

Administrative Rule  
Lancaster School District

Support

**IMPLEMENTATION PROCEDURES**

1. Safety Coordinator's responsibilities: The District Safety Coordinator, under the direction of the District Administrator, will serve as a staff assistant and will be responsible for the following duties:
  - a. Assist the District Administrator in the administration of the District Safety System.
  - b. Assist the School Nurse with accident investigations within District operations.
  - c. Assist with the maintenance of insurance records, OSHA records, and other records required under the Wisconsin Safety Codes.
  - d. Conduct with maintenance supervisor and/or Principals, general safety inspections in their areas of responsibility.
  - e. Maintain files on all inspections and monitor compliance activities.
  - f. Coordinate training and retraining of staff in the area of safety.
  - g. Assist in establishing priorities and compliance target dates for state and OSHA related problems.
  - h. Assist the School Nurse with dissemination of all pertinent safety and health information.
  - i. Assist safety instructors in the development of curriculum for safety education classes.
  - j. Maintain current status with state and federal legislation in the area of state and federal occupational safety and health codes.
2. It will be necessary for Principals to appoint individuals and hold them accountable for compliance activities in the buildings in which violations are located. These people will coordinate their efforts with those of the Safety Coordinator.
3. The initial inspections made by the Safety Coordinator and the building representatives will be reviewed by the appropriate administrators and the Safety Coordinator. Identified items will have a compliance time table for correction. Operational personnel responsible for areas specified will be notified of the necessary correction to be made and time allotted for the correction.
4. It may be necessary for people at the operational level dealing with corrections of hazards to contact the Safety Coordinator for assistance in interpretation of standards or other methods of correction.

5. After compliance has been completed by the operational personnel, their reports will be given to the Safety Coordinator.
6. Once the safety system has been implemented and objectives are being accomplished, a Bi-annual Inspection Report will be instituted at each building. Copies of the report will be sent to the District Administrator and used to check compliance maintenance and effectiveness of the safety system.
7. All accidents involving staff and students including first aid injuries must be reported to the Safety Coordinator. The Safety coordinator will be notified immediately of all injuries involving more than first aid treatment. These accidents will personally be investigated by the nurse and reported to the Safety Coordinator as soon as possible. Workman's Compensation Form WC-12 will be filled out by the District Office during the first twenty-four hours after the accident (if possible) for all injured employees. Therefore the injured employee's immediate supervisor has the responsibility for informing the District Office as soon as possible after any accident or injury. Four copies of the Workman's Compensation Form WC-12 will be filled out:
  - one for the insurance company;
  - one for the administrator-in-charge;
  - one to be placed in the record keeping files;
  - and one copy for the Safety Coordinator.

## **MAINTENANCE EVALUATION**

Evaluation of the safety system will be on a continuous basis. The importance of accident prevention, loss control, and state and federal compliance of building and safety codes requires constant updating of the system for continued compliance. New building construction, building additions, along with classroom and equipment changes which affect safety compliance will be under constant surveillance by the building administrator and the Safety Coordinator. Completion of safety inspections and reports by each building administrator and a positive effort put forth to make necessary changes for compliance will be evaluated by the Safety Coordinator. Unsatisfactory completion of inspections and their reports will be referred to the District Administrator.

Approved: February 8, 1989

