



POLICY 2.382

4-C I recommend that the Board adopt the proposed revised Policy 2.382, entitled “Safety Awareness and Safety Committees.”

[Contact: David Ford, Risk & Safety Manager, PX 48245 or Dianne Howard, Director, Risk and Benefits Management, PX 48414.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on February 4, 2009.
- This revised policy provides changes recommended by the District’s Maintenance and Plant Operations (M&PO) and Transportation Department Safety Committee.
- Minor changes in the revised policy consist of:
 - Updating the name of the Department of Risk and Benefits Management.
 - Including county ordinances and the District’s Safety and Health Plan.
 - Clarifying the language of the existing policy.
- The revisions amending the functions of the safety committee, in paragraph 6, are offered to enhance the committee’s assessments.

POLICY 2.382

SAFETY AWARENESS AND SAFETY COMMITTEES

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

- 36 a. *Meetings.* The District safety committees shall meet at least every other
37 month during the school year. The committee secretary shall prepare minutes
38 of meetings and send copies to each committee member.
- 39 b. *Functions.* The functions of the committee shall be to:
- 40 i. review the activities of the school center safety committees and other
41 district safety committees;
- 42 ii. determine the need for additional safety committees at locations other
43 than school centers and make recommendations to the Superintendent;
44 and
- 45 iii. make recommendations to the Superintendent on various safety-related
46 issues.
- 47 5. **School Center Safety Committees.** School center safety committees shall consist
48 of at least one classroom teacher, one food service employee, one custodial
49 employee, and one athletic or physical education teacher appointed by the
50 Principal, who shall serve as the chair. The chair shall appoint an Assistant
51 Principal as vice-chair to preside over meetings when the chair is unavailable.
- 52 a. *Meetings.* School center safety committees shall meet at least every other
53 month during the school year. The committee secretary shall prepare minutes
54 of meetings and send copies to each committee member, the appropriate Area
55 Superintendent, and the Department of Risk and Benefits Management
56 ~~Employee Benefits and Risk Management~~ (to the attention of the District's
57 safety manager).
- 58 b. *Functions.* The functions of school center safety committees shall include
59 reviewing:
- 60 i. employee and student accident reports to determine whether steps
61 should ~~could~~ be taken to prevent a recurrence;
- 62 ii. safety and first aid training procedures and practices at the center to
63 determine whether improvements should be considered;
- 64 iii. activities at the school center to assess whether new safety practices
65 should be considered;
- 66 iv. Comprehensive Safety Inspection Reports to ascertain whether the
67 school center is doing all it should to bring the school into compliance with
68 the safety provisions of Chapter 5 of State Requirements for Education
69 Facilities;

- 70 v. local inspection reports on playground and athletic equipment to analyze
71 whether the equipment is being adequately inspected and maintained;
- 72 vi. suggestions made by employees, students, or parents pertaining to
73 safety, to determine whether action or implementation should be
74 recommended; and
- 75 vii. school center emergency plans and suggest updates, if needed.
- 76 c. Additionally, school center safety committees shall ensure that safety
77 awareness presentations are conducted annually. These presentations shall
78 consist primarily of general safety training and shall be conducted in addition
79 to specific safety training programs provided on an ongoing basis for
80 employees in certain types of occupations. The presentations shall be
81 conducted by, or approved by, the District's safety manager.
- 82 6. **MP&O and Transportation Department Safety Committees.** -- The Directors of
83 MP&O and Transportation shall establish a safety committee for their departments,
84 nominating a committee membership representative of management and labor.
- 85 a. *Meetings.* -- These safety committees shall meet at least every other month.
86 The committee secretary shall prepare minutes of meetings and send copies
87 to each committee member, the Department Director and the Department of
88 Risk and Benefits Management ~~Employee Benefits and Risk Management~~.
- 89 b. *Functions.*-- The functions of these committees shall include, ~~but not be limited~~
90 ~~to reviewing:~~ reviewing the following items to determine if improved safety
91 practices or training should be implemented in the department:
- 92 i. accident reports of department employees to determine whether steps
93 could be take to prevent reoccurrence;
- 94 ii. safety and first aid training procedures and practices of the department to
95 determine whether improvements should be considered;
- 96 iii. activities of the department to assess whether new safety practices
97 should be considered;
- 98 iv. Comprehensive Safety Inspection Reports relating to areas of the
99 department's responsibility;
- 100 v. local inspection reports on work equipment to analyze whether the
101 equipment is being adequately inspected and maintained;
- 102 vi. suggestions made by employees pertaining to safety; and

103 vii. department emergency plans.

104 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.42(22)

105 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41(1), (3); 1001.42(6), (9)(c); 1001.43(1),
106 (7); 1013.11

107 HISTORY: 4/28/2003 [incorporates and supersedes Directives 2.39 and 2.392];
108 ___/___2009

Legal Signoff:

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

Attorney

Date