



## Safety Committee Guidelines

The following guidelines will assist you in the organization of your site safety committee.

All schools and large departments will receive the following monies added to their site budget per quarter if the guidelines outlined below are met:

- \$100 per quarter for having an onsite safety committee meeting
- \$100 per semester for conducting a site inspection

Small departments will receive the following monies added to the site budget per quarter if the guidelines outlined below are met:

- \$50 per quarter for having an onsite safety committee meeting
- \$50 per semester for conducting a site inspection

1. Have an onsite safety committee

- Suggested members for the safety committee

<b>Elementary</b>	<b>Jr. High</b>	<b>High School</b>
Principal	Administrator	Administrator
Nurse or Health Assistant	Nurse or Health Assistant	Nurse or Health Assistant
Building Manager	Building Manager	Building Manager
1 Classroom Teacher	1 Classroom Teacher	2 Classroom Teachers
1 Support Staff	1 P.E. Teacher	1 P.E. Teacher
	1 Support Staff	2 Support Staff

**Departments**

Administrator  
2 other members of the department

2. Conduct a meeting at least once per quarter and a site inspection twice per year (one per semester).

- July 1-Sept. 30
- Oct. 1-Dec. 31
- Jan. 1-March 31
- April 1-June 30

3. In order for your meeting to qualify as an official Safety Committee Meeting:

- **An administrator must be present during the meeting**
- Minimal number of members must be present during the meeting
  - 3 for Elementary
  - 4 for the Jr. High
  - 6 for the High School

4. Fill out an agenda form (including signatures) after each meeting and send a copy to Business Services, attn: Michelle Coen.