

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-7310

SAFETY AND LOSS CONTROL

The Clark County School District recognizes that a safety program for students and employees is necessary to accomplish its public education mission. It is recognized that loss control management is needed to reduce property damage, bodily injury, environmental pollution, and legal actions. Safety and loss control is a shared responsibility. ~~Clark County School~~ District employees and students must work together at all levels to maintain a safe work and educational environment. The following elements of a district-wide program are hereby established to ensure that an effective and comprehensive safety program is established.

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I. The ~~d~~District Safety Advisory ~~Team~~ Group consisting of division and region representatives will:

A. Recommend ~~d~~District safety standards and guidelines.

B. Review ~~d~~District safety and loss control data and recommend solutions.

C. Recommend additions, deletions, and revisions to ~~d~~District safety policies and regulations.

II. The ~~d~~District safety Risk Management administrator will:

A. Propose and develop general guidelines and standards for safety and risk control activities in the ~~d~~District.

B. Develop, publish, and maintain a ~~d~~District ~~safety manual~~ written workplace safety program.

C. Distribute safety and risk control information throughout the ~~d~~District.

D. Chair the district Safety Advisory ~~Group~~ Team.

E. Monitor general ~~d~~District compliance with safety, health, and environmental protection regulations and codes.

III. Division heads and region superintendents will:

A. ~~Implement~~ Reinforce ~~d~~District safety standards and guidelines.

B. ~~Establish a division/region Safety Advisory Committee.~~ Designate staff participant to serve on the Safety Advisory Team.

Deletion	C.	Designate a safety administrator to direct committee activities, set priorities, and serve on the district Safety Advisory Group.
Deletion/Addition	D. <u>C.</u>	Ensure that the division/region Safety Advisory Committee <u>each site administrator has a functioning safety committee that is holding safety meetings quarterly, at a minimum, to:</u>
Deletion/Addition		1. Develops and implements <u>Promote</u> safety <u>guidelines</u> and hazard awareness throughout the division/region.
Deletion	2.	Reviews division/region safety management performance to define and recommend risk control objectives, which include, but are not limited to:
		a. Promoting a safe learning and working environment.
		b. Auditing safety programs.
		c. Developing safety procedures.
		d. Developing and presenting safety training topics.
		e. Establishing safety inspection routines.
Deletion/Addition	3. <u>2.</u>	Recommends procedures to <u>site administrators that</u> comply with
Deletion/Addition	d.	<u>District</u> safety manual elements.
Deletion/Addition	E. <u>D.</u>	Set safety and loss control objectives based on needs identified by the Safety Advisory Committee <u>Team</u> .
	IV.	Principals and facility administrators will:
Deletion/Addition	A.	Ensure all d. <u>D</u> istrict safety standards and guidelines are understood and adhered to by all employees.
Addition/Deletion	B.	Designate a <u>site</u> safety <u>administrator</u> employee to facilitate, coordinate, and monitor site safety and hazard control activities.
Addition/Deletion	1.	The designated safety <u>administrator</u> employee will establish a <u>S</u> ite Safety Support Committee consisting of representatives from various <u>all</u> work groups, <u>including a participant from each bargaining unit representing employees at the site. For schools, the School Organizational Team (SOT) may act as the Site Safety</u>

Addition Committee. In such cases, the SOT will add a standing agenda item related to site safety for discussion and possible action at each meeting.

- Addition/Deletion 2. The safety administrator employee will be responsible to:
- a. Provide relevant safety and hazard information throughout the site.
 - b. Assist supervisors in investigating accidents, "serious" near-accidents, or hazards to determine probable causes and identify appropriate corrective measures.
 - c. Complete required hazard reports.
 - d. Ensure timely and appropriate corrective action is taken to resolve identified hazards.
 - e. Conduct and/or monitor site safety inspections.
 - f. Report safety concerns that need to be discussed to the Safety Advisory Team and ensure meeting notes are documented.

Deletion/Addition C. Initiate appropriate action in response to ~~recommendations~~ modifications or additions made to District safety guidelines. ~~from the designated safety employee and site Safety Support Committee.~~

Deletion/Addition D. Maintain ~~s~~Site sSafety Committee records.

Deletion/Addition V. ~~The Emergency Management department Associate Superintendent for the Facilities Division is the director of the district's~~ will supervise the District's Emergency Operations Center, ~~who will~~ coordinate emergency activities within the ~~d~~District, and maintain liaison with other emergency ~~activities~~ agencies.

Deletion/Addition VI. The ~~Instruction~~ Academic Unit will develop and maintain syllabi that addresses the ~~special~~ injury prevention needs of both staff and students in potentially hazardous instructional areas. The syllabi will also reference or establish, as needed, instructional objectives and/or safety practices in the science/ technology, vocational, physical education, theatre, special education, and any other appropriate educational programs.

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Legal Reference:

NRS Chapter 618 Occupational Safety and Health; Nevada
~~School Law Title 34 Education, NRS Chapter 386, 414~~

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Review Responsibility:

~~Facilities Division~~ Business and Finance Unit

Adopted:

[3541:10/9/90]

Pol Gov Rev:

6/28/01

Revised:

6/12/03₂