

Administrative Regulation

BUSINESS

District Safety Plan

The Board of Trustees believes that the personal safety and health of each student and employee is of prime concern. The goal of the District's Safety Plan is to establish and maintain a safe and healthy workplace to minimize the number of injuries and illnesses that occur during any school year.

Senate Bill 198 requires every employer, regardless of size, to establish, implement and maintain an active illness and injury prevention program. In order to comply with the requirements of Senate Bill 198, the District shall:

1. establish a District Safety Committee which shall:
 - a. be composed of a representative from each employee organization, site administrators, and district departments to include facilities and educational services,
 - b. meet monthly to identify, evaluate and take steps to mitigate or eliminate safety and health hazards,
 - c. oversee and coordinate safety, health and accident prevention training,
 - d. review, evaluate, and take action on other timely safety and health related issues.
2. develop and enforce specific safety and health regulations.
3. provide an on-going safety training program for employees with emphasis on specific job-related safety hazards, according to Section 6401.7 (c) of the labor Code.
4. conduct a program of documented inspections to identify, correct, and/or eliminate unsafe working conditions or practices.
5. provide necessary personal protective equipment and instruction for its use and care, and provide mechanical and physical safeguards as required.
6. develop procedures for attention to injuries with appropriate medical controls to insure that no injured employee returns to work unless he/she is fit to perform his/her duties.
7. require the establishment of a site or department level safety committee chaired by a school administrator which shall:
 - a. meet quarterly; copies of agendas for and minutes from these meetings will be kept on file at the site,
 - b. conduct semi-annual safety inspections of the site. The Facility Safety Officer will be responsible to oversee correction of unsafe conditions found as a result of these inspections,

- c. investigate each student and employee accident to determine cause in an attempt to prevent re-occurrence,
 - d. provide student safety instruction to include monthly fire drills, earthquake preparedness, and classroom, playground, pedestrian and bicycle safety.
8. periodically send communications which include safety and health information to employees.
 9. require employees to follow safe work practices established by the district.

Approved: October 8, 1991