

ADMINISTRATIVE REGULATION

District Safety Officer

The district shall designate a safety officer. The safety officer shall:

1. Establish a schedule for and coordinate district safety meetings to implement and monitor the district safety program;
2. Be responsible for writing and implementing a centralized safety program;
3. Coordinate all matters relating to safety and make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas;
4. Maintain liaison with applicable agencies outside the district;
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents;
7. Establish specific goals for the district's safety program and evaluate goals and accomplishments on a regular basis.

Safety Meetings

The safety officer shall schedule and organize safety meetings as follows:

1. Safety meetings shall include all available District employees, and shall include at least one employer representative authorized to ensure correction of safety and health issues.
2. Safety meetings shall be held on district time, and attendees shall be paid at their regular rate of pay.
3. Safety meetings shall be held a minimum of each quarter.
4. Safety meetings must include discussions of safety and health issues, and accident investigations, causes, and the suggested corrective measures.
5. The safety officer or designee shall keep minutes of safety meetings.