



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5100

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CATEGORY: Support Services, Safety Program

EFFECTIVE: 5-11-81

SUBJECT: Safety, General

REVISED: 12-27-02

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing safety on district property.
2. **Related Procedures:**

Bombs and explosions	EP 12
Classroom safety	5150
Education center site security and control of keys	5007
Environmental emergencies (chemical spills, asbestos fiber release, air pollution alerts)	EP 03
Fire	EP 02
Fire safety, general	5105
Injury/illness emergencies—staff, students, or visitors	EP 07
Mandatory reports for employee injury or illness on the job	5170
School or site closure/early dismissal of students	5003
School site security and issuance of keys	5005
Site emergency preparedness plans/drill	EP 16

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-1000, G-1001, G-1100, G-2000, G-3000, H-7900, H-7920, I-1350, I-4400, K-7000; California Occupational Safety & Health Act of 1973; California Code of Regulations, Title 5, Section 5552; California Code of Regulations, Title 8, Section 3203(a); Labor Code, Section 6401.7.
2. **California Occupational Safety and Health Act**, commonly known as OSHA, is a comprehensive law designed to ensure safe and healthful working conditions for all workers. This employee protection law includes extensive reporting requirements, regulations, and standards for compliance, and it provides penalties for violation of health and safety standards. All public agencies, including school districts, are under the jurisdiction of California Department of Industrial Relations and must comply with state health and safety standards.
3. **Where playground supervision is not otherwise provided**, the principal of each school shall provide for the supervision by certificated employees of the conduct and safety and for the direction of the play of students who are on school grounds during recess and other intermissions and before and after school (California Code of Regulations, Title 5, Section 5552).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Safety Office, Business/Risk Management Department, Business Operations Branch.
2. Student health and safety, generally, are governed by separate laws, codes, and regulations, implemented through existing district policies and procedures.
3. **Responsibilities**
 - a. **Principal/site administrator.** Counseling and guidance of students remain the responsibility of certificated staff. Final decision for determining the nature of assistance, if needed, is the responsibility of the principal/site administrator or designee.
 - (1) Develop and submit a site emergency preparedness plan that will provide for the safety of students, staff, buildings, equipment, and supplies (Emergency Procedure EP 16).
 - (2) Responsible for site safety, including facilities, grounds, working conditions, employee safety instruction, and reporting of all work-related accidents that arise out of, or occur in the course of, an employee's job assignment.
 - (3) Contact appropriate program manager or the Safety Office, Business/Risk Management Department, for technical assistance, as necessary, to comply with safety requirements or with employee grievances regarding safety.
 - (4) Arrange for posting and upkeep of "Emergency Procedures Posters" (E.1.) in classrooms, offices, and appropriate places.
 - (5) Post California mandated posters (E.2.) in a conspicuous place where employees tend to gather.
 - b. **Supervisory personnel**
 - (1) **First line supervision** (immediate supervisors of groups of employees). Implement safety practices and procedures in the work environment, including training and proper use of equipment.

(2) **All levels of supervision**

- (a) Eliminate unsafe conditions in the work environment.
- (b) Identify safety needs in accordance with laws, codes, and regulations applying to their respective areas of jurisdiction and developing activities to meet those needs. (Consultive assistance is provided by the Safety Office, Business/Risk Management Department.)
- (c) Maintain safety awareness in their respective work environments through dialogue, meetings, posters, or other presentations.

c. **Employee**

- (1) Wear all personal safety devices provided by his/her employer.
- (2) Use safe work practices and maintain safety awareness.
- (3) Report unsafe conditions to his/her supervisor.

d. **School Police Services Department, Office of the Superintendent.** School Police, on request of principal/site administrator or designee, shall assist in matters of workplace violence and site security. Department staff is limited and cannot assume functions normally performed by city and county agencies (departments of police, fire, and probation); however, to facilitate communications and coordination with police and/or fire departments, all requests for assistance should be made to the district School Police Services Department *except for extreme emergencies, such as personal injury and structural damage*. In such cases, the emergency telephone number (911) should be used to call police and/or fire department. (Refer to Procedure 5170 in case of employee injury.)

e. **Safety Coordinator, Business/Risk Management Department**

- (1) Review and disseminate safety requirements and information (including laws, codes, and regulations) to appropriate levels of supervision.
- (2) Coordinate routine contacts between sites and the fire department, as necessary.

- (3) Provide consultive assistance to all levels of supervision (particularly to principals/department heads) in the development and implementation of activities to provide safe work environments.

(**Note:** Activities related to instructional program safety shall be coordinated by appropriate program manager in the Institute for Learning.

- (4) Monitor and maintain safety programs through inspection, training, and accident investigation and reporting.
- f. **Business/Risk Management Department.** In accordance with the requirements of California Code of Regulations, Title 8, General Industry Safety Orders, Section 3203(a), the Business/Risk Manager has been designated as the person responsible for implementing the provisions of the district's prevention program (Labor Code, Section 6401.7).
 - g. **Facilities Management Branch.** Provide for issuance of keys and improvement of buildings, grounds, and equipment through design and maintenance to minimize vandalism, theft, burglary, and arson.
 - h. **Communications and Community Relations Division.** Provide leadership in fostering a public information program to acquaint the public with needs, plans, and the role of parents/guardians, organized groups of citizens, and the community as a whole, in affording adequate security and safety.
4. **School Building Security.** Under the direction of principal/site administrator, specific building security requirements are as follows:
 - a. Custodians shall ensure that all areas and rooms are secured from intrusions after instructional day for students.
 - b. All school sites shall be in total darkness after hours and on weekends and holidays. Custodians shall turn off all internal and external lights prior to securing a site for the night.
 - c. Custodians shall ensure that fire and intrusion systems at the respective site are on and operating satisfactorily prior to securing a site for the night.
 - d. Custodians shall turn off all fans, blowers, and heaters each night, and shall manually turn off school bells for weekends and holidays.

5. **Playground Security and Safety.** All playgrounds should be accessible to children and adults during nonschool hours for recreational use. Gates should be locked with a chain or other device to ensure that playgrounds are accessible to *pedestrian traffic only* and *not* to motor vehicles.

(**Note:** If buildings have security fencing that separates them from playgrounds, gates may be secured to prevent access to building areas.)

- a. **Closing playgrounds.** Where there has been abnormal abuse to grounds or buildings, the principal/site administrator may secure a site completely by locking all gates. (Approval for this action must be obtained from instructional leader.)
 - b. **Playground equipment** that requires special supervision when in use must be removed or secured at the end of each school day.
6. **Motor Vehicles.** Definition (for purposes of this procedure): “Motor vehicles” include automobiles, motorcycles, motorscooters, and motorbikes.
- a. **Vehicles allowed on school ground.** Delivery vehicles and, if space is provided, vehicles belonging to staff, visitors, and senior and adult high school students. Authorized auto shop students may bring cars on campus for supervised instruction in auto repair.
 - b. **Junior high or middle school students** are not permitted to drive any motor vehicle to and from school or on school grounds.
 - c. **Exceptions.** Upon written application by a parent/guardian, verified by a telephone call to the parent/guardian, exceptions may be made *at the discretion of principal* for (a) students with physical handicaps, and/or (b) students with serious transportation problems.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Emergency Procedures Poster, Stock Item 22-E-5101
2. California Mandated Posters, available from the Business/Risk Management Department

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REVISED: **12-27-02**

F. REPORTS AND RECORDS

1. Documentation of safety training and site safety inspections, retained by site office for three years.

G. APPROVED BY



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For the Superintendent of Public Education