involve the essential functions of positions and/or specific district requirements.
- The integration of the safety standards into the district safety program is expected to improve safety responses and action plan development, and produce a sustained district wide safety and health management system of core elements, to include:
 - Districtwide leadership commitment and accountability,
 - Substantial employee involvement and responsibility,
 - Worksite and location safety and loss prevention analysis,
 - Hazard prevention and control,
 - Appropriate and essential employee safety training programs.