

NORTHERN TIER CAREER CENTER

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: August 23, 2012

REVISED:

705. SAFETY	
<p>1. Purpose</p>	<p>The Joint Operating Committee recognizes that center facilities must be maintained and operated in a condition that is safe for students, staff and visitors.</p>
<p>2. Authority SC 1850.1 Title 22 Sec. 339.23</p>	<p>The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect center buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the center.</p>
<p>24 P.S. Sec. 5301 Pol. 221</p>	<p>All persons (students, instructors, administration, and visitors), upon entering the shop, are required to wear eye protection devices as required by law. Eye protection will be provided to all students.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop and present to the Joint Operating Committee for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.</p> <p>Each instructor must provide instruction and take all precautions to insure student safety. No student is permitted to use any tools, equipment, or devices until s/he has received the proper safety instruction, has individually demonstrated safe operation and performance skills, and has obtained a grade of 100% on a safety test for tools, equipment or devices s/he is instructed to operate.</p> <p>A record of these three (3) factors is to be kept on file. Students are not permitted to do any live work, or use any equipment until they have completed and turned in an emergency form.</p> <p>The Administrative Director or designee shall:</p>
<p>SC 1518</p>	<p>1. Ensure curriculum to instruct students in safety and fire prevention.</p>

<p>SC 1517, 1518 Pol. 805</p> <p>4. Guidelines</p> <p>Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p>	<p>2. Provide required drills and instruct students in safety procedures.</p> <p>3. Review and evaluate annually center safety rules and plans.</p> <p>Administrators shall inform all staff and students of safety rules at the beginning of the school year.</p> <p><u>Certified Workplace Safety Committee</u></p> <p>A workplace safety committee shall be established to promote the center's goals concerning safe schools.</p> <p>The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) center administrators and two (2) employee representatives.</p> <p>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. The center administrators shall not constitute a majority of the workplace safety committee.</p> <p>It shall be the responsibility of the workplace safety committee to:</p> <ol style="list-style-type: none">1. Evaluate the current safety program.2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.3. Make recommendations to correct hazards.4. Review, in a timely manner, incident and accident report and investigation forms.5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures. <p>A quorum of the workplace safety committee members shall meet at least once a month.</p> <p>The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p>
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All decisions of the committee shall be made by majority vote of members present.

The Administrative Director 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.

The Administrative Director or designee shall maintain written records of workplace safety committee training.

References:

School Code – 24 P.S. Sec. 1517, 1518, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 339.23

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Eye Protection Law – 24 P.S. Sec. 5301, 5304

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Joint Operating Committee Policy – 221, 805