

# School District of Hortonville

Title: Safety/District  
Safety Coordinator

Date Adopted: 1/24/83  
Date Revised: 8/10/98

Policy No. 3004  
Page 1 of 1

## POLICY STATEMENT:

The School Board recognizes its responsibility to provide students and staff with safe facilities. To assure safe facilities and all other related school equipment, the Board shall designate a District-wide Safety Coordinator.

The role of the Safety Coordinator includes a combination of administrative duties and tasks concerned with the overall safety aspects of the school system. The safety coordinator develops and promotes a total safety program for all students, employees, facilities and equipment.

## RATIONALE:

The School Board is responsible for assuring that proper attention is paid to the safety of students and staff.

**SCOPE:** Students, Employees, Facilities and Equipment

**RESPONSIBILITY:** Compliance with this policy shall be the responsibility of the designated district safety coordinator.

## IMPLEMENTATION:

1. Schedule and conduct semi-annual safety inspection (district-wide) to identify hazardous sites, materials and practices. Inspections conducted by the safety coordinator, should when possible, include the business manager, building principal and maintenance representative on the inspection team.
2. Ensure that unsafe conditions are reported to the superintendent and director or recommend action to be taken to correct unsafe conditions.
3. Document safety drill (fire and tornado) and semi-annual inspection activities.
4. Take preventive measures for all identified safety hazards within the school system as cited by District professional and support staff, students parents, agencies and others.
5. Work with the safety consultants from the property and liability insurance carriers and follow-up recommendations made by them.
6. Provide safety information to all employees and encourage safe working habits.
7. Develop an inservice and training program for school employees in cooperation with consultants from different resource agencies on safety. Conduct a training session annually and for all new employees upon hiring.
8. Assist the building principals with the development of emergency plan guidelines for each building.
9. Annually, prepare a year-end summary report of the activities and accomplishments along with suggestions for the coming year and submit to the superintendent with copies to the Board.

## ASSOCIATED INFORMATION:

President Willard Griebach Date 8/10/98

Clerk Mark Eberle Date 8/10/98