

Nebo School District Board of Education

Policy EB

SAFE PRACTICE POLICY

The safety of all students and staff members is of utmost concern in the Nebo School District. It is essential that safe working practices and safety education becomes a systematic, carefully planned feature of the school system.

A successful safety program depends upon a constant vigilance and willingness by all staff members and students to follow adopted safety practices, to watch for and correct dangerous physical conditions, and to adopt safety-minded instructional or operational procedures. The cultivation of an internalized attitude of "safety first" is a prerequisite to a good safety program.

Accidents are undesirable, unplanned occurrences which may result in tragic consequences, bodily harm, loss of school time, property damage, legal action, and even fatality. It shall be the policy of the Board to guard against such students, employees, visitors, and others present on district property or at school sponsored events.

Adopted prior to 1976

Nebo School District Board of Education

Administrative Procedure EB-P

BOARD OF EDUCATION RESPONSIBILITY

Responsibilities of the Board of Education are:

1. Select appropriate sites for school buildings which are isolated from heavy traffic or provide good fences for adequate protection from traffic.
2. Buildings will be constructed utilizing fire resistant materials.
3. Buildings will be designed:
 - (a) For rapid evacuation of all occupants of all areas in case of fire.
 - (b) With safe physical facilities throughout the plant, giving particular attention to shops, gymnasiums, laboratories, and playgrounds.
4. In the allocation of funds, the purchase of safety equipment and protective devices, and the correction of unsafe physical conditions will have high priority.

Issued Prior to 1976

Cross Ref: [BBA](#) - School Board Duties and Responsibilities

Nebo School District Board of Education

Administrative Procedure EB-P1

DIRECTOR OF BUILDINGS AND GROUNDS RESPONSIBILITY

1. The proper maintenance of buildings and grounds to promote safety in all school activities.
2. Maintenance of proper type of fire extinguishers installed in strategic locations and in sufficient number to meet the National Fire Code.
3. The proper installation of all machinery and equipment in shops, such as fastening permanently located machinery to the floor and providing overload protection on all electrical machines.
4. The proper installation and maintenance of playground equipment. This will include the correction of unsafe conditions as revealed by periodic inspections.
5. The installation of non-skid wax floor coverings and strips on stair treads where needed.
6. The installation of all new electrical wiring must meet the standards of the National Electric Code.
7. The installation and maintenance of adequate and proper lighting above machinery work areas, especially above rotating type machinery to avoid a stroboscopic effect.

Issued Prior to 1976

Nebo School District Board of Education

Administrative Procedure EB-P2

DIRECTOR OF TRANSPORTATION RESPONSIBILITY

The Director of Transportation is responsible for:

1. Proper maintenance of all district vehicles to meet state safety standards.
2. Providing safe bus loading and unloading zones with appropriate signs, and with authority to control traffic in these areas.
3. Establishing safe practices for loading and unloading passengers from busses.
4. Establishing and enforcing regulations for the safe driving of district busses.

Issued Prior to 1976

Nebo School District Board of Education

Administrative Procedure EB-P3

PRINCIPAL'S RESPONSIBILITY

The principal shall be responsible for the supervision and implementation of safety practices and procedures in the school and shall:

1. Establish an active safety committee which will:
 - a. develop and maintain a safe school environment
 - b. develop and implement a set of safety rules for that particular school for the safe use of buildings, grounds, and equipment
 - c. submit a copy of these rules to the District Safety Committee
 - d. conduct periodic inspections of all equipment to identify and eliminate existing hazards.
 - e. promote safety education programs and campaigns or other measures to improve the safety record of that school
 - f. develop an evacuation plan and conduct regular fire drills using the plan.
2. Know the proper procedure and initiate the action required of him in case of accidents, bomb threats, fires, riots or civil defense drills. For detailed guidelines refer to first aide procedures, reporting accidents, emergency procedures, bomb threat procedures, fire control check list.
3. Follow guidelines in case of fire, blizzard, snow and ice, flood, nuclear attack, bomb attack, civil disturbance or earthquake, as set forth in "Design for Preparedness - The Role of Utah Schools," which was prepared by Utah State Board of Education.
4. Correct, or initiate action by authorized personnel to correct all unsafe conditions in the building or on the grounds as revealed by periodic inspections.
5. See that all student functions, including playground activities, are properly supervised.
6. Regulate vehicle traffic on the campuses to insure the safety of students.
7. Restrain students from being in close proximity to hazardous machine operations such as mowing lawns, construction, building repairs, etc., and if necessary, stop such an activity when it endangers students.
8. Develop and implement necessary rules and regulations to insure safety of all participants in extra curricular activities.
9. Submit accident reports as detailed in guidelines for reporting accidents.

Issued Prior to 1976 (Cross Reference: (Responsibilities of the Principal))

Nebo School District Board of Education

Administrative Procedure EB-P4

RESPONSIBILITY OF THE DISTRICT SUPERINTENDENT

The Nebo School District Superintendent shall have the overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to: inservice training; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community. He will appoint a safety officer to be responsible for carrying out this safety policy.

Issued Prior to 1976

Cross Reference: [CBA](#) - Superintendent's Duties and Responsibilities

Nebo School District Board of Education

Administrative Procedure EB-P5

SAFETY EDUCATION IN NEBO SCHOOL DISTRICT

I. Standards for safe school buildings - A responsibility of the Board of Education.

A. Administrators should provide "reasonable protection from fire, panic, earthquake, tornadoes, explosions, falling plaster or other building parts, slipping, tripping, collision, street traffic, hazards, moving parts of machinery, cuts from broken glass, electric shock, burning by hot water or heaters, eye strain from glare, and nervous strain from excessive noise."

B. Location and site of building

1. Located away from heavy traffic
2. If not located away from traffic, have adequate protection from traffic with good fences
3. Keep school grounds level
4. Have sufficient acreage for plant

C. Building design and materials

1. Is material fire resistant?

2. Do two-story buildings have protected exits and fire escapes?
3. Are large group rooms on ground floor with direct exits?
4. Does electric wiring meet standards accepted by National Electric Code?
5. Do shops have safeguards and protective devices for participants?

II. Develop safety routines, regulations and service - A responsibility of school principal.

A. Periodic inspection of plant and equipment

B. Repairs and improvements of all equipment

C. Good housekeeping by custodians, teachers and students

D. Student activities - - - running, jostling, roughhousing, horseplay and misuse of equipment, machinery and apparatus will cause accidents even in the safest plants.

1. Administrators should:

a. Regulate pupil traffic

b. Establish and enforce safety standards and regulations for all

c. Obtain student cooperation

d. Have well-planned field trips which meet safety standards

e. Have safe playground and gymnasium apparatus

f. Have organized school parties properly supervised

g. Have safety program in the school lunch room

E. Avoidance of hazardous conditions

1. Slippery floors or sloping aisles should have rubber mats and non-skid pads.

2. Broken or worn steps should be repaired as soon as possible.

3. Wet tile floors should be cleaned and dried immediately.

4. Raised or uneven floors connecting room to hall should have non-skid pads.

5. Slippery ramps should be repaired with non-skid material.

6. All stairways should have handrails.

7. Swinging doors that open into heavy traffic areas should be avoided.
8. Dangerous coat hooks and dark cloak rooms should be improved.
9. All halls and stairways should be well lighted.

F. School Safety Council

1. Makeup of Council (suggested)

- a. Two students from each homeroom
- b. One faculty advisor
- c. One member of PTA, or local Safety Council, or Police or Fire Department

2. A few suggestions for council

- a. Established simple by-laws
- b. Meet regularly
- c. Have a definite program for the school year
- d. Have good council projects such as:
 - (1) Prepare safety exhibits
 - (2) Plan and present a safety assembly
 - (3) Have a column of news or editorials for local paper and school paper.
 - (4) Assist in investigating accidents
 - (5) Assist in making school safety inspection.
 - (6) Have safety school patrol

3. Routine activities

- a. Fire drills - at least eight each year
- b. Regulation of traffic indoors
- c. Housekeeping procedures in hall and classrooms

4. Integrating safety material and units into class subject discussions

- a. General Science

- b. Chemistry
- c. Industrial Arts
- d. Homemaking
- e. Other vocational subjects

G. Accident reporting

1. All school personnel should cooperate in reporting accidents:

- a. Promptly
- b. Accurately
- c. Complete details
 - (1) where
 - (2) how
 - (3) who
 - (4) when
 - (5) why - -cause - - contributing conditions

Note: If students are involved in the safety program planning, there is better cooperation.

Safety Education should be generally accepted and promoted as an integral part of the modern school program, by all school personnel.

Date: Adopted prior to 1/1976

Nebo School District Board of Education

Administrative Procedure EB-P6

SAFETY OFFICER'S RESPONSIBILITY

The safety officer's responsibility will include:

1. Conducting at least one thorough annual inspection in addition to periodic safety inspections of all school buildings and grounds.
2. Making reports and recommendations to the Superintendent.

3. Being responsible for the accumulation of accident reports and safety records.
4. Following through on serious accidents to determine real cause so that procedure can be established to prevent similar accidents.

Date: Adopted prior to 1/1976

Nebo School District Board of Education

Administrative Procedure EB-P7

STUDENT SAFETY

The student should be safety conscious in all of his activities and comply with all safety practices and procedures of the district and, to be specific, he or she shall:

1. Follow safety instructions given by principal, teachers, bus drivers, or other authorized personnel and report unsafe conditions or practices to them.
2. Be aware of other student's safety as well as his own.

Date: Adopted prior to 1/1976

Nebo School District Board of Education

Administrative Procedure EB-P8

TEACHER'S RESPONSIBILITY

The teacher is responsible to follow the safety procedures and practices of the district and to comply and enforce specific safety laws of the state. Student safety is a concern of every teacher and he is responsible for the prevention of accidents by the removal of physical hazards in the classroom area and the development of safe habits and attitudes. To accomplish this a teacher shall:

1. Correct, or initiate action by authorized personnel to correct, all unsafe conditions in his area of instruction.
2. Make safety an integral part of the instructional program and show commitment by personal example.
3. Adhere to the practices and procedures as outlined in state safety guides for specific specialized areas such as shops, laboratories, gymnasiums.
4. Know the plan of his school for evacuating the building and know his particular responsibility as part of that plan. The teacher is expected to promptly initiate action prescribed in the school plan.
5. Know the proper procedure and promptly initiate the action required of him in case of accidents,

bomb threats, fires, riots and civil defense drills.

6. Make sure safety practices are followed in extra curricular or areas of instruction which offer special hazards.

Date: Adopted prior to 1/1976

Nebo School District Board of Education

Exhibit EB-E

LIFE SAFETY CODE INSPECTIONS

All of the following possible violations are to be corrected immediately if found to exist:

1. Door stops or blocking doors opening onto a corridor, is not permitted.
2. Trash receptacle shall be made of metal and will have an approved tight fitting metal lid.
3. Any time a building is occupied, exit lights shall be lighted.
4. Corridors shall be free and clear of any storage, furniture, or obstructions of any type at all times. Hallways adjacent to classrooms with exterior doors do not need to be considered a corridor.
5. No room may contain more than 49 students if it does not contain two approved exits.
6. There shall be no combustible storage under any stairway or ramp.
7. Curtains, drapes, etc., shall not obstruct or cover exit doors.
8. All gates, roll down barriers, etc., installed in corridors shall be removed. This also includes ramps. Until such times that these barriers can be removed, they are not be used.
9. Key-locked dead bolts are not acceptable. They shall be replaced with approved self-releasing hardware. Until these changes can be made, do not use key-locked dead bolts.
10. There shall be no combustible storage under a stage or raised platform at any time.
11. Gas driven equipment such as lawn mowers, snow plows, etc., shall not be stored in building, particularly in exits or corridors.
12. Chains and padlocks are prohibited throughout the entire building, including auditoriums. This is one that we must work on and cannot allow it to continue.
13. Exit doors, particularly in auditoriums, libraries, etc., shall not be obstructed by any means, including drapes.

14. Heater and boiler rooms shall be maintained free and clear of combustible materials at all times. In rooms or facilities which have more than one exit door, none of the exit doors shall be locked during use and shall not be obstructed or blocked at any time.

Date:

Nebo School District Board of Education

Exhibit EB-E1

SAFETY CHECK LIST

1. Flammable liquids must be stored properly.
2. Are your fire extinguishers checked periodically and maintained in good working condition? Do you have extinguishers encased in glass requiring breakage of glass in case of fire?
3. Clothes dryers must be properly vented.
4. You must have adequate lighting at all exits.
5. Is your gas operated equipment properly stored?
6. Oxygen and acetylene tanks must be chained up so they cannot tip over.
7. Three pronged cords should be used for all outlets. Do not overload circuits with too many extension cords.
8. Proper asbestos storage for irons in home economic department is required.
9. Have separate gas cocks in chemistry room.
10. Use safety cans for grease rags.
11. Are custodial closets vented?
12. Are belt guards on all equipment?
13. Frying without proper hood must have proper chemical extinguishers readily available.
14. Spray paint in approved safety room only.
15. Do you have approved welding booths?
16. Do you have dust collection systems in all wood and craft shops?
17. How long has it been since you had a fire drill? The state recommends eight fire drills per year

Date:

Nebo School District Board of Education

Exhibit EB-E2

SAFETY REMINDERS TO PRINCIPALS

Do you have your school safety council organized? _____ Is it functioning? _____

Is your safety council cooperating with the PTA and with LEA to correct and improve safety problems such as?

1. Proper school crossing signs
2. Proper school zone signs
3. Proper speed signs in front and near the school
4. Old crosswalks newly painted and new crossings properly located and painted
5. Does your parking lot have stop signs at entrance to public roads?

Have you gone over the new safety policy with your faculties? _____

Have you had a fire drill this year? _____ How often do you have fire drills? _____

Have you had a simulation bomb threat search this year? _____

Has safety instructions been given to students by teachers on:

1. Best routes to walk to and from school?
2. How to cross streets and where?
3. General pedestrian safety education?
4. School bus safety practices?

Are evacuating procedures known to all in your building? _____

Do you have a district fire alarm system? _____

Is your fire alarm system hooked up and in working order? _____

If "NO" are you working to improve this condition? _____

Are you looking for safety hazards in your buildings and on the campus and working to correct these conditions? _____

Are your fire extinguishers in good working condition? _____

Do you check over the "Fire Check List" occasionally? _____

Safety Motto - "**PREVENT ACCIDENTS**"

Date: