

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: May 27, 2014

REVISED:

705-AR-0. SAFETY PROGRAM

The district's safety program will provide reasonable safety protections and include adequate maintenance and repair of facilities, accident reports and supervision regulations that seek to reduce the potential of injury to students, employees, visitors, others present on school property and those present at school-sponsored activities and events.

The district administration will develop and implement rules and regulations that will promote safety in school buildings and facilities and on school property.

The Superintendent or designee will have overall responsibility for the district's safety program. S/He will ensure that appropriate employees are kept informed of current state and local requirements relative to fire prevention, civil defense, sanitation, public health and occupational safety.

Each building principal will be responsible for the supervision of a safety program in his/her school. The building safety program must include the required fire and bus evacuation drills, and ensuring that all building employees are instructed in the location and use of emergency exits, fire extinguishers and shutoff valves, when applicable. In addition, teachers of laboratory sciences and custodians will receive training in laboratory safety.

All employees will practice good safety habits and be aware of conditions that may make the environment unsafe. Staff are required to report any unsafe condition to the building principal or immediate supervisor, using the Hazardous/Unsafe Condition Reporting Form.

Safety practices are an integral part of the curriculum and may include instruction in the dangers and prevention of fire; accident prevention; traffic, bicycle, pedestrian and driver safety; and emergency procedures. Students are expected to share in the responsibility of practicing good safety habits and reporting unsafe conditions to the teachers or principal.

Any accident or injury to a student, employee or visitor on school property must be reported to the building principal or any employee's immediate supervisor. The principal or supervisor will follow through to ensure the individual has received treatment.

The designated administrator(s) will make periodic inspections regarding the safety of all district buildings, facilities, property and equipment, complete the required form and submit it to the Superintendent.

The designated administrator will distribute and direct that all required federal, state and local safety regulations are posted in district buildings.

The designated administrator will maintain appropriate safety records for all district buildings, facilities and properties.

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705-AR-1. GENERAL SAFETY RULES

The district is committed to operating its programs in the safest manner possible. Compliance by students and staff with the following rules will assist in achieving this objective.

Student Supervision

The safety of every student is a matter of serious concern at all times. To assure the safety of students while attending school:

1. Each school will distribute safety rules and educate students to prevent accidents in buildings and on playgrounds.
2. Students will never be left unsupervised in class or on the playground.
3. Teachers, in accordance with provisions of the collective bargaining agreement, will be assigned hall, recess, lunchroom, and dismissal duties for the supervision and safety of students.
4. School buildings, buses and equipment will be inspected regularly for safety considerations by designated staff.

Support Staff

As good safety practice, support employees will:

1. Report immediately any condition or practice that s/he thinks may cause injury or damage to equipment, using the district form.
2. When involved in an accident that results in personal injury or damage to district property, promptly get first aid and then report the accident to the building principal or immediate supervisor.
3. Not operate any equipment that is not in a safe condition.
4. Use all prescribed safety and protective equipment when required, and maintain such equipment in good working condition.

5. Obey all district rules, regulations, signs, markings and instructions.
6. Use approved lifting techniques and secure assistance for heavy loads.
7. Use correct tools and equipment for the job in a safe manner.
8. Practice good housekeeping by returning all tools, equipment, materials to their proper storage.
9. Refrain from horseplay and interference with other employees.

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705-AR-2. HAZARDOUS/UNSAFE CONDITION REPORTING FORM

Employee Making Report: _____

Position: _____ Building: _____

Date of Report: _____ Signature: _____

Location Of Condition

Building: _____

Interior or Exterior: _____

Room or Area: _____

Descriptive Detail: _____

(Attach sketch if necessary)

Identify any circumstance which might have caused this condition: _____

Corrective Action Taken

(To whom reported, work order number, etc.)

Building Administrator/Immediate Supervisor: _____

Work Order Number: _____

Initiator was notified on: (date) _____

Signature: _____ Date: _____

Work Completed: _____

Signature of Employee: _____ Date: _____

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705-AR-4. PLAYGROUND/PHYSICAL EQUIPMENT/ATHLETIC EQUIPMENT

Prior to the purchase of equipment, the principal must consult with the Director of Facilities with regard to safety factors. Equipment shall be constructed according to standards of the Consumer Product Safety Commission and approved by the Director of Facilities in cooperation with the district's insurance underwriter.

Installation

If equipment is to be installed by an outside contractor, such costs will be included in the purchase price.

Installation plans must have the approval of the Director of Facilities.

The Director of Facilities will monitor the installation of the equipment.

If the installation is to be performed by district personnel, the Director of Facilities will determine a completion schedule.

Upon completion of installation of playground/physical education equipment/athletic equipment, the following applies:

- 1. All completed equipment installations will be inspected and approved by the Director of Facilities or designee. This includes installations by outside contractors and district employees.**
- 2. Equipment will not be used until approved by the Director of Facilities.**
- 3. The principal will be responsible for the periodic inspection of playground/physical education equipment/athletic equipment.**

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705-AR-3. FACILITY SAFETY INSPECTION REPORT

School/Site: _____ Date: _____

Inspected By: _____

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Grounds				
Condition of steps				
Condition of walkways				
Condition of parking areas				
Handrails on all steps and ramps				
Security lights				
Holes in lawn				
Debris on grounds				
Condition of seats/bleachers				
General Areas				
Condition of floors				
Floors dry				
Floors not slippery				
Floor openings properly covered				
Intake vents clean				
Exhaust vents clean				
Signs of basement water seepage				
Signs of roof leakage				
Ceiling material secure				
Water piping system				
Waste piping system				
Steam piping system				
Air piping system				
Loading dock				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
General Areas (contd.)				
Storage room(s)				
Waste disposal area(s)				
Broken glass				
Adequate lighting in all areas				
Handrails secure				
Stair tread secure				
Means of Egress				
Exits clearly marked				
Exits free of obstructions				
Fire doors kept closed				
Doors operate freely				
Evacuation plan(s) posted				
Material Storage				
Storage areas kept clean				
Material properly stacked				
Proper lighting				
Flammable materials properly stored				
Material properly labeled				
Machinery/Equipment				
Condition of ladders				
Operating instructions posted				
Guards in place				
Personal protective equipment provided				
Condition of hand tools				
Condition of power tools				
Is machinery/equipment clean?				
Belts guarded in place				
Machinery and equipment properly anchored				
Electrical				
All electrical circuits properly fused				
Condition of extension cords				
Extension cords not used extensively				
Wiring and fixtures properly covered				
Control panels accessible				
Condition of switches and outlets				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Fire Protection				
Sprinkler valves accessible				
Sprinkler valves sealed open				
Fire alarm boxes unobstructed				
Adequate number and type of fire extinguishers				
Fire extinguishers properly maintained				
Standpipe and hose unobstructed and in good condition				
Automatic systems in kitchen(s) properly maintained				
Emergency lighting system operable				
Smoking properly controlled				
Employees				
Lifting properly				
Utilizing personal protective equipment				
Using proper tool for the job				
Following prescribed job procedures				

Copies of this form will be forwarded to the building principal and the Director of Facilities. The inspecting employee will retain a copy.

Signature of Recipient

Date

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705-AR-5. DISTRICT SAFETY COMMITTEE

A district Safety Committee is established in the district for the purpose of accident and illness prevention.

A quorum of members of the district Safety Committee will meet at least monthly.

The responsibilities and functions of the district Safety Committee are to:

1. Represent the accident and illness concerns of employees at each workplace.
2. Review the district's hazard detection and accident and illness prevention policies and practices and make written proposals regarding those.
3. Establish procedures for periodic workplace inspections by the district Safety Committee for the purpose of locating and identifying safety and health hazards. The location and identity of hazards will be documented in writing, and the committee will make recommendations to the Superintendent regarding correction of the hazards. The Superintendent will report to the Board concerning identified hazards and recommendations for their elimination.
4. Conduct a review of incidents resulting in work-related illnesses, injuries and deaths, and of complaints regarding safety and health hazards made by committee members or other employees.
5. Evaluate the effectiveness of newly implemented health and safety equipment or health and safety procedures.
6. Establish a system to allow committee members to obtain safety-related proposals, reports of hazards or the other information directly from individuals involved in the operation of the district.
7. Make budget recommendations on long-term safety issues.

In addition, the district Safety Committee will:

1. Develop operating procedures, such as rules or bylaws prescribing the committee's duties.
2. Develop and maintain membership lists.

3. Develop a written agenda for each committee meeting.
4. Maintain committee meeting attendance lists.
5. Take and maintain minutes of each committee meeting, which the district will review. Copies of minutes will be posted or made available for all employees and will be sent to each committee member.
6. Ensure that the reports, evaluations and proposals of the committee become part of the minutes of the meeting, which will include:
 - a. Inspection reports.
 - b. Reports on specific hazards and corrective measures taken.
 - c. Reports on workplace injuries or illnesses.
 - d. Management responses to committee reports.
7. Make decisions by majority vote.

Committee Formation/Membership

The committee will be composed of at least an equal number of district administrators and employee representatives and will consist of at least two (2) district administrators and two (2) employee representatives. Committee membership will represent all primary operations of the district.

Employee representatives will join the committee for a continuous term of one (1) year from the date of the first meeting attended. Such employees will be permitted to take reasonable time from work to perform committee duties without loss of pay or benefits.

The committee will establish procedures that retain a core group of experienced members to serve on the committee at all times.

The district will retain records of member rotation for five (5) years after the date of application for certification.

Member Training

The district will, through itself or its insurer, provide adequate, annual training programs for each committee member.

Annually, the district will provide required committee member training that will address, at a minimum:

1. Hazard detection and inspection.

2. Accident and illness prevention and investigation, including substance abuse awareness and prevention training, safety committee structure and operation.
3. Other health and safety concerns specific to the business of the district.

Training will be provided by recognized, qualified trainers who meet the established Bureau of Workers' Compensation standards for accident and illness prevention services providers. The district must verify and provide documentation to the Bureau that supports the trainer's qualifications.

The district must maintain written records of committee training that include:

1. Names of committee members trained.
2. Dates of training.
3. Training time period.
4. Training methodology.
5. Names and credentials of personnel conducting the training.
6. Names of training organizations sponsoring training, if applicable.
7. Training location.