



Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	Second Reading
Last Revised	February 24, 2020
Prior Revised Dates	12/1/2008

### **Purpose**

The Board recognizes that District facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

### **Authority**

The Board directs the District to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, including the provision of protective devices where needed for safety purposes.

### **Delegation of Responsibility**

The Superintendent or designee shall annually review and evaluate District safety rules and plans. [\[1\]](#)

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 district'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) District administrators and two (2) employee representatives. [\[3\]](#)

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 District administrators shall not constitute a majority of the workplace safety committee. [\[3\]](#)

It shall be the responsibility of the workplace safety committee to: [\[3\]](#)

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. [\[3\]](#)

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting. [\[3\]](#)

All decisions of the committee shall be made by majority vote of members present.

The Superintendent 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. [\[3\]](#)

The Superintendent or designee shall maintain written records of workplace safety committee training. [\[3\]](#)

#### 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. 510
- 24 P.S. 1517
- 24 P.S. 1518