

NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED	SUBJECT: NO. 601 School Safety Committee
Effective Date: 9/8/11	Revised:
Distribution: All Staff	Kind: Board Policy

1. PRIMARY OBJECTIVE

The primary objective of the New Mexico School for the Blind & Visually Impaired School Safety Committee is the development and promotion of a safe environment for all students, employees, and visitors to NMSBVI facilities through the involvement of all individuals with regards to education, communication, and safe work practices.

All students, employees, and visitors must be empowered to plan, organize, coordinate and, most importantly, participate in the safety process. By doing so improvement in safety in all school programs and activities are both controllable and measurable. Every student, employee, and visitor is an equal partner in the safety process.

2. ACTIVITIES

The safety activities of the committee will include, but are not limited to, the following:

- Identify unsafe work practices and conditions and suggest appropriate remedies.
- Conduct safety inspections of both operations and facilities, identify safety hazards and recommend corrective measures.
- Review accident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- Obtain and analyze available data on past injuries and identify trends and suggest appropriate corrective actions.
- Assist in the development and implementation of effective safety policies and procedures.
- Assist in the development and implementation of effective safety awareness programs.
- Encourage feedback from all individuals with regard to safety related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss prevention, and loss control program.
- Serve as an advisory body to administration on safety related issues.
- Provide suggestions and recommendations for resolution of safety related concerns.

3. MEMBERS

Committee members shall be appointed by the Superintendent and constitute representation from both school campuses.

Committee membership should be on a rotating basis, involving as many people in the problem solving process as possible while maintaining the integrity of ongoing committee and sub-committee work.

a. Officers.

The officers will consist of a Chairperson and a Secretary and will be appointed by the Superintendent or his/her designee.

b. Responsibilities.

1) Chairperson Responsibilities.

- Actively promote safety.
- Enforce all safety rules and procedures.
- Allow the time for committee representative participation in meetings and assigned responsibilities.
- Allocate the funds/resources necessary to implement safety committee activities.
- Support committee decisions.
- Provide timely feedback to all related committees and sub-committees.
- Perform the initial investigation of all injuries, incidents, and/or near misses.
- Act as a communication liaison between administration and the committee.
- Facilitate the safety committee meetings.
- Coordinate the assignment of activities to safety committee members.
- Establish necessary deadlines based on members input.
- Follow up on assigned responsibilities.
- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

2) Secretary Responsibilities.

- Actively promote safety.
- Schedule and develop an agenda for meetings based on member input.
- Prepare monthly report of the committee's accomplishments.
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.

- Distribute the agenda prior to each scheduled meeting.
- Take and record attendance.
- Make arrangements for meeting space and necessary supplies/equipment.
- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

3) **Committee Member Responsibilities.**

- Actively promote safety.
- Attend ALL safety meetings on time, unless primary work responsibilities require your absence.
- Communicate committee activities to his/her department/building.
- Serve on appointed project teams or sub committees.
- Gather and bring safety concerns to committee meetings and/or to the attention of the affected employee's supervisor.
- Assist with the development of the agenda upon request.
- Review all accident investigation reports.
- Conduct safety inspections within his/her department/building, prepare reports, and report findings to the full committee as safety concerns arise, but at least quarterly.

4) **Employee Responsibilities.**

- Actively promote safety.
- Bring safety concerns to his/her supervisor or committee representative immediately.
- Learn and follow all safety rules and procedures.
- Attend all safety training courses relevant to his/her job classification.

3. **COMMITTEE COMPOSITION**

School Safety Committee members will be appointed by the Superintendent or his/her designee, and at the minimum will be composed of representation from the following areas:

- Administration x 1
- Education x 2
- Health Services x 1
- Food Services x 1
- Business & Finance x 1
- Maintenance/Housekeeping/Grounds x 1
- Human Resources x 1
- Early Childhood Programs x 2

- IS&T x 1
- Residential Student x 2
- Parent/Guardian x 2
- Representation from local law enforcement agency x 1

All others interested in sitting on this committee may participate as non-voting members.

4. PROCEDURES

- a. Meetings will be held at least monthly during the school year and at least one time during the summer months spanning June and July.
- b. Special meetings of the committee may be called by the Chairperson upon his/her discretion, or as directed by the Superintendent. Special meetings may be counted as the required monthly meeting.
- c. The committee will act by majority vote of the voting members present. A quorum shall be a majority of the voting membership.
- d. Through the School Safety Committee Chairperson, the committee will:
 - 1) Advise the Superintendent regarding compliance with all safety policies.
 - 2) Review findings of inspection and hazard surveillance programs carried out by authorized NMSBVI personnel.
 - 3) Consult with Human Resources and other appropriate departments on safety related information to be used in the orientation of all new employees and in the continuing education of all employees.
 - 4) Present committee approved safety related policies to the Superintendent for review, approval, and subsequent presentation to the Board of Regents for approval, if appropriate.
- e. Safety policies presented by the committee and approved by the Superintendent and/or Board of Regents, as appropriate, will be distributed to all affected departments immediately following approval/adoption.