

# Downey Unified School District

## ADMINISTRATIVE SERVICES

### DISTRICT SAFETY PROGRAM

AR 6710

A District Safety Program shall be established whose purposes shall be

1. To promote and encourage safety awareness and accident prevention through exchange of information with a representative group of District employees (District Safety Committee).
2. To introduce topics for discussion and corrective action in the following areas:
  - a. Accident analysis and record keeping.
  - b. Accident investigation.
  - c. Facility inspection.
  - d. Identification of safety standards, practices, and methods to emphasize accident prevention.
  - e. Utilization of consultants' expertise to assist in loss prevention inservice programs.
  - f. Monitoring of District experience in Workers' Compensation activity.

### The District Safety Committee

1. Shall consist of one representative from each school site and each District department that provides support services.
2. Shall be convened by the Assistant Superintendent, Administrative Services, or designee, in the months of November, January, March, and May.
3. Each representative shall chair, or coordinate with the chairperson of, the Site/Department Safety Committee to ensure dissemination of accurate safety information.

### The Site/Department Safety Committee

1. Each site/department shall organize a Safety Committee and elect a representative to attend the four yearly District Safety Committee meetings.
2. Site/Department Safety Committees shall submit a list of safety objectives to the Assistant Superintendent, Administrative Services, or designee, annually.

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#### The Site/Department Safety Committee - continued

3. The safety representatives shall be responsible for disseminating information received at the District Safety Committee meetings to the Site/Department Committee members at their regular meetings. These meetings should be scheduled shortly following each District meeting.
4. Periodic assignments, inspections, and investigations shall be coordinated through the safety representative.
5. Arrangements for inservice safety loss prevention programs shall be scheduled through the Assistant Superintendent, Administrative Services, or designee.
6. The Annual Safety Survey shall be conducted by each Site/Department Safety Committee.
7. Minutes of each Site/Department meeting shall be taken and then forwarded to the Assistant Superintendent, Administrative Services, or designee, for filing.
8. Safety Committees shall assist in the identification of safety hazards and shall refer them to the appropriate supervisor for corrective action.

#### Detecting Safety Problems

1. Site/Department supervisors shall make provision for identifying unsafe conditions. Use of checklists or other suitable means of gathering information from staff observations shall be summarized on the Monthly School/Site Inspection Report form, per AR 6523.
2. Custodial and maintenance personnel shall note and report to their immediate supervisors any hazardous conditions observed during the course of their work period.
3. Reports from insurance company and fire department loss prevention inspectors shall be analyzed for corrective action by the Director, Maintenance, Operations, and Transportation.

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Detecting Safety Problems - continued

4. Findings from the Annual Safety Survey shall be referred to the Director, Maintenance, Operations, and Transportation, for review, priority setting, and correction.
5. Periodic site/department inspections shall be arranged with the District's Workers' Compensation Loss Prevention Services Administrator.