CHAPTER 2
SAFETY ORGANIZATION AND RESPONSIBILITIES

2.1 Management
Safety Program management and staff direction will be accomplished by the Superintendent or designee.

Each Deputy and Assistant Superintendent shall be fully responsible for Safety Program implementation and maintenance as it pertains to operations and personnel under his/her jurisdiction. Provide administrative oversight and direction for the District safety and health initiative. The responsibilities listed below are minimum and they shall in no way be construed to limit individual initiative to recommend improvements, to curb injuries/illnesses, and/or monetary losses.

Each General Director and General Manager has full authority and responsibility for the safety program implementation and maintenance as it pertains to facilities and operations under his/her jurisdiction. He/she shall coordinate safety concerns with assigned area safety specialist and ensure site safety monitors are appointed and trained as required.

2.2 MANAGER OF RISK MANAGEMENT & SAFETY
The Manager of Risk Management & Safety has full authority and responsibility to ensure compliance with Federal, State, Local, District Safety and Environmental mandates standards and policies as they pertain to the safety, health and environmental concerns of the District facilities, personnel and students. In compliance with State law, the District School Board has appointed by name the Manager of the Safety Risk Management & Safety to the position of School District Fire Code Official as authority having jurisdiction for all matters pertaining to fire protection, prevention, and life safety issues.

The Manager of Risk Management & Safety will:
1) Act as the District Safety and Environmental Compliance Officer in all circumstances and conditions including fires, hazardous material releases, maintenance operations, new construction, emergency weather conditions, transportation of students and installation of life safety systems and equipment
2) Supervise the activities of the District Safety Office
3) Develop and implement additional safety, health and environmental procedures as required to ensure compliance with applicable standards
4) Administer the District Safety Program as outlined in the District Safety Manual
5) Ensure safety and environmental compliance, through site surveys, inspections and audits, with fire safety, safety to life, American Disabilities Act (ADA) and applicable fire codes and standards for all existing and new facilities owned and/or operated by the School District
6) Manage the Workers Compensation Program
7) Manage District Traffic Safety and Safe Driver Plan
8) Manage OTETA and Non-OTETA Drug Testing
9) Routinely audit driving records for employees currently assigned as District drivers
10) Manage the District Safety - Training Program  
11) Act as District emergency response coordinator and program manager for all  
12) Perform as the District LEA representative for the asbestos program  
13) Develop and implement site emergency plans, as they pertain to evacuation  
    both full and in-place fire, health, safety, and weather conditions posters, as well  
    as emergency checklist in coordination with Assistant Superintendent for  
    Administration  

2.3 ENVIRONMENTAL INSPECTOR  
The Environmental Inspector assists in all duties assigned to the Manager of Risk  
Management & Safety. In addition the Environmental Inspector is the liaison for the  
School District of Hillsborough County to the Federal, State and local regulatory  
agencies, i.e. (EPC, EPA, DEP) and the Districts' Environmental Consultant.  

The Environmental Inspector will:  
1) Maintain certification as Management Planner for the asbestos program and  
    coordinate all asbestos related activity  
2) Coordinate the hazardous waste program  
3) Inspect the Districts’ fuel storage tanks and maintain records  
4) Coordinate all District environmental issues  
5) Conduct Fire Inspections, Indoor Air Quality Inspections, Safety Loss Control and  
    Asbestos Inspections in accordance with applicable laws and regulations  
6) Maintain all certifications described in section 2.4 Safety Specialist  
7) Perform all duties assigned by the Manager of Risk Management & Safety  
8) Authorize emergency work when necessary  
9) Function as Assistant Manager for the Safety Department  
10) Responsible for the District Safety Data Sheet (SDS) approval and for  
    maintaining District Database  

2.4 DISTRICT SAFETY SPECIALIST  
Each Safety Specialist is responsible to inspect each and every school worksite and  
assist administrators in maintaining safe environment. The Safety Specialist shall:  
1) Perform an annual comprehensive fire and safety inspection for all assigned  
    sites to ensure compliance with Florida Fire Prevention Code, 69-A 58 FAC,  
    the District Safety Manual and SREF  
2) Consult with Area Leadership Directors, Operational Departments, Site  
    Administrators/Principals and Site Safety Monitors in resolving student,  
    employee and facility safety issues  
3) Work with Site Administrator/Principals to ensure that proper personal  
    protective equipment and safety equipment required by regulatory decree is:  
    (a) available for use by students and employees and (b) is used by student  
    and employee as required
4) Maintain current certification and/or training in the following areas as appropriate:
   a. Fire Inspector
   b. Casualty and Sanitation Inspector
   c. Asbestos Inspector
   d. Emergency Plan
   e. Hazardous Material Release/Response
   f. Workers Compensation
   g. Environmental Surveys and Response
   h. Certification and Training as determined by the Manager of Risk Management & Safety

5) Annually observe an emergency evacuation drill of each assigned site to ensure fire alarm and protection equipment operates as required and procedures are adequate and followed. Observe one hazardous weather drill in addition to the fire drill.

6) Complete all appropriate inspection checklists for each site as determined by Safety Manager. Assist in the correction process for deficiencies, and provide final report in a timely manner.

7) Participate in the District Safety Training Program as assigned by the Safety Manager.

8) Perform special tests inspections and reports relative to asbestos, lead, IAQ, hazardous material release, student and employee accidents, traffic accidents, safety complaints and workers compensation.

9) Coordinate resolution of safety or health problems with the Site Administrator/Principal, Employee Benefits Office, insurance carriers, third party administrators, and other safety organizations, including environmental and health agencies.

10) Reviews all accident reports and performs investigations for all major accidents or as assigned.

11) Provide assistance as request in the establishment and operation of site safety programs to comply with District Safety Manual.

12) Notify the Site Administrator/Principal when prescribed safety rules and practices are not being enforced.

13) Notify the Manager of Risk Management & Safety when serious safety violations are not corrected in a timely manner.

14) Halt specific operations when an imminently dangerous condition is discovered and notify the Site Administrator/Principal, the Manager of Risk Management & Safety and other Administrators as necessary. The specific operation/activity will be resumed only after the imminently dangerous condition is corrected and/or resolved.

15) Manage the District Fire Prevention Program, including repair, (for engineered and pre-engineered kitchen hood fire extinguishing systems) maintenance, and inspection of portable fire extinguishers and installed fire protection systems.

16) Attend Site Safety Committee meetings periodically to promote maximum understanding of the program objectives.

17) Act as point of contact during DOE and/or insurance audits and inspections.

18) Monitor compliance with applicable safety standard in plans and specifications for new construction, repairs, or modifications of facilities.
19) Perform school hazardous walking conditions and traffic surveys as required for student safety
20) Provide a representative to the District Traffic Safety Committee and Accident Review Board
21) Perform on site-inspections of District construction activities, and provide findings to appropriate agencies
22) Monitor and assist site staff in the maintenance of Accident Illness and Injury Log 200, (SB38301) each month
23) Proved routine scheduled visits to each assigned school/site. Frequency of visits will be based on need and the available time of the assigned safety specialist in accordance and Safety Office operational procedures

2.5 SITE ADMINISTRATORS/PRINCIPALS
Each Site Administrator/Principals is responsible for implementing and maintaining a safe and healthful work environment. Each shall:

1) Reduce preventable injuries and accidents incurred by his/her employees and students through personal initiative
2) Provide positive leadership and direction when implementing safety rules and procedures
3) Ensure the operational "O" type violations are corrected as directed in the Annual Safety Inspection Report and that the correction date is provided to the District Safety Office
4) Ensure that the Site Safety Monitor completes the monthly in-house inspection and violations are corrected
5) Appoint a supervisory level person (Assistant Principal) as Site Safety Monitor. Exception: Elementary schools may appoint the Safety Patrol Sponsor as Safety Monitor with supervisory authority in safety matters
6) Ensure that all hazardous tasks have specific written safe work procedures.
7) Ensure that all employees are briefed and fully understand safe work procedures and existing policies and enforce their use
8) Ensure that necessary Personal Protective Equipment and protective devises for each job are available, maintained, and properly used
9) Ensure that Site Safety Committee meetings are conducted as scheduled. Free discussion of hazardous work situations and possible solutions should be encouraged
10) Encourage employee participation in safety suggestions and hazard reports. Ensure that all suggestions are properly reviewed by the appropriate agency for adoption
11) Ensure that each supervisor takes appropriate action to reduce injuries and accidents incurred by employees he/she supervises
12) Confer with the District Safety Office when assistance is needed in implementing the Safety Program
13) Administer the Site Emergency Plan as outline in Appendix A in this manual (refer to Crisis Management Plan)
14) Schedule employees for formal safety training when required. Administer required on-the-job training when necessary and ensure that employees comply with job qualification requirements when applicable

15) Maintain safety-training records

16) Establish a Site Safety Committee; which is representative of all employee groups

17) Counsel each employee who has lost time due to a work-related injury because of his/her carelessness, negligence, or failure to follow safety rules. Document the counseling session

18) Ensure that all employees and students under his/her direction comply with the safety policies and procedure outlined in this Manual

19) Provide instruction to custodial staff to check daily, the following essential rules of the Fire Prevention Program:
   a. All trash containers shall be emptied daily
   b. Stock and material shall be stored neatly and in the proper place
   c. Rubbish, scraps, dust or other debris shall be removed daily and not be allowed to accumulate in corners or storage areas
   d. Obsolete material shall be removed when no longer useable
   e. Only approved properly marked safety cans may be used to store flammable liquids
   f. All flammable materials must be stored in approved building, storage room or cabinet
   g. Inspect the work area for fire hazards upon the completion of each job or task
   h. Electrical and mechanical rooms shall contain no storage
   i. Ensure unattended equipment and appliances are off as appropriate
   j. Ensure exit doors are not locked, blocked or chained to inhibit egress from inside
   k. Report all broken or malfunctioning fire alarm and protection equipment to Site Safety Monitor as soon as noted

20) Principals shall instruct all teachers to complete daily, the following essential rules of Fire Prevention Program:
   a. Exits and exit ways provide a clear path for evacuation
   b. Interconnection doors between classrooms, used as a secondary means of egress, and operational and the path to exit discharge is unencumbered
   c. Exit doors open properly and are not locked, latched, or chained.
   d. Classroom fire doors are not held open except with a magnetic latch and will release when the fire alarm sounds
   e. Glass panels in doors are not covered
   f. Emergency escape areas are not obstructed
   g. Combustible paper does not accumulate in rooms, or walls or cabinets to create a fire hazard
   h. Students do not have access to cleaning or other chemicals stored under sinks etc.
   i. Extension cords are serviceable and removed from use as soon as possible. Never leave connected overnight
   j. Temporary teachers are briefed on emergency procedure
k. Emergency posters, i.e., evacuation route, lightning and tornado are posted in the classroom by the primary means of egress

l. Flammable classroom decorations are limited to 20% of wall area

### 2.6 SUPERVISORS

The Supervisor is responsible for the safety of employees under his/her direction and the safe operation of machines and equipment within his/her area. Each supervisor shall:

1) Assume responsibility for safe and healthful working conditions for employees while they are under his/her direct supervision

2) Diligently peruse the reduction of preventable injuries, accidents, collisions and liabilities incurred by employees he/she supervises

3) Ensure full compliance with all applicable safety rules and procedures. Safety rules are located in chapter 12 of the safety manual

4) Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitude that could affect loss-control efforts

5) Document, for the record, a conference with each employee who has failed to follow a safety rule or procedures

6) Be firm in enforcement of safety rules and procedures by being impartial in taking disciplinary action against employees who, after warning, fail to follow safety rules and procedures. Be prompt in giving recognition to employees who do follow them consistently. Proper training required, acknowledgement by trainee and that training was provided

7) Ensure that each employee and student is fully trained for each task he/she is assigned and ensure he/she is familiar with published safety rules and procedures applicable to each task

8) Halt operations/activities in which an imminently dangerous condition exists to either students or District employees. Remove District employees from hobs when they are not wearing or using prescribed Personal Protective Equipment.

9) Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition

10) Perform periodic inspections of worksite and facilities as established herein.

11) Ensure that only trained employees are permitted to operate mechanical and electrical equipment

12) Instruct all employees on the reporting procedures for all accidents and the necessity of receiving first aid treatment even in the case of minor injury

13) Maintain a continuous program of on-the-job training. The Supervisor is responsible for all applicable training unless otherwise specified

14) Ensure that all safety devices/equipment including PPE are properly maintained, that employees know how to maintain them, know their limitations, and when, why, and how to use them

15) Ensure that the “buddy” system is used for tasks, which involve extremely hazardous work
16) Ensure that all areas designated as dangerous are labeled with the type of hazard involved
17) Ensure that safety considerations are incorporated into all job instructions by having written safe work procedures for all hazardous tasks
18) All supervisors shall attend a mandatory Annual Safety Training of for hours

2.7 SITE SAFETY MONITORS
A capable individual shall be appointed by the Site Administrator/Principal as Safety Monitor. The individual appointed shall:

1) Coordinate all safety activities with the District Safety Office for his/her respective worksite
2) Act with authority of Site Administrator/Principals as the safety representative for the site
3) Ensure monthly inspection is performed per checklist.
4) Investigate employee complains and accidents
5) Chair the Site Safety Committee
6) Maintain Safety Bulletin Boards
7) Provide and/or arrange for safety training to site employees
8) Maintain or oversee records of accidents, employee training and inspections
9) Coordinate required hazardous material communications and waste disposal
10) Perform other safety duties as directed by the Site Administrator/Principal.
11) Be able to recognize hazards pertinent to his/her specific job
12) Act as an employee representative on Site Safety Committees when assigned