

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

705-AR-0. SAFETY PROGRAM

The district's safety program will provide reasonable safety protections and include adequate maintenance and repair of facilities, accident reports and supervision regulations that seek to reduce the potential of injury to students, employees, visitors, others present on school property and those present at school-sponsored activities and events.

The district administration will develop and implement rules and regulations that will promote safety in school buildings and facilities and on school property.

The Superintendent or designee will have overall responsibility for the district's safety program. S/He will ensure that appropriate employees are kept informed of current state and local requirements relative to fire prevention, civil defense, sanitation, public health and occupational safety.

Each building principal will be responsible for the supervision of a safety program in his/her school. The building safety program must include the required fire and bus evacuation drills, and ensuring that all building employees are instructed in the location and use of emergency exits, fire extinguishers and shutoff valves, when applicable. In addition, teachers of laboratory sciences and custodians will receive training in laboratory safety.

All employees will practice good safety habits and be aware of conditions that may make the environment unsafe. Staff are required to report any unsafe condition to the building principal or immediate supervisor, using the Hazardous/Unsafe Condition Reporting Form.

Safety practices are an integral part of the curriculum and may include instruction in the dangers and prevention of fire; accident prevention; traffic, bicycle, pedestrian and driver safety; and emergency procedures. Students are expected to share in the responsibility of practicing good safety habits and reporting unsafe conditions to the teachers or principal.

Any accident or injury to a student, employee or visitor on school property must be reported to the building principal or any employee's immediate supervisor. The principal or supervisor will follow through to ensure the individual has received treatment.

The designated administrator(s) will make periodic inspections regarding the safety of all district buildings, facilities, property and equipment, complete the required form and submit it to the Superintendent.

The designated administrator will distribute and direct that all required federal, state and local safety regulations are posted in district buildings.

The designated administrator will maintain appropriate safety records for all district buildings, facilities and properties.