

# A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: June 24, 1999

REVISED August 25, 2011

APPROVED September 22, 2011

## 705. SAFETY

## 1. Purpose

The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

## 2. Authority

The Joint Operating Committee directs that a school-wide safety program shall be maintained to ensure a safe environment for all students, staff and visitors as well as to protect school buildings, equipment and property. The 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 school

## 3. Delegation of Responsibility

The Executive Director or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of State government.

The Executive Director shall review annually with the Joint Operating Committee all procedures and rules dealing with the safety of students and staff and safe operation of school facilities.

## 4. Guidelines - Safety Committee

**Act 57 of 1996**

A safety committee shall be established to promote the school's goals concerning safe schools. It shall be the responsibility of the safety committee to:

1. Evaluate the current school safety program.
2. Conduct periodic inspections to locate and identify safety and health hazards.
3. Review incident and accident report and investigation forms.
4. Evaluate for effectiveness newly implemented safety equipment or health and safety procedures.

## 4. Guidelines

**Act 104 of 2010**

The Executive Director or designee will ensure:

1. The Memorandum of Understanding is renewed with the Town of McCandless Police Department every two years or as required.
2. The annual Safe Schools Report and Student Assistance Program Report is submitted annually as required.
3. The school will provide the Town of McCandless Police Department with a copy of the Emergency Procedures and Operation Guide as required.

The safety committee shall meet and minutes shall be taken and maintained.

The Executive Director or designee shall ensure that all committee members are adequately trained.

**Safety Instruction**

Safety instruction is an integral part of every course of study. Each student is required to pass a safety test/equipment checklist before being permitted to operate any dangerous equipment or handle any dangerous materials. It is to be signed and dated by the student and kept on file in a secure place. The recording of the safety test by the instructor into the student skills certificate file is required.

Each teacher is to insist on the same safety practices as are required within industry.

All combustible material such as turpentine, lacquer, paint thinner, paint, alcohol or latex foam rubber, must be stored in the proper manner in a fireproof room or cabinet. Any questions concerning the storage of these materials should be addressed to the administration.

Each teacher or staff person working with toxic materials will be responsible for safe handling and storage. These materials must be identified and handled per Act 159 and M.S.D.S, Sheets made available to all persons that at any time shall be exposed to such materials. It is the responsibility of the instructor to keep the M.S.D.S. up to date.

Protective clothing, safety glasses and respirators shall be used where required by shop conditions, State and Federal regulations, or required by administrative directives.

School Code 510, 1518

