SAFETY

The superintendent shall insure that each principal supervises the operation of his/her school so as to assure compliance with state and federal safety and health requirements. When conditions of disrepair or hazard appear, they shall be reported immediately to the superintendent. If they constitute a significant threat to the safety of students or others, school operations shall be altered in such a way as to eliminate the threat with as little disruption of the developed school program as possible. Rules and procedures shall be developed that shall provide for:

A. A safe and healthy working environment;

B. An accident prevention program, including first aid training for staff;

C. Voluntary compliance with state and federal safety acts;

D. An accident reporting and recording system which shall fulfill state requirements; and

E. Fire drills and practice in other emergency procedures.

The superintendent shall annually review all guidelines and regulations dealing with the safety of students and staff and the safe operation of facilities.

Playground Equipment

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent shall develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment shall be based upon safety and contribution to child development.

Chemical and Laboratory Safety

The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling.

Instruction shall be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.

Cross References:	Board Policy	2151	Interscholastic Activities
		3431	Emergency Procedures
		3432	Fire Drills
		6605	Student Safety Walking to School and Riding Buses
		6511	Staff Safety
		9330	Building and Ground Maintenance
Legal References:	WAC	248-64-210-360	Primary and Secondary Schools Department of Health
		296-24	General Safety and Health Standards

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SAFETY PROGRAM

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:

A. Student supervision begins 15 minutes before school start-up time and ends with dismissal.

   1. Parents need to be informed a minimum of twice a year.

   2. Exceptions to the above need to be accurately communicated to parents; i.e., intramural activities, detention, etc.

B. Playground supervisors must have the support of the principal and the entire staff in order to function effectively with the authority necessary.

   1. An in-service program for playground supervisors and crossing guards shall be conducted each year.

   2. High density and high risk areas must be identified along with the most strategic vantage point for good supervision at each school site.

   3. Students should be directed into productive, safe play whenever possible.

C. Safety inspections must be conducted on a regular basis.

   1. A punch list of specific areas and equipment specific to each school site shall be developed by the principal, custodian, and a safety committee representative.

   2. The building custodian should make the inspection with the principal or at the principal's request.

   3. Ideally, the inspection should be made prior to starting school, and in early November, January, and April.

D. Students shall be oriented to the school setting the first week of school.

   1. Students shall be informed of designated areas for specific activities.

   2. Rules of play on apparatus with emphasis on "do's and don'ts" for safety shall be emphasized.

E. Consistent criteria for submitting accident reports need to be developed and implemented for liability protection and accident surveillance.

F. Each school shall establish a safety committee for the purpose of evaluating and enhancing safety practices and conditions at the school site.

G. 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 the district:

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

Playground

Equipment shall be properly located, installed and supervised:

- Selection and installation of playground equipment based upon safety and contribution to child development.
- 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 or wood chips.
- Instruction about the proper use of equipment and safety measures relevant to each piece of equipment provided at the beginning of each school year.
- Playground equipment and surfacing inspected monthly for wear or damage.
- Supervision provided on playgrounds and around equipment.
- Fencing provided where playgrounds are adjacent to streets or highways.
- 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:

- Safety rules and procedures outlined to students and conspicuously posted.
- Supervision provided at a student/teacher ratio that is conducive to safe participation.
- Activities involving physical contact scheduled on the basis of equitable competition based on size and skill.

- Emergency accident procedures employed, followed by the completion of an accident report.
- Skills introduced and taught in a sequence from simple to complex.
- Equipment and facilities inspected on a regular basis.
- 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:

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

- Students instructed in the proper use of equipment.
- All belts, blades, safety devices and cords inspected weekly.
- Personal protective devices (goggles, caps, etc.) and proper clothing used as part of shop procedures.
- Exhaust hoods and collector fans used for ventilation.
- Guards and other safety devices used on saws, lathes, drills and other shop equipment.
- Operating instructions posted near all equipment.
- First aid and emergency accident procedures posted.

- Shop area maintained free of hazards.

Cafeteria Tables

Portable, folding tables used in school cafeterias should be moved by trained personnel only. Each table should have a consumer products label attached. (Consumer Product Safety Commission, P.O. Box 861, Minneapolis, Minnesota, 55401-1234).

Bleachers

Because of the dangers inherent in bleachers that are improperly operated and/or maintained, trained school personnel should be involved in extending or closing bleachers.

- Bleachers must be fully extended and properly aligned each time that they are to be used.
- Bleachers shall be inspected for damage, wear and misalignment at least twice per year and maintained in accordance with the owner's manual.
- Guardrails should be installed as a safety precaution.
- A consumer products label should be attached to each set of bleachers.

Chemical and Laboratory Safety

Guidelines for chemical storage and handling are as follows:

- Chemical substances shall be labeled in accordance with National Fire Protection Association (NFPA) standards. Substances with a NFPA health, flammability or radioactivity rating of four (4) should not be used unless provisions can be made for use in accordance with the special conditions as defined for that substance. Such substances include those that present an extreme health and/or radioactivity hazard; could form an explosive peroxide; or are defined as carcinogenic or mutagenic.
- Annual inventories shall be conducted for the purpose of identifying all substances, their shelf-life, proper labeling, and their condition of storage.
- Reasonable efforts shall be made to ensure proper storage of all hazardous substances. Since many chemicals are incompatible with each other, chemicals shall be separated by family characteristics. The following arrangement (Page 2) is suggested.
- Chemical substances that have exceeded their shelf-life shall be disposed of in the manner described in the Flinn Catalog/Reference Manual (Technical Service Department, Flinn Scientific, Inc., P. O. Box #231, 910 West Wilson Street, Batavia, Illinois 60510; or phone (312) 879-6900.
- A third-party assessment of the science laboratory shall be conducted at least once every three years.