

Business and Non-instructional Operations

MAINTENANCE AND OPERATIONS SAFETY PROGRAM

The Maintenance and Operations Department's safety program shall be supportive of and congruent with the overall District safety and insurance program managed by the Director of Risk Management. The Director of Risk Management is available to assist Maintenance and Operations staff in furtherance of this objective. A major element shall be to establish, implement, and maintain an effective Injury, Illness Prevention Program which shall be in writing and shall, at a minimum, include:

Maintenance and Operations Safety Meetings

Safety meetings shall be scheduled at regular intervals to conform with current regulations and codes. They shall be conducted for all Maintenance and Operations personnel at the Maintenance and Operations Complex, Maintenance Building Conference room. Additionally, "Tailgate meetings," defined as 15 minutes or less, job or specific trade related, and conducted by supervision/lead/senior trades person, shall be held once every 10 working days or less.

All safety meetings shall be documented. The following shall be included in the documentation: Date, Time, Department, and name of Person conducting the meeting, topics discussed, and names of employees present. All safety related documentation shall be retained for a minimum of three years.

The Custodial Supervisors, Lead Custodians, and crew chiefs shall be responsible for the establishment and conduct of safety meetings.

Appropriate training aids, when available, shall be utilized for the safety meetings.

Maintenance and Operations Safety Committee

The Maintenance and Operations Department shall have within the department, a safety committee consisting of:

- Designated Supervisor (Chairperson)
- The Environmental Safety Assistant (to act as recorder)
- Two Maintenance Division Staff
- Two Grounds Division Staff
- Two Additional people from Administration, Maintenance Control, and/or Operations.

The Chairperson may designate additional members as needed to provide specific data or professional expertise. The committee shall conduct investigations into safety complaints of equipment and/or conditions within the Department. The Director of Facilities, Maintenance, and Operations shall designate a Department Supervisor to investigate and make written report of the findings of the committee.

AR 3505.5(b)

MAINTENANCE AND OPERATIONS SAFETY PROGRAM (Continued)

A record of all safety meetings will be maintained in the Maintenance and Operations Office and shall be available for inspection.

Regulation
approved: July 23, 2019

POWAY UNIFIED SCHOOL DISTRICT
San Diego, California