

705 – SAFETY – ADMINISTRATIVE RULE

SAFETY & CERTIFIED SAFETY COMMITTEE

- A. The District Safety Committee should:
1. Be composed of at least one representative from major departments and should not exceed nine members. Members of this committee should come from the membership of school safety committees, if they exist, maintenance and/or food service committees, or other staff designated by the Superintendent. The chairperson of the district committee is the Business Manager.
 - Business Manager (Chairperson)
 - Supervisor of Building & Grounds
 - Principal
 - Maintenance/Custodial Employee
 - Food Service Employee
 - 4 Building Representatives (Professional or Support Staff)
 2. Meet at least six times during the fiscal year, or more frequently as needed.
 3. Develop a written agenda for each meeting. The written agendas shall be maintained in accordance with law and the District's Record Retention Schedule.
 4. Take and maintain minutes and attendance lists of each meeting. Minutes and attendance lists should be maintained in accordance with law and the District's Record Retention Schedule.
- B. Employee Representatives should:
1. Be permitted to take reasonable time from work without loss of pay or benefits while on the committee. The administration may schedule committee meeting during normal working hours and provide coverage for members accordingly.
 2. Serve a continuous term of at least one year to be selected before October 1.
 3. Be provided with adequate training by the District, in hazard detection and inspection, accident and illness prevention and investigation, safety committee structure and operation and other health and safety concerns specific to the business of the District.
- C. Minimum Responsibilities of the Safety Committee:

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1. Evaluate and make written recommendations of employers' accident and prevention program.
2. Review self-inspections or inspections performed by assigned consultant(s).
3. Review monthly activity reports including loss runs. The committee will review all accidents and activity reports. The goal of the committee is to identify ways to prevent recurrence of these events, not to assign blame or become involved in disciplinary matters.
4. Discuss routine and special efforts to assure safety awareness in the various departments. The committee will produce written reports that identify specific programs implements to reduce/prevent losses, problems with implementation of programs and future program goals.
5. Review all applicable training records, safety training programs for their effectiveness and recommend in-service training programs.
6. Maintain a working knowledge of laws and regulations relating to safety issues.

D. Administrative Duties:

1. The Loss Control Administrator should be a management level staff member who has an interest in or knowledge of insurance and/or loss control. The Loss Control Administrator shall be the Business Manager.
2. The Business Manager, Claims Coordinator is the individual responsible for completing loss reports to the insurance carriers, or that person's supervisor. All "Employer's Reports of Injury" and subsequent reports should be submitted by the Claims Coordinator to the insurance carrier.

E. Department of Labor & Industry Certification

1. In the event the District elects to apply for certification of the District's Safety Committee, if any inconsistency exists between the Board Policy 705 and this administrative rule and the Department of Labor & Industry's regulations, the Department of Labor & Industry's regulations shall control.