

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705 Vol V 2020
Status	First Reading
Last Revised	January 25, 2021

Purpose

The Joint Operating Committee recognizes that center (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 center (school) to provide facilities and equipment for the safe conduct of the educational programs and operations of the center (school), **in accordance with guidance issued by state and local officials, and the Joint Operating Committee-approved health and safety plan.**

The Joint Operating Committee requires that all students, staff and visitors adhere to state and local health and safety orders, Joint Operating Committee policy, administrative regulations and Joint Operating Committee-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Joint Operating Committee policy, or denial of entry to center (school) buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]

Delegation of Responsibility

The Administrative Director or designee shall **periodically** review and evaluate center (school) **health and** safety rules and **health and safety** plans, **as necessary**.[7]

Administrators shall ensure that all staff and students are informed of **health and** safety rules at the beginning of the school year **and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.**[7]

Guidelines

~~Certified Workplace~~ Safety Committee

A workplace safety committee shall be established to promote the center (school)'s goals concerning safe schools.[8][9][10][11]

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 Administrative 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 Administrative Director or designee shall maintain written records of workplace safety committee training.

NOTES:

Delete Certified Workplace Safety Committee section if the school entity does not have a safety committee because it self-insures or pools its liabilities. If not sure, leave it in for school entity to consider and delete if necessary.

1. Pol. 103.1
2. Pol. 113
3. Pol. 113.1
4. Pol. 218
5. Pol. 317
6. Pol. 907
7. Pol. 805
8. 24 P.S. 223
9. 34 PA Code 129.1001 et seq
10. 72 P.S. 1722-J
11. 77 P.S. 1038.2
- 24 P.S. 1517
- 24 P.S. 1518
- 24 P.S. 1850.1