

Safety Committee Program

Safety committees can be invaluable to the safety program by providing the active participation and cooperation of many key people in the school system. They also can be unproductive and ineffective. The difference between success, and the support it receives while carrying out its responsibilities.

A safety committee is a group that aids and advises both management and employees on matters of safety and health pertaining to school operations. In addition, it performs essential monitoring, educational, investigative, and evaluative tasks.

Duties of the Safety Committee:

1. Conduct regularly scheduled and documented safety committee meetings;
2. Assist in development and implementation of safety programs;
3. Actively participate in safety and health training programs;
4. Conduct hazard recognition inspections of the workplace on a regular basis;
5. Review and evaluate hazard recognition reports;
6. Review all incident investigation reports;
7. Review all employee reporting and communications reports;
8. Inform management of proposed safety and health recommendations and improvements;
9. Monitor and evaluate the effectiveness of safety and health recommendations and improvements;
10. Compile and distribute safety and health information to employees; and;
11. Monitor federal, state, and local worker related laws and regulations

Agenda of the safety committee meetings:

1. Review minutes of previous meetings;
2. Discuss unfinished business from last meeting;
3. Report on actions taken by management of proposed safety and health recommendations and improvements;
4. Review incident investigation reports;
5. Review hazard recognition reports;
6. Review employee reporting and communication reports; and;
7. Report suggestions on safety and health hazards to management.

Responsibilities and Duties

Management

Responsibilities:

1. Safety begins with management commitment and participation.
2. We will set goals, establish accountability, and become involved.
3. A poor safety record is a management problem.
4. Establish, implement and maintain our school safety program.

Duties:

1. Communicate safety commitment and policy.

2. Attend school safety functions.
3. Review accident reports and safety activity.
4. Make needed appropriations.
5. Set a good example by being concerned for your employees' safety.

Safety Director

Responsibilities:

1. Someone must be responsible for the program.
2. In some cases, a safety committee will be used to schedule a block of time to devote to safety activity.

Duties:

1. Develop written safety policies and procedures;
2. Coordinate activities with safety committee;
3. Inform management of proposed safety and health recommendations;
4. Compile and distribute safety and health information to employees;
5. Provide safety training for employees, supervisors, and managers;
6. Arrange for training of new employees;
7. Conduct routine workplace safety inspections;
8. Assist supervisors with incident investigation reports and analyze findings;
9. Review workers' compensation claims;
10. Monitor and evaluate the effectiveness of safety and health programs;
11. Assure compliance with government regulations; and
12. Prepare progress reports on programs for management.

Supervisors and Principals

Responsibilities:

1. Supervisors and Principals have a direct responsibility for their employees.
2. They will help build safety into the work process and be alert for safety and health problems.

Duties:

1. Train new employees.
2. Re-train present employees.
3. Make school inspections.
4. Prepare incident investigation reports.
5. Enforce safety rules.
6. Correct unsafe acts and conditions.

Employees

Responsibilities:

1. Workers must learn the hazards of their jobs and abide by safety rules.
2. The program requires the entire support of those it was designed to protect.

Duties:

1. Abide by all safety rules.
2. Report all hazardous conditions or concerns
3. Communicate safety to fellow employees.
4. Make suggestions to help improve safety.