

**The Columbia County School System's safety/accident prevention program strives to promote safety and accident prevention for both employees as well as students.**

**SAFETY COORDINATOR:**

**The School Superintendent shall designate the safety coordinator. The coordinator will be responsible for the day-to-day operation of the safety program. The safety coordinator will have the responsibility of providing training programs for all school personnel. In addition, the coordinator will be responsible for local school inspections and will work in conjunction with local school safety officers and coordinators with respect to safety concerns.**

**ADMINISTRATIVE SUPPORT:**

**Prevention of accidents and implementation of safe operation procedures and practices shall be a management priority for all administrative and supervisory personnel. Administrative and supervisory personnel are responsible to set a good example by supporting and adhering to safety procedures.**

**SCHOOL LEVEL SAFETY COMMITTEES AND COORINATORS:**

**Each school and department in the local system will have a safety coordinator. Each school will have a safety committee consisting of the safety coordinator of the local school and a minimum of five members who will meet quarterly to discuss local concerns. Membership will be approved by the principal. The safety committee will address areas such as, but not limited to safety in: classrooms, walkways, bus loading and unloading areas, playgrounds, labs, cafeterias, supply area, teacher work rooms, etc. The local school safety coordinator will meet with the system's safety coordinator on an appointed basis.**

**FACILITY INSPECTIONS:**

**All facilities will be inspected by the system safety coordinator at least once annually. Other factors such as accidents on campus or requests by administrators could result in additional visits.**

**The purpose of the visit will be to identify physical hazards and/or unsafe operations and work procedures. Reports of findings will be made to the building administrators. The principal will be responsible for initiating corrective actions to eliminate or control unsafe practices or hazards. Copies of findings will be reported to the Assistant Superintendent and will be used in safety meeting held with school safety coordinators on the system level.**

**ACCIDENT INVESTIGATIONS:**

Accidents will be reported on the assigned form provided by the Business Office. All Worker Compensation Claims will be reported in accordance with law. Employees who have a worker's compensation accident will be required to report to an assigned doctor for initial treatment. Said employees are subject to drug testing.

All bus drivers who have an accident are automatically required to be drug tested under the direction of said supervisor. Safety coordinators at the school and county level shall review accident to determine how accident occurred and what steps to take to correct said accident from occurring in the future. Recommendations will be made to local building administrator and/or Department Head involved, if necessary.

**PANEL OF PHYSICIANS;**

Principals and Department heads are responsible for posting a list of approved doctors which are to be used by employees when a work-related injury occurs. This list will be updated annually by the System Safety Coordinator in conjunction with the Business Department. All laws governing its use and posting will be used.

**EMPLOYEE SAFETY TRAINING:**

All employees shall receive annual safety training. Said training may be done by the local school administrator, safety committee members, county safety coordinator or any other qualified individual. Records will be kept showing training date, individuals in attendance, topics covered and any other material necessary for record keeping. Building administrators shall work with the county safety coordinator to determine assessed needs and assistance in setting up required training sessions.

**PERSONAL PROTECTIVE EQUIPMENT:**

All employees shall at all times use personal protection equipment as specified by a program or supervisor. Proper use of said equipment will be included in new employee orientation and reviewed from time to time by the supervisor to determine employee's understanding of said equipment.

**SAFETY EDUCATION:**

It will be the responsibility of the county safety coordinator, building administrator and safety committee of local schools to continually educate, update and inform all employees of safety precautions, measures and proper techniques.

**ADOPTED: 9/12/95**

**REVISED: 8/7/00**