

SAFETY PROGRAM/RISK MANAGEMENT CK (REGULATION)

RISK MANAGEMENT DIRECTOR

The duties of the risk management officer will include, but are not limited to, the following:

1. Securing financing of risk compatible with the District's finance strategy.
2. Administering the District workers' compensation, property, and liability programs. [See CRE (REGULATION)]
3. Developing an effective comprehensive safety and loss control program and acting as or appointing a safety officer.
- 4.

SAFETY OFFICER

The risk management officer will appoint a safety officer to coordinate the District's safety management program. The safety officer will have the responsibility and authority to identify and eliminate hazards that may jeopardize the safety and health of students, employees, visitors, and others having business with the District.

Along with the safety officer, the campus principal is responsible for the safety of students, employees, and visitors to the campus. The principal may appoint a campus safety coordinator.

SAFETY PROGRAM ADVISORY COMMITTEE

The Superintendent or designee will appoint a Safety Program Advisory Committee (SPAC) to include:

1. The risk management director
2. The chief of police

3. A representative from each of the following District departments:
 - a. Food service
 - b. Transportation
 - c. Custodial
 - d. Maintenance
 - e. Warehouse
 - f. Technology
 - g. Health/P.E. Wellness Director
 - h. Health Services
 - i. Guidance & Counseling
 - j. Athletic Director
 - k. Director of Construction
 - l. School Attorney
 - m. Other as appointed by the Superintendent or designee.

The Chief Operations Officer will chair the committee.

COMMITTEE RESPONSIBILITIES AND DUTIES

The purpose of the committee is to minimize accidental loss in the District as well as the direct and indirect costs associated with accidental loss.

Committee responsibilities will be to:

1. Formulate Districtwide safety goals and procedures for all departments and campuses within the scope of the District's operations.
2. Provide input and recommendations to prevent injuries in high risk departments and campuses.
3. Serve as an advocate for safety awareness by developing and promoting the safety activities of the District, including new employee orientation, ongoing safety training, hazard surveys, etc.
4. Review loss history data to accomplish the committee's responsibilities.
5. Establish and review safety-related objectives and goals of the committee.

6. Monitor accidents and incidents of a predetermined severity. Ensure that corrective actions are taken to prevent future injury.
7. Investigate accidents of a predetermined severity.
8. Work with the District's safety officer to implement the District's safety goals and objectives.

MEETINGS

Committee members will meet in accordance with the schedule developed by the chair.

ANNUAL REVIEW

The objectives, scope, and organization of the SPAC will be evaluated annually and revised as necessary by the risk management director.

APPROVED – JANUARY 2015