

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policies EJ and ECB

Responsible Office: Insurance and Safety Management Office

SAFETY PROGRAM

A. PURPOSE

To provide guidance regarding the administration of the Safety Program for the Anne Arundel County Public Schools.

B. BACKGROUND

The Anne Arundel County Public Schools (AACPS) is committed to establishing and maintaining a program that provides a safe and healthful environment to our students, visitors and staff. This program will adhere to recognized national safety standards and regulations; provide oversight to identify unsafe conditions and behaviors; and provide guidance for developing strategies to minimize or eliminate those risks.

C. LEGAL AND REGULATORY REQUIREMENTS

Insurance and Safety Management staff will monitor safety conditions within the Anne Arundel County Public Schools by referring to and applying Federal, State, and local regulations and codes pertaining to employee safety and health as listed below:

1. Occupational Safety and Health Act (OSHA)
2. Maryland Occupational Safety and Health (MOSH) Act
3. Code of Maryland Regulations (COMAR)
4. National Fire Protection Association (NFPA)
5. Anne Arundel County Code
6. Maryland Institute for Emergency Medical Services Systems (MIEMSS)
7. Maryland State Department of Health and Mental Hygiene (DHMH).

D. IMPLEMENTATION

The Safety Program consists of guidance and reference documentation for operating procedures and areas of concern; a safety-related training program and records management system; and interactive communications tools.

1. The Insurance and Safety Management staff shall provide oversight and technical guidance for the development, implementation and maintenance of the safety program and supporting components.
2. The Safety Specialist will conduct inspections and reviews of school system owned and leased property, work sites, equipment, and school operations as needed to identify unsafe conditions. Such work will be conducted in accordance within established schedules prepared by Insurance and Safety Management. Corrective actions will be assigned to responsible employees who shall complete needed action in a timely manner, with special emphasis and urgency for those unsafe conditions that could cause serious injury or significant property damage.
3. The Safety Specialist will conduct job hazards analyses and observations to identify unsafe behaviors and higher-risk job duties, and provide engineering controls, recommend personal protective equipment and training to mitigate the risks. The Safety Specialist will work with the Division of Human Resources to ensure that any employee medical monitoring required by federal, state and/or local regulations is conducted.
4. A formal safety training and recordkeeping program will be established and maintained for all AACPS employees to ensure safety training requirements are met. Training will be provided in the format(s) most effective for the target audience and will meet OSHA requirement for training programs. Such training may include on-line, instructor-led, self-paced, or other methods as appropriate.
5. The Insurance and Safety Management staff will develop and promote a proactive and positive safety culture throughout the school system, to include: on-going communications and outreach efforts, guidance and consultation support, a reporting system for unsafe conditions or noted unsafe behavior and tracking of corrective actions, and a system to measure safety performance and identify conditions and behavior in need of continuous improvement.

Regulation history:

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