

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES & WORKPLACE SAFETY

ADOPTED: August 19, 2002

REVISED: April 14, 2014  
November 18, 2019  
October 19, 2020  
February 27, 2023

705. FACILITIES & WORKPLACE SAFETY	
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.
2. Authority	<p>The Board directs that a district-wide workplace safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect school district buildings, equipment and property, in accordance with guidance issued by state and local officials, established Board policy and Administrative Regulations, and the Board-approved health and safety plan. The workplace safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools of the school district.</p> <p>The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved health and safety plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall periodically review and revise district health and safety rules and plans, as necessary.[7]</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Ensure curriculum to instruct students in safety and fire prevention.</li> <li>2. Provide required drills to instruct students in safety procedures.</li> <li>3. Review and evaluate annually district safety rules and plans.</li> </ol>

<p>4. Guidelines</p>	<p>Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]</p> <p>The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.</p> <p><b><u>Workplace Safety Committee</u></b></p> <p>A workplace safety committee shall be established to promote the school district's goals concerning safe schools.</p> <p>The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) school district employee representatives. If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. It shall be the responsibility of the workplace safety committee to:</p> <ol style="list-style-type: none"><li>1. Provide measures for employee involvement in achieving a safe, healthful working environment.</li><li>2. Promptly review all safety-related incidents, accident reports and investigation reports for all injuries, accidents, illnesses and deaths.</li><li>3. Conduct quarterly, or as needed, workplace inspections, identify/document hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority.</li><li>4. Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to administration.</li><li>5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.</li></ol> <p>The workplace safety committee members shall meet at least once a month.</p> <p>The workplace safety committee is responsible for developing and maintaining operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p>
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	<p>All decisions of the committee shall be made by majority vote of members present.</p> <p>The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.</p> <p>The Superintendent or designee shall maintain written records of safety committee training.</p> <p>References:</p> <ol style="list-style-type: none"><li>1. Pol. 103.1</li><li>2. Pol. 113</li><li>3. Pol. 113.1</li><li>4. Pol. 218</li><li>5. Pol. 317</li><li>6. Pol. 907</li><li>7. Pol. 805</li></ol> <p><u>24 P.S. 510</u></p> <p><u>24 P.S. 1517</u></p> <p><u>24 P.S. 1518</u></p>
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