

DEER LAKES SCHOOL DISTRICT

Section:
Title:
Date Adopted:
Date Revised:

No. 705
PROPERTY
SAFETY
April 16, 2007

705. SAFETY

1. Purpose

The Board strives to provide a workplace free from unreasonable risk of injury or disease. It is the sincere desire of the School Board and Administration to engage in a comprehensive loss control program which will serve to identify and control the various potential exposures throughout the School District.

The goal of this program is to prevent accidents which result in injury or illness to employees, students, visitors, damage to facilities and equipment or interruption of the education processes. Implementation of the activities that comprise this program will be in accordance with all applicable Federal, State and Local regulations. Towards that goal, a workplace safety committee is hereby established in accordance with the following terms and conditions.

2. Authority

The Board directs that a workplace safety committee shall be created which is composed of 11 members. At least 50% employees who are neither managers nor supervisors as defined in the Public Employee Relations Act shall be appointed to the committee. The Superintendent or his/her designee shall appoint all members of the committee other than the chairperson and recording secretary. The term of office of all appointed members to the committee shall be one year, or until a successor is appointed. At least, one experienced employee shall be a member of the committee and committee members shall be reasonably representative of the major work activities of the Deer Lakes School District. Any member of the committee may be replaced at any time and removed from participation on the committee for cause upon recommendation of the chairperson and the concurrence of the district superintendent or his/her designee.

The Board directs that there shall be developed, published and posted rules for safety and the prevention of accidents. These rules shall provide for instruction of students and staff in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

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3. Delegation of Responsibility The officers of the committee shall consist of a chairperson and recording secretary. The chairperson shall be the school district's Director of Transportation/Buildings & Grounds. The recording secretary shall be the school district's Secretary for Support Services. In the absence of the chairperson, the recording secretary shall perform his/her duties. In the absence of both the chairperson and the recording secretary, the superintendent or his/her designee shall appoint an acting chairperson and/or recording secretary.

4. Guidelines The workplace safety committee shall meet monthly at a date, time and place selected by the chairperson. The chairperson shall give reasonable advance notice of the date, time and place of regular committee meetings. Written agenda for each regular meeting of the committee shall be developed and prepared jointly by the chairperson and recording secretary at least one day prior to the committee meeting, as and if practical. A majority of the members of the committee shall constitute a quorum. Meetings may be conducted and business of the committee transacted if a quorum is present. All decisions of the committee shall be by majority vote of those present. Minutes of all meetings of the committee shall be taken and maintained by the recording secretary, or in his/her absence, by a committee member designated by the chairperson or acting chairperson. The minutes shall specify how each member of the committee voted. The chairperson may call such special meetings as, in his or her sole discretion, are necessary. Advance notice shall be given to committee members as practical for such special meetings.

The chairperson shall schedule regular meetings during normal work time; but at such times that will be least disruptive to school operations. Members of the committee who are not scheduled to work when a meeting is scheduled shall not attend the meeting.

The functions of the committee shall be as follows:

- a. To evaluate the school district's accident and illness prevention policies and practices and to make written recommendations concerning same;
- b. To establish procedures for periodic workplace inspections by the safety committee for the purpose of locating and identifying safety and health hazards. The locating and identity of hazards shall be documented in writing and the committee shall make recommendations to the superintendent regarding corrections of the hazards. The superintendent shall report to the Board of School Directors as he/she deems appropriate concerning hazards and recommendations for the elimination of such hazards;

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- c. To review incidents resulting in work-related deaths, injuries and illnesses and complaints regarding safety and health hazards; and
- d. To evaluate for effectiveness newly implemented safety equipment or health and safety procedures.

No employee shall be discharged, threatened with discharge, demoted, suspended or in any other manner discriminated against because he or she has participated in any committee function, including but not limited to, serving as a committee member, making statements, complaints or recommendations to the committee or participating in a committee workplace inspection.

The superintendent shall ensure that committee members are adequately trained. Training programs shall be made available at least annually by properly qualified individuals. The training program shall address accident and illness prevention generally and the health and safety needs of the type of school entity.

This policy is adopted to qualify for a worker's compensation premium discount in accordance with Act 44 of 1993. Therefore:

- a. This policy is intended to comply with those provisions of Act 44 relating to safety committees and with the certification criteria established by the Department with respect to safety committees; and shall be construed in a way which is consistent with and not in violation of said provisions and criteria;
- b. It is not the purpose of this policy to preempt, create, supplant, expand or restrict the rights or liabilities of any person or employee beyond what is established in law; and
- c. It is not intended that this policy create any employee practices.

Should the provisions of Act 44 pertaining to safety committees or eligibility for premium discounts be repealed or declared invalid, in whole or in part, this policy shall become wholly void and a new policy will be adopted if and as necessary to comply with law and to establish eligibility for premium discounts. The school board directs the administration to evaluate the effects of this policy after it has been in operation for two full years to advise the school board of the effects of this policy in general. This policy shall automatically terminate in two years unless the school board takes action to renew the effectiveness of the policy. This provision shall not be construed as any limitation upon the rights of the Board to amend, alter or repeal the policy at any time.

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Only through an all-encompassing loss control program and a positive constructive attitude on the part of all School District Employees, can the School District achieve its defined goals. The district will maintain an ongoing district-wide safety committee that will plan, monitor, and evaluate all safety concerns. S.C. 510, 1518, 3128 se seq, 3141 et seq