

## **MODEL SCHOOL SAFETY POLICY\***

One of the first steps of creating a safety program is to write a policy stating that your school board is committed to establishing safe hazard-free work areas. A copy of this statement should be given to all employees. You can modify the following policy to fit your needs:

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possibility expensive legal action, and even death. Thus, it shall be the policy of the \_\_\_\_\_ Board of Education to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instruction means of developing an appropriate mode of behavior to minimize accidents at all times.

It shall be the responsibility of the district's chief administrative officer to execute this policy in order to have a comprehensive program which will meet the needs of the \_\_\_\_\_ Board of Education. The responsibility for developing the total safety program should be delegated to a competent, professional staff person who will be directly responsible to the Superintendent\*\*. He/She shall be provided with staff, time, budget, authority and title commensurate with the task. \_\_\_\_\_

This staff person acting in an advisory capacity to all heads of major units within the district, shall be responsible for the promotion and development of an aggressive prevention and safety education program for students and professional and non-professional personnel employed by the district.

The general areas of responsibilities include, but are not limited to in-service training, development of accident prevention procedures, accident record keeping, inspection, driver education, vehicle safety programs, fire prevention, school site selection, emergency procedures and traffic safety problems related to employees, pupils, and the community.

\* Approved by the National School Boards Association, February 6, 1969.  
Approved by the Association of School Business Officials, April 1, 1969

\*\* May substitute Assistant Superintendent for Business or another administrator of comparable rank.

