

## **DISTRICT SAFETY PROGRAM**

In order to involve members of the campus administration and the certificated and classified staffs, the District's safety program shall be structured as follows:

### Location Safety Team

1. Each campus shall have a safety team which will be composed of site staff members that reflect a prudent representation of staff member classifications including, but not limited to, certificated representatives from potential high-injury departments such as industrial technology, physical education, and science; a custodial and grounds worker; and a clerical staff member. An assistant principal shall serve as chairperson.
2. Each service location shall have a safety team which will have representation from various classifications or departments and a secretary. The location director or administrator shall serve as chairperson.

### District Safety Committee

1. There shall be a District Safety Committee which will be comprised of a representative from each safety team. One member of the safety team will be selected by the team to consistently serve on and as liaison to the District Safety Committee. The Director, Human Resources or designee will serve as chairperson of the District Safety Committee.
2. The District Safety Committee and location safety teams shall have the following tasks:
  - a. To examine significant accident and injury occurrences to the personnel of the District and formulate recommendations that, when implemented, will help to prevent the reoccurrence of similar accidents;
  - b. To formulate recommendations to remedy recognized hazardous conditions and unsafe work practices in the District before they result in injury to District personnel;
  - c. To provide educational programs necessary to create safety awareness among the employees of the District; and
  - d. To provide a channel of communication for the exchange of safety information between the employees of the District and the District administration.
3. The District Safety Committee and the location safety teams shall meet not less than five times during the school year and shall maintain written minutes of each meeting.

Regulation approved: September 15, 1970; January 14, 1975; October 3, 1978; March 22, 1999; January 12, 2010