

Guidelines for the Safety Committee or Safety Coordinator

- A. Every school, office, bus lot, or shop must have either a safety committee or a safety coordinator. It is suggested that secondary schools, office, bus lots, and shops may use a safety committee.
- B. The safety committee/coordinator will assist the principal or administration in increasing the awareness of safety needs and procedures.
- C. The safety committee/coordinator shall take the necessary steps to increase the awareness of safety procedures and regulations.
- D. A safety coordinator should:
 - 1. be interested in safety and accident prevention.
 - 2. have leadership abilities.
 - 3. have some background or knowledge in safety.
- E. A safety committee should:
 - 1. include administrative or supervisory personnel as well as representative workers.
 - 2. review conditions of the workplace, equipment, and vehicles.
 - 3. be small enough to be workable, yet large enough to be representative.
- F. The committee/coordinator responsibilities include, but are not be limited to:
 - 1. reviewing all accidents/injuries to determine causes and discuss ways of eliminating future occurrences.
 - 2. inspecting the workplace on a regular basis to determine potential hazards and taking the necessary steps to correct them.
 - 3. providing safety education and training to all personnel.
 - 4. ensuring that safe work practices are enforced.
- G. The workplace committee shall report their activities and concerns to their supervisor or director, for corrective action. Issues or concerns beyond the department's control may be brought to the Administrative Safety Committee.