

Title: Safety Procedures

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Procedure0004a
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	July 5, 2004

Revision History

Revision	Date	Revision Description	Originator
A	July 5, 2004	Initial release	K. Buchheit

SAFETY PROCEDURES

School and Office

Fire extinguishers ready for use, inspected and with instructions visible.
All exits, doors, sidewalks and aisles are clear of obstacles.
All equipment is in good repair and functioning safely.
Adequate first aid facilities and supplies are available.
Dangerous substances are properly stored and appropriate signs are posted.
Check for potential hazards (cracked glass, loose tile, etc.).

Electrical

Access to electrical controls not blocked.
No wires under carpets.
Only proper electric devices and supplies are in use.
All electrical equipment is U.L. tested.
All electrical equipment and use conforms to local and state safety codes.
Warning signs are appropriately placed.
All outlets, switches, boxes and fixtures are securely and rigidly affixed to the structure.

Storage

Storage is neat, orderly and in designated storage areas only.
All trash and rubbish is removed from the building daily.

Ventilation

Ductwork and grills are free of dirt and dust.
Regular cleaning and inspection of all air filters.

Play Areas

Inspection and maintenance of all play equipment and play areas every three months.

Accident Prevention

All students will receive instruction regarding safety regulations, practices and procedures.

Building safety rules are to be strictly enforced and adhered to by everyone.

Shall conduct an accident prevention in-service for all employees.

All employees in supervisory positions shall be responsible for instructing those people in their care on proper safety procedures.

Special instruction should be given to new employees on safety procedures and practices.

Make sure safety clothing and equipment are used when appropriate.

Accident Reporting

Any accident resulting in an injury to an employee, student or visitor shall be reported in writing to the school head and to the Board.