

SAFETY PROGRAM

The District shall be in compliance with all local and state safety regulations, codes and orders.

The Buildings and Grounds Committee will review the safety program annually in October.

The Superintendent shall:

1. Ensure that procedures for school personnel report dangerous practices and unsafe conditions, as they become known.
2. All safety policies and procedures are implemented and updated.
3. With the Buildings and Grounds Supervisor, institute a program of regular inspections of buildings, grounds, facilities and equipment to uncover hazards and dangerous conditions.
4. Require that all accidents and injuries be reported promptly in accordance with Board policy.
5. Coordinate with the principals and supervisors meetings with instructional staff and maintenance and service personnel to review and evaluate school accidents and injuries and to consider ways to avoid re-occurrences.
6. Measure the performance of supervisors and administrators in safety and health activities as part of program evaluation.

Safety Coordinator shall:

1. It shall be the responsibility of the Buildings and Grounds Supervisor, as the district's safety coordinator, to oversee the implementation of this policy.
2. Recommend reporting procedures for school personnel for the reporting of dangerous practices and unsafe conditions.
3. Institute a program of regular inspections of buildings, grounds, facilities and equipment to uncover hazards and dangerous conditions.
4. Require that all accidents and injuries be reported promptly in accordance with Board policy.
5. Promptly take steps to eliminate, repair or correct defects and deterioration, remove obstructions and clean school grounds.
6. Train personnel to be safety conscious.

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7. Hold regular meetings with administrators, staff and maintenance and service personnel to review and evaluate school accidents and injuries, and to consider ways to avoid their re-occurrence.
8. Develop reasonable regulations to ensure safe movement of traffic in corridors, stairways and elsewhere on the school premises.
9. Promptly take steps to eliminate, repair or correct defects and deterioration, remove obstructions and clean school grounds.
10. Provide training to school personnel on safety awareness.

Principals shall:

1. Ensure that the school buildings are inspected at least annually by the Principal, and Building and Grounds Supervisor (Safety Officer) to identify and remedy as soon as possible unsafe physical conditions and unsafe practices.
2. Develop reasonable regulations for student traffic in corridors, stairways and elsewhere on school premises.
3. Provide adequate supervision for field trips and other educational activities away from school and in play and other areas in the school where large numbers of students congregate during school hours.

District Safety Committee shall:

A district safety committee shall be established made up of School Nurse, Maintenance Supervisor, Building and Grounds Supervisor (Hazardous Waste and Safety Coordinator), Superintendent, each building principal, and the Transportation Director to:

1. discuss safety policies and practices and recommend their adoption by the Board and administration.
2. discover unsafe conditions and practices and determine their remedies.
3. monitor maintenance procedures and accident records.
4. annually review the Crisis Plan.

Teachers shall:

It is the responsibility of teachers to provide safety education and accident prevention instruction to the students. Teachers need to be familiar with safety policies and procedures and to take reasonable precaution against injury to students and staff.

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All accidents and injuries occurring on school grounds or off grounds while under the supervision of the school staff must be reported immediately to the school office. A written accident report must be filed with the building principal. This report must include the actions taken at the time and any pertinent information regarding the accident. A copy of the report shall be forwarded to the district safety coordinator and or personnel if a staff member.

LEGAL REF.: Wisconsin Statutes Sections 115.33
 118.07
 118.09
 118.10
 120.12 (12)
 121.02(1)(i)
 PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF:

APPROVED: November 1988
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 January 25, 2010