

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-7310

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. 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 Team 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 Risk Management 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 written workplace safety program.
 - C. Distribute safety and risk control information throughout the District.
 - D. Chair the district Safety Advisory Team.
 - E. Monitor general District compliance with safety, health, and environmental protection regulations and codes.
- III. Division heads and region superintendents will:
 - A. Reinforce District safety standards and guidelines.
 - B. Designate staff participant to serve on the Safety Advisory Team.

- C. Ensure that each site administrator has a functioning safety committee that is holding safety meetings quarterly, at a minimum, to:
 - 1. Promote safety guidelines and hazard awareness throughout the division/region.
 - 2. Recommend procedures to site administrators that comply with District safety manual elements.
- D. Set safety and loss control objectives based on needs identified by the Safety Advisory Team.

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 site safety administrator to facilitate, coordinate, and monitor site safety and hazard control activities.
 - 1. The designated safety administrator will establish a Site Safety Committee consisting of representatives from all work groups, including a participant from each bargaining unit representing employees at the site. For schools, the School Organizational Team (SOT) may act as the Site Safety Committee. In such cases, the SOT will add a standing agenda item related to site safety for discussion and possible action at each meeting.
 - 2. The safety administrator 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.

- f. Report safety concerns that need to be discussed to the Safety Advisory Team and ensure meeting notes are documented.
 - C. Initiate appropriate action in response to modifications or additions made to District safety guidelines.
 - D. Maintain Site Safety Committee records.
- V. The Emergency Management department will supervise the District's Emergency Operations Center, coordinate emergency activities within the District, and maintain liaison with other emergency agencies.
- VI. The Academic Unit will develop and maintain syllabi that addresses the 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; NRS Chapter 386, 414
Review Responsibility:	Business and Finance Unit
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