

DeForest Area School District
Administrative Regulation

TITLE: FACILITIES SAFETY PROGRAM	NUMBER: AR 3.7(3)
<i>Executive Limitation: EL 3, Treatment of Staff (3.7 – Expectations for Working and Learning Environment)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 9/15/06</i>	
Origin as Board Of Education Policy: Support Services 720 <i>Established: 11/15/94 Revisions: 8/14/95, 2002</i>	

The District is responsible to provide students, staff, and visitors a safe and healthful environment in or on district facilities. The Director of Business & Auxiliary Services will coordinate a Facilities Safety Program (FSP) to ensure that the District shall comply with all safety regulations, state codes and other Department of Industry, Labor and Human Relations (DILHR), the Department of Health and Social Services (DHSS), the Department of Public Instruction (DPI), and all applicable local safety and health codes and regulations.

The Buildings & Grounds Supervisor acting as Facilities Safety Coordinator (FSC) shall be responsible for coordinating all activities related to facility safety and general maintenance & operations (M&O) of all district facilities. To this end the FSC shall coordinate, supervise and participate with individual Building Facility Safety Committees (BFSC). The FSC will coordinate Facility Safety Inspections (FSI) by internal and external staffs. Reasonable precautions shall be taken to prevent accidents and to provide for a safe and healthful environment in or on district facilities.

The FSP coordinates with M&O throughout the year to identify facility safety related problems using the District Buildings & Grounds Work Order System to assure safety for all District facilities. Whenever a staff member identifies an unsafe condition or practice, they should notify their principal and submit a work order. The FSC shall maintain incident records that include corrective measures taken and provide monitoring reports to the BFSCs and the District Administrator.

The FSC with the individual BFSC will conduct annual inspections of our facilities to determine whether or not unsafe physical conditions or practices exist as part of the FSP. Correction request plan and/or work order shall be completed within one week of the identifying any deficiency and shall be kept on file by the FSC. The correction request plan shall be reviewed for implementation planning based upon urgency and cost.

- EL, Facilities
- EL, Treatment of Staff
- EL, Treatment of Students