



Title: **Safety**

Code: 705

Book: Policy Manual

Section: 700 Property

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.

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.[\[1\]](#)
2. Provide required drills and instruct students in safety procedures.[\[2\]](#)[\[1\]](#)[\[3\]](#)
3. Review and evaluate annually district safety rules and plans.

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.[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

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.

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.

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

Adopted: **October 21, 1981**

Last Revised: **August 28, 2012**

Legal References:

- [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](#)
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