

MANAGEMENT SUPPORT SERVICES

Safety

Proper surveillance and supervision are the key factors in accident prevention. Identifying and minimizing potential hazards is a major function of a competent supervisor. Realistically, a supervisor cannot prevent all accidents from happening. The following guidelines are presented to assist in identifying prudent steps that need to be implemented on a District-wide basis:

1. Student supervision begins 15 minutes before school start-up time and ends with dismissal.
 - a. Parents need to be so informed a minimum of twice a year.
 - b. Exceptions to the above need to be accurately communicated to parents, i.e., intramural activities, detention, etc.
2. Playground supervisors must have the support of the principal and the entire staff in order to function effectively with the authority necessary.
 - a. An in-service program for playground supervisors shall be conducted each year by the building safety committee.
 - b. High density and high-risk areas must be identified along with the most strategic vantage point for good supervision at each school site.
 - c. Students should be directed into productive, safe play.
3. Safety inspections must be conducted on a regular basis.
 - a. A punch list of specific areas and equipment specific to each school site shall be developed by the building safety committee.
 - b. The safety committee should make the inspection.
 - c. Ideally the inspections should be made prior to starting school, and in early November, January, and April.
4. Students shall be oriented to the school setting the first week of school.
 - a. Students shall be informed of designated areas for specific activities.
 - b. Rules of play on apparatus with emphasis on “dos and don’ts” for safety shall be emphasized.
5. Consistent criteria for submitting accident reports need to be developed and implemented for liability protection and accident surveillance.
6. Each school shall establish a safety committee composed of teachers, the principal, playground supervisor, custodian, and student representative for the purpose of evaluating and enhancing safety practices and conditions at the school site.
7. The following safety practices will be employed in the specific areas identified below:

Hallways

Potential hazards shall be removed or reduced in the buildings and grounds of that district:

1. Slippery surfaces eliminated in areas where there is student or staff traffic.
2. Rough surfaces and abrupt surface changes eliminated or identified with “safety yellow paint.”
3. Student traffic controlled wherever collisions might occur, such as doorways to and from play areas.

Playground

Equipment shall be properly located, installed and supervised:

1. Selection and installation of playground equipment based upon safety and contribution to child development.
2. All equipment designed for climbing or hanging activities provided with a resilient surface underneath, such as a rubberized safety cushion or several inches of pea gravel.
3. Instruction about the proper use of equipment and safety measures relevant to each piece of equipment provided at the beginning of each school year.
4. Playground equipment and surfacing inspected monthly for wear or damage.
5. Supervision provided on playgrounds and around equipment.
6. Fencing provided where playgrounds are adjacent to streets or highways.
7. Barriers installed and maintained to prevent people from damaging turf and playground equipment with horses and/or motor vehicles.

Physical Education Facilities

An organized, developmental curriculum shall emphasize proper care and use of equipment:

1. Safety rules and procedures outlined to students and conspicuously posted.
2. Supervision provided at a student/teacher ratio that is conducive to safe participation.
3. Activities involving physical contact scheduled on the basis of equitable competition based on size and skill.
4. Emergency accident procedures employed followed by the completion of an accident report.
5. Skills introduced and taught in a sequence from simple to complex.
6. Equipment and facilities inspected on a regular basis.
7. Teachers of high-risk activities trained in first aid and emergency care.

Science Laboratory

Care is required in the use and storage of science materials and equipment:

1. Personal protective equipment used when working in laboratory.
2. Safety measures (hazards and dangers) associated with a laboratory activity recognized.
3. Emergency safety equipment and first aid techniques (eyewash fountain, shower, respirator, fire extinguishers, face protection, fire blanket) easily accessed.
4. Laboratory exhaust hoods used for experiments involving toxic and/or flammable materials.
5. Chemicals marked (name, shelf life, date opened) and stored with proper supervision.
6. Waste chemicals and glass disposed properly.
7. Science room secured when not in use.
8. Compressed gas cylinders chained in an upright position.
9. Flammables stored in an explosive-proof refrigerator.
10. Master gas shutoff provided for each laboratory.

Industrial Arts Shops

The program should be built around well-organized facilities, well maintained and properly installed equipment, instruction in the use of equipment, and proper supervision.

1. Students instructed in the proper use of equipment.
2. All belts, blades, safety devices, and cords inspected weekly.
3. Personal protective devices (goggles, caps, etc.) and proper clothing used as part of shop procedures.
4. Exhaust hoods and collector fans used for ventilation.
5. Guards and other safety devices used on saws, lathes, drills, and other shop equipment.
6. Operating instructions posted near all equipment.
7. First aid and emergency accident procedures posted.
8. Shop area maintained free from hazards.

Specific safety practices are not limited to these areas, but may also include practices recommended by building safety committees and the administration to address specific circumstances.

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