

## SAFETY AND LOSS CONTROL

The Clark County School District recognizes that a safety program for students and employees is necessary to accomplish its public education mission. It is recognized that loss control management is needed to reduce property damage, bodily injury, environmental pollution, and legal actions. Safety and loss control is a shared responsibility. Clark County School District employees and students must work together at all levels to maintain a safe work and educational environment. The following elements of a district wide program are hereby established to ensure that an effective and comprehensive safety program is established.

- I. The district Safety Advisory Group consisting of division and region representatives will:
  - A. Recommend district safety standards and guidelines.
  - B. Review district safety and loss control data and recommend solutions.
  - C. Recommend additions, deletions, and revisions to district safety policies and regulations.
- II. The district safety administrator will:
  - A. Propose and develop general guidelines and standards for safety and risk control activities in the district.
  - B. Develop, publish, and maintain a district safety manual.
  - C. Distribute safety and risk control information throughout the district.
  - D. Chair the district Safety Advisory Group.
  - E. Monitor general district compliance with safety, health, and environmental protection regulations and codes.
- III. Division heads and region superintendents will:
  - A. Implement district safety standards and guidelines.
  - B. Establish a division/region Safety Advisory Committee.
  - C. Designate a safety administrator to direct committee activities, set priorities, and serve on the district Safety Advisory Group.

- D. Ensure that the division/region Safety Advisory Committee:
    - 1. Develops and implements safety and hazard awareness throughout the division/region.
    - 2. Reviews division/region safety management performance to define and recommend risk control objectives, which include, but are not limited to:
      - a. Promoting a safe learning and working environment.
      - b. Auditing safety programs.
      - c. Developing safety procedures.
      - d. Developing and presenting safety training topics.
      - e. Establishing safety inspection routines.
    - 3. Recommends procedures to comply with district safety manual elements.
  - E. Set safety and loss control objectives based on needs identified by the Safety Advisory Committee.
- IV. Principals and facility administrators will:
- A. Ensure all district safety standards and guidelines are understood and adhered to by all employees.
  - B. Designate a safety employee to facilitate, coordinate, and monitor site safety and hazard control activities.
    - 1. The designated safety employee will establish a site Safety Support Committee consisting of representatives from various work groups.
    - 2. The safety employee will be responsible to:
      - a. Provide relevant safety and hazard information throughout the site.

- b. Assist supervisors in investigating accidents, "serious" near-accidents, or hazards to determine probable causes and identify appropriate corrective measures.
    - c. Complete required hazard reports.
    - d. Ensure timely and appropriate corrective action is taken to resolve identified hazards.
    - e. Conduct and/or monitor site safety inspections.
  - C. Initiate appropriate action in response to recommendations from the designated safety employee and site Safety Support Committee.
  - D. Maintain site safety records.
- V. The Associate Superintendent for the Facilities Division is the director of the district's Emergency Operations Center who will coordinate emergency activities within the district and maintain liaison with other emergency activities.
- VI. The Instruction Unit will develop and maintain syllabi that addresses the special injury prevention needs of both staff and students in potentially hazardous instructional areas. The syllabi will also reference or establish, as needed, instructional objectives and/or safety practices in the science/ technology, vocational, physical education, theatre, special education, and any other appropriate educational programs.

Legal Reference: NRS Chapter 618 Occupational Safety and Health; Nevada School Law Title 34 Education, Chapter 386, 414

Review Responsibility: Facilities Division

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