

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
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Legal	1. Pol. 805 2. 24 P.S. 223 3. 34 PA Code 129.1001 et seq 4. 72 P.S. 1722-J 5. 77 P.S. 1038.2 24 P.S. 1517 24 P.S. 1518 24 P.S. 1850.1

Purpose

The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The **Joint** Operating Committee directs **the school to provide facilities and** equipment **deemed** necessary for the **safe** conduct of the educational programs **and** operations of the school, **including the provision of** protective devices where **needed** for safety **purposes**.

Delegation of Responsibility

The Director or designee shall annually review and evaluate school safety rules and plans.^[1]

Building administrators shall ensure that all staff and students are informed 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 school's** goals **concerning safe schools**.^{[2][3][4][5]}

The **workplace** safety committee **shall** be composed of **a minimum of four (4)** members, **including two (2)** 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 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 Director 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 Director or designee shall maintain written records of workplace safety committee training.