

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

HEALTH AND SAFETY COMMITTEES

1. Purpose:
 - A. A goal of the Washington-Saratoga-Warren-Hamilton-Essex BOCES is to maintain a process to monitor the condition of buildings owned or leased ¹⁾ and housing BOCES programs, in order to assure that such facilities are safe and maintained in a state of good repair. The safety and well being of students and staff is a matter of utmost concern, and as part of the process to ensure this goal, a district-wide Safety Committee will be established.
 - B. Safe Schools Against Violence in Education (SAVE) will be guiding legislation for committee responsibilities.
 - C. The Committee will develop and maintain procedures for investigation and disposition of complaints.
 - D. Presentations will be made to the Board of Education for the purpose of reviewing building inspection reports and the five-year building condition surveys.
2. District-wide Safety Committee:
 - A. The district-wide Safety Committee will be comprised of individual's incumbent in the positions listed below:
 - District Superintendent
 - Assistant Superintendent for Administrative Services/Board Clerk
 - Director of Facilities
 - Safety Specialist
 - SABEA Representative
 - B. The Assistant Superintendent for Administrative Services will serve as the chairperson and will have the overall supervisory responsibility for the operation of the committee.
3. Building-level Safety Committees:
 - A. Four (4) building-level safety committees will be established as follows:²⁾
 - Broad Street Teaching and Learning Center
 - Gick Road
 - Myers Education Center
 - Southern Adirondack Education Center
 - B. The goal of each building-level safety committee is to promote the safety and well being of students and staff at the site.
 - C. Safe Schools Against Violence in Education (SAVE) will be the guiding legislation for committee responsibilities.

Committee Membership and Governance:

- A. Each building-level safety committee will be comprised of the individual's incumbent in the positions listed below;³⁾
 - The Campus Principal (Myers and Southern Adirondack sites)
 - The Building Principal (Broad Street Teaching and Learning Center)
 - Three (3) representatives from the SABEA (to be selected by SABEA)
 - School nurse from each site
 - Director of Facilities
 - Special Education and/or Alternative High school administrator (Myers and Southern Adirondack sites)
 - Parent/Community Member
 - Safety Specialist(Local law enforcement and emergency response agencies will serve in an ex-officio capacity as the need arises.)
- B. The Campus Principal at the Myers and Southern Adirondack sites will serve as the Chairperson. The Principal at the Broad Street Teaching and Learning Center will serve as the Chairperson.
- C. A member of each building-level safety committee will be selected annually to serve as a recorder. The recorder will keep minutes of each meeting and forward a copy to the Assistant Superintendent for Administrative Services and to the Assistant Superintendent for Instructional and School Support Services.
- D. The Chairperson of each building-level safety committee will have overall responsibility for the operation of the committee.

Illustrative Duties:

- A. Develop and maintain comprehensive multi-hazard building safety plans in compliance with SAVE legislation.
- B. Review and provide suggestions relative to the procedures for investigation and disposition of complaints.
- C. Review the annual building inspection reports and the five-year building condition surveys.
- D. Review and address specific safety concerns.
- E. Develop and implement training and other programs to address specific safety concerns.
- F. Prepare an annual report to the district-wide committee. Such report may contain recommendations for future planning purposes, budgeting, etc., as well as a summary of the building-level safety committee goals and objectives for the next school year.

The goal of the safety committees is to evaluate and assess areas of concern to ensure a safe environment for students and staff.

AREAS OF CONCENTRATION:

1. Facility Requirement: The building-level safety committee will ensure that all buildings, premises, equipment and furnishings shall be safe, suitable for usage by students and staff, and shall be maintained in a state of good repair and sanitation. All buildings and classrooms operated by BOCES will meet all building codes and any applicable facility requirements. The building-level safety committee will meet on a regular basis to discuss issues of student and staff safety such as:
 - Classroom Safety
 - School Activities/Off-Site Safety
 - Air Quality
 - Playground Safety
 - Hazardous Materials
 - Student Incidents (Accidents)
 - Safety Inspections Bi-Annually
 - Public Employee Safety and Health (PESH)
 - Employee Incidents (Accidents)

2. Training:
 - Automated External Defibrillator (AED)
 - First Aid
 - CPR
 - Chemical Treatment Training
 - Non-violent Restraint/Deescalation Training
 - Drug Reaction, Toxicology-Awareness Training
 - Student and Staff Safety Training
 - Safety at School Activities
 - Off-Site Safety

*Issues that cannot be resolved at the building-level safety committee will be forwarded to the district-wide safety committee.

FOOTNOTES:

- 1) BOCES operated classrooms, programs and services in component districts will come under the guidelines of the safety regulations of the district owning the facilities.
- 2) Wholly operated programs and services in facilities other than listed above will be under the guidelines of the district-wide committee. Other building-level safety committees may be established as needed, and determined by the district-wide committee.
- 3) During construction projects, the building-level safety committees shall be expanded to include the project architect, construction manager, and contractors.