

## **SAFETY PROGRAM ADMINISTRATIVE PROCEDURE**

The following procedures will be utilized to implement the RSU #23 School Department Safety Program:

1. A Safety Committee will be established for the RSU #23 School Department. The committee will be comprised of the following:
  - a. The Superintendent of Schools (or designee)
  - b. The RSU #23 School Department Human Resources Officer
  - c. The RSU #23 School Department Director of Maintenance
  - d. The RSU #23 School Department Director or Transportation
  - e. The RSU #23 School Department Nutrition Director
  - f. One RSU #23 School Department School Nurse
  - g. A Chairperson elected by the members of the committee
2. The standing committee shall meet a minimum of four (4) times per year, beginning in September.
3. The committee will identify areas of concern in regards to safety in the schools.
4. The committee will make recommendations to the RSU #23 School Department Board for plans and procedures to remedy any identified safety issues.
5. The committee will review accidents that occur in the RSU #23 School Department and can make recommendations to help prevent future accidents.
6. The committee will be responsible to organizing initial and ongoing employee trainings.
7. The committee will work with building administrators to insure appropriate school programs address student safety issues.
8. A special meeting of the Safety Committee can be called if emergencies arise that must be dealt with immediately.