

# SAFETY NOTICE

Welcome Back to the beginning of another school year. Following the hectic first couple of weeks, we want to once again remind you to set up your safety programs for another successful year. The decisions you make now will help ensure your district's safety success for the rest of this school year. Below are a few suggestions and reminders for items you should review as you prepare for the new year.

## ADMINISTRATIVE ISSUES

- Review and update all your safety, security and risk management programs. Most mandatory written programs must be reviewed annually for any changes and updates, with documentation maintained, such as a date and signature. This would include your Exposure Control Plan for Bloodborne Pathogens, Fire Prevention Program, Emergency Action Plan, Security Plan, Lock-Out/Tag-Out Program, Asbestos Management Plan, Crisis Management Plan and Hazard Communication Program.
- When ordering new chemicals and cleaning supplies, ensure that the new Safety Data Sheets are being filed properly. Assigning a person to act as a gatekeeper for all chemical ordering will help to minimize gaps in maintaining Safety Data Sheets and labeling issues.
- Complete your annual training and notification requirements to all staff for issues such as bullying, sexual harassment, emergency protocols, etc.
- Make sure you have an adequate number of CPR-certified staff in each school in compliance with Janet's Law.
- Schedule your first safety committee meeting of the year and get everyone back on track. Develop a short list of goals for the committee to address through the year.
- Review your initial training needs for any new hires and mandatory refresher training for existing staff such as bloodborne pathogens, RTK/Hazard Communications, Asbestos Awareness, etc.
- Review your claims reporting procedures with all staff to reinforce proper claims handling.
- Review all your Certificates of Insurance for effective dates and proper coverage.
- Review security procedures with staff to ensure proper protocols are followed including not propping open exterior doors and ensuring easy access back into the building in the event of an emergency.



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## FACILITIES ISSUES

- Make sure all facilities staff have the required Personal Protective Equipment readily available for the job tasks they handle. This may include safety glasses, safety goggles, vinyl gloves, chemical gloves, dust masks, protective boots or overshoes, hearing protection and hard hats.
- Replenish your playground fall zone materials to ensure proper depth and distances. Make sure you are conducting documented monthly inspections of the playground areas and equipment.
- Check and inspect entrance walk-off mats for damage, curled edges and excess wear.
- Ensure parking lots, sidewalks, curbs, exterior steps and handrails are in good condition and free of defects.
- Check exterior lighting in anticipation of the end of daylight savings. Make sure critical areas are adequately illuminated for the increased night activities at the school.
- Review snow and inclement weather procedures and clearing plans. Ensure an adequate supply of salt, brine and sand for treating walking surfaces. Fine tune snow blowers, plows and mechanical spreaders for the winter season.
- Trim back trees near buildings to minimize damage that could impact the building.
- Inspect roof areas for condition, blocked gutters/downspouts/scuppers, pooling water, flashing, overhanging tree branches, etc.
- Check emergency generator test logs to make sure they are up to date and have been tested under load. Check to make sure the boiler inspections are up to date.
- Make sure your boilers are inspected and ready to go. Be prepared for the IAQ complaints that may result from the initial startup of the heating plants.
- Ensure exterior dampers are working properly and unobstructed to minimize both IAQ issues and freezing pipes in the winter.

**As always, your JIF Team is here to help you in any way possible.**



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**HAVE A SAFE & SUCCESSFUL SCHOOL YEAR!**

