

UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: January 15, 2009

REVISED: May 17, 2012

<p>1. Purpose</p> <p>2. Authority SC 1850.1</p> <p>3. Delegation of Responsibility</p> <p>SC 1518</p> <p>SC 1517, 1518</p> <p>Pol. 805</p>	<p style="text-align: center;">705. SAFETY</p> <p>The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition that is safe and secure for students, staff and visitors.</p> <p>The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe environment for all students, staff and visitors as well as to protect the building, equipment and property. The safety program shall provide instruction for students and staff in safety and accident protection, security devices where they are required for safety, and suitable and safe equipment necessary for the conduct of the career and technical educational programs and operation of the school.</p> <p>The Administrative Director or designee shall prepare rules governing safety, security and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government.</p> <p>The Administrative Director shall:</p> <ol style="list-style-type: none"> 1. Ensure curriculum to instruct students in safety and fire prevention. 2. Provide required drills to instruct students in safety procedures. 3. Review and evaluate annually safety and security plans and implementation procedures. <p>Administrators shall inform all staff and students of school safety rules at the beginning of the school year.</p> <p>The Administrative Director shall review annually with the Joint Operating Committee all procedures and rules dealing with the safety and security of students, staff and visitors, and safe and secure operation of school facilities.</p>
--	---

<p>4. Guidelines SC 223 Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p> <p>SC 5301, 5304</p>	<p><u>Safety Committee</u></p> <p>A safety committee shall be established to promote the school's goals concerning safe schools.</p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) school administrators and two (2) employee representatives.</p> <p>If the number on the 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 school administrators shall not constitute a majority of the safety committee.</p> <p>It shall be the responsibility of the safety committee to:</p> <ol style="list-style-type: none">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 forms.5. Conduct follow-up evaluations on effectiveness of new health and safety equipment of safety procedures. <p>A quorum of the safety committee members shall meet at least once a month.</p> <p>The safety committee shall develop and maintain operating procedures, membership files, committee agendas, attendance lists and minutes of each meeting.</p> <p>All decisions of the committee shall be made by majority vote of members present.</p> <p><u>Student Safety</u></p> <p>Students shall be taught safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always the element of danger when working around machinery.</p> <p>It shall be mandatory to wear safety glasses and/or goggles and other protective equipment where there is a potential danger of flying objects such as during the process of grinding, lathe turning, chipping, sanding, etc.</p>
---	--

The teacher shall be responsible at all times to ensure that safety regulations are observed.

The individual shop or laboratory teacher shall make periodic inspections of safety equipment (glasses, goggles, shields, gloves, helmets, etc.) to ensure that they are clean and will function properly.

Accident Reports

Accident reports for all accidents requiring follow-up treatment are to be completed by the teacher and signed by the injured student. A copy of this report is to be filed in the program area, and a copy should also be filed in the Health Care Services Specialist's office.

Accident reports must be legible and must be filled out and submitted to the First Aid Office no later than the day after the accident. The report must be filled out in its entirety, including the person responsible for the follow-up treatment. The original copy will then be retained by the first aid room and will be kept on file. The extra copy will be returned to the teacher to be filed for future reference.

All injuries, no matter how slight, must be referred to the Health Care Services Specialist.

Students should be involved on a revolving basis to provide them with experience in the procedure of first aid reports and hazard elimination.

These reports and information gathered therein should be used as a basis for hazard elimination.

References:

School Code – 24 P.S. Sec. 223, 1517, 1518, 1850.1, 5301, 5304

State Board of Education Regulations – 22 PA Code Sec. 339.23

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Joint Operating Committee Policy – 805