

SAFETY PROGRAM ADMINISTRATIVE PROCEDURE

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

1. A Safety Committee will be established for RSU 23. The recommended committee membership will be comprised of the following:
 - a. The RSU #23 School Department Superintendent of Schools (or designee)
 - b. Board Member
 - c. The RSU #23 School Department Human Resources Officer
 - d. The RSU #23 School Department Director of Maintenance
 - e. The RSU #23 School Department Director or Transportation
 - f. The RSU #23 School Department Nutrition Director
 - g. One RSU #23 School Department Building Administrator
 - h. One RSU #23 School Department Teacher
 - i. One RSU #23 School Department School Nurse
 - j. A Chairperson elected by the members of the committee
 - k. Community member (as required for certain situations)
2. The standing Safety Committee shall meet a minimum of four (4) times per year, beginning in September.
3. The Safety Committee will identify areas of concern in regards to safety in the schools.
4. The Safety Committee will make recommendations to the RSU #23 School Department Board for plans and procedures to remedy any identified safety issues.
5. The Safety Committee will review accidents that occur in the RSU #23 School Department and make recommendations to help prevent future accidents.
6. The Safety Committee will be responsible to organizing initial and ongoing employee trainings.
7. The Safety 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.

Adopted: 1/8/14