

POLICY 2.382

4-F I recommend the Board adopt the proposed new Policy 2.382, entitled "Safety Awareness and Safety Committees."

[Contact: Walter Burns, 434-8350]

Adoption

CONSENT ITEM

- This Policy was approved (with the amendments noted below) as a first reading for development by the Board on March 24.
- On March 24, the Board requested an amendment, substantially as shown on lines 26-27, referencing other safety-related Board Policies such as Policies 2.031, 2.38, 2.382, 2.40, 3.21, 3.81, 5.11, 5.31, 5.32, and 5.322.
- Also on March 24, the Board requested an amendment, substantially as shown on lines 29-32, to the effect that the District Safety Committee should invite Palm Beach County officials with safety-related responsibilities to attend Committee meetings and/or send the minutes of the meetings to such officials.
- The purpose of this proposed new Policy is to communicate that safety is paramount in this District.
- This proposal originated with the District's safety manager and is endorsed by the Director of Employee Benefits and Risk Management and the Safety Committee.
- MP&O has had, and should still be conducting, safety committee meetings. The Transportation Dept. has a representative on the District Safety committee and agreed with the proposed Policy.
- The majority of the schools are already operating with a safety committee in accordance with Directives 2.39 and 2.392.
- This document incorporates the appropriate content of Directives 2.39 and 2.392 and will supersede those Directives.
- Representatives of each bargaining unit are on the District Safety Committee. They were presented with the proposed policy and did not request changes.

POLICY 2.382

SAFETY AWARENESS AND SAFETY COMMITTEES

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2 1. **Purpose.**-- The School Board of Palm Beach County holds in high regard the
3 safety, welfare, and health of its employees, students, and the public when visiting
4 District facilities. Therefore, the District will work toward:
 - 5 a. the maintenance of a safe and healthful working and learning environment;
 - 6 b. each school principal shall review this Policy annually with all school
7 personnel; and
 - 8 c. conscientious observance of all applicable federal statutes and regulations,
9 state statutes and rules, and School Board Policies pertaining to safety.
- 10 2. **Scope.**-- It is the policy of the School Board to provide and maintain safe, efficient,
11 and healthful working conditions in the District and to following operating practices
12 that will safeguard employees, students, and the general public who visit District
13 facilities or are in proximity to District vehicles.
 - 14 a. Implementation and integration of a safety program and the District's
15 comprehensive safety plan is dependent upon management within each
16 department, division, or school.
 - 17 b. Each employee should follow established safety practices and is encouraged
18 to learn sufficient safety skills to reasonably avoid injury. All employees are
19 encouraged to question conditions that may appear unsafe and are expected
20 to report any substandard conditions.
- 21 3. **Safety Committees.**-- This Policy is enhanced by the formation of safety
22 committees for the District overall; at all schools; and for the District's Department
23 of Transportation and Department of Maintenance and Plant Operations ("MP&O").
24 The goal of these committees is to maintain safety in their respective environments
25 through promotion of safety awareness, planning, education, training, and
26 promotion of best practices, consistent with safety-related Board Policies such as
27 Policies 2.031, 2.38, 2.382, 2.40, 3.21, 3.81, 5.11, 5.31, 5.32, and 5.322.
- 28 4. **District Safety Committee.**-- The Superintendent shall appoint members of the
29 District safety committee. The District Safety Manager shall be the ex officio chair
30 of the committee. The District Safety Committee should invite some Palm Beach

31 County officials with safety-related responsibilities to attend Committee meetings
32 and/or send the minutes of the meetings to such officials.

33 a. Meetings.-- The District safety committees shall meet at least every other
34 month during the school year. The committee secretary shall prepare minutes
35 of meetings and send copies to each committee member.

36 b. Functions.-- The functions of the committee shall be to:

37 i. review the activities of the school center safety committees and other
38 district safety committees;

39 ii. determine the need for additional safety committees at locations other
40 than school centers and make recommendations to the Superintendent;
41 and

42 iii. make recommendations to the Superintendent on various safety-related
43 issues.

44 **5. School Center Safety Committees.-- School center safety committees shall**
45 **consist of at least one classroom teacher, one food service employee, one**
46 **custodial employee, and one athletic or physical education teacher appointed by**
47 **the Principal, who shall serve as the chair. The chair shall appoint an Assistant**
48 **Principal as vice-chair to preside over meetings when the chair is unavailable.**

49 a. Meetings.-- School center safety committees shall meet at least every other
50 month during the school year. The committee secretary shall prepare minutes
51 of meetings and send copies to each committee member, the appropriate Area
52 Superintendent, and the Department of Employee Benefits and Risk
53 Management (to the attention of the District's safety manager).

54 b. Functions.-- The functions of school center safety committees shall include
55 reviewing:

56 i. employee and student accident reports to determine whether steps could
57 be taken to prevent a recurrence;

58 ii. safety and first aid training procedures and practices at the center to
59 determine whether improvements should be considered;

60 iii. activities at the school center to assess whether new safety practices
61 should be considered;

- 62 iv. Comprehensive Safety Inspection Reports to ascertain whether the
63 school center is doing all it should to bring the school into compliance with
64 the safety provisions of Chapter 5 of State Requirements for Education
65 Facilities;
- 66 v. local inspection reports on playground and athletic equipment to analyze
67 whether the equipment is being adequately inspected and maintained;
- 68 vi. suggestions made by employees, students, or parents pertaining to
69 safety, to determine action or implementation should be recommended;
70 and
- 71 vii. school center emergency plans and suggest updates, if needed;
- 72 c. Additionally, school center safety committees shall ensure that safety
73 awareness presentations are conducted annually. These presentations shall
74 consist primarily of general safety training and shall be conducted in addition
75 to specific safety training programs provided on an ongoing basis for
76 employees in certain types of occupations. The presentations shall be
77 conducted by, or approved by, the District's safety manager.
- 78 **6. MP&O and Transportation Department Safety Committees.--** The directors of
79 MP&O and Transportation shall establish a safety committee for their departments,
80 nominating a committee membership representative of management and labor.
- 81 a. *Meetings.*-- These safety committees shall meet at least every other month.
82 The committee secretary shall prepare minutes of meetings and send copies
83 to each committee member and the Department of Employee Benefits and
84 Risk Management
- 85 b. *Functions.*-- The functions of these committees shall include, but not be
86 limited to reviewing: reviewing the following items to determine if improved
87 safety practices or training should be implemented in the department:
- 88 i. accident reports of department employees;
- 89 ii. safety and first aid training procedures and practices of the department;
- 90 iii. activities of the department;
- 91 iv. Comprehensive Safety Inspection Reports relating to areas of the
92 department's responsibility;

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.382 and finds it legally sufficient for development by the Board.

Attorney

Date