Business/Non-Instructional Operations

Safety

It is the goal of the CREC Council to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

CREC shall guard against accidents by taking necessary precautions to protect the security and safety of students, employees, visitors and others present on CREC properties or at school-sponsored events.

CREC shall comply with all security and safety requirements established by governmental authorities and require that its staff adhere to all such requirements and practices.

The Executive Director or designee shall be responsible for originating and enforcing security and safety regulations and procedures in all CREC facilities and on CREC property. It shall be the responsibility of the Executive Director or designee to ensure that all staff members are kept informed of current state laws and regulations regarding health, security and safety, as well as of the recommendations of local fire and civil defense officials.

Building administrators shall be responsible for the supervision of a security and safety plan and shall direct all personnel to cooperate with state, local and insurance officials in the completion of fire safety inspections, as well as to comply with procedures established by the CREC Safety Committee.

Legal Reference: Connecticut General Statutes
10-203 Sanitation
10-207 Duties of Medical advisers
10-231 Fire Drills
29-389 Stairways and fire escapes on certain buildings.
Sec. 19a-329 through Sec. 19a-333
The Asbestos Hazard Emergency Response Act of 1986 (AHERA)
P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

Policy adopted: CAPITOL REGION EDUCATION COUNCIL
Revised: March 18, 2015 Hartford, Connecticut
Business/Non-Instructional Operations

Safety Procedures

Quarterly inspections at each CREC facility shall be conducted jointly by each building administrator or designee and a custodian.

Safety Committee

CREC has created a safety committee. The purpose of the CREC Safety Committee is to create and maintain an active interest in safety and health of clients and staff and to serve as a means of safety and health communications.

Goals & Objectives

1. Ensuring that safety and health concerns are discussed openly.
2. Identifying problems and recommending solutions.
3. Demonstrating the importance of safety and health in the workplace.
4. Improving communication among all levels of staff.
5. Recording, communicating and following-up on matters of concern.
6. Monitoring workplace safety and health programs to ensure effective operation.

Duties and Functions

1. Conduct regular meetings of the main and each sub-committee to maintain up-to-date awareness of safety and health issues.
2. Establish procedures for workplace safety inspections by the committee.
3. Establish procedures for investigating all safety incidents, accidents, illnesses and deaths, and develop corrective actions for recommendation to management.
4. Evaluate accident and illness prevention programs.
5. Establish training programs for the identification and reduction of hazards in the workplace.
6. Review accident/injury reports.
7. Recommend improvements to Risk Control Program, including safety policies.

8. Communicate the organization’s safety policies to ensure that every employee clearly understands management’s safety philosophy, knows what the rules are, and recognizes the importance of abiding by them and the consequences of failure to do so.

9. Determine workplace hazards by assisting fellow employees in the discovery of unsafe conditions and practices, and recommend procedures to control them.

10. Review reasonable safety suggestions and develop ideas for possible implementation.

11. Monitor inspection reports to assure that corrective action is taken.

12. Promote safety awareness programs for employees by involving all employees, and not just committee member, in furthering the cause of accident prevention.

13. Hear and investigate employee complaints on hazardous conditions, material or equipment.


**Weekly Inspection Checklist**

The inspections shall be carried out according to the following minimum guidelines "Fire and Safety Maintenance Checklist":

**Safety**

1. Check all fire alarm systems to ensure that they are functioning properly.

2. Check all fire extinguishers and make sure they are fully charged.

3. Check all fire doors to see that they are closed and working properly.

4. Check all exit lights to make sure they are on and working.

5. Check all emergency lights.

6. Check all corridors and stairwells. Nothing is to be stored in them at any time.

7. Check to ensure that cleaning and duplicating fluids are safely stored and away from heat and flames.

**Housekeeping**

1. Check all storerooms and storage areas to ensure that they are free of all rubbish and kept in
a neat and orderly manner.

2. Check all fan rooms to see that no excess materials are stored in them and that they are clean.

3. Check custodial rooms for cleanliness.

4. Check the boiler room to make certain it is clean. No flammable material will be stored there and oily rags may not be left lying around.

**Maintenance**

Look for and note things that need attention such as broken glass, broken door closers, damaged lockers, damaged ceiling tiles, damaged floor tiles, stair treads, cove moldings, burned out light bulbs, and graffiti on walls.

**Reports of Quarterly Inspections**

The results of the quarterly inspections shall be maintained in a permanent file in each school building under the supervision of the building administrator, Facilities Manager and Human Resources Director.

**Inspections by the Fire Marshal**

Inspections by the fire marshal will be conducted jointly with the designated custodians. The results of these inspections shall be transmitted to the building school principal, Facilities Manager and Human Resources Director.

**Asbestos Control**

CREC will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections as required on all buildings for asbestos-containing material.

2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.

3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.

4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.
Any further information concerning CREC’s procedures for asbestos control can be found in the CREC Central offices.

Regulation issued: January 21, 2015
Revised: November 18, 2020

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut