

School Safety Officer Job Description

The Primary objective for the School Safety Officer is the prevention of accidents. The Safety Officer with the assistance of the safety committee can help the school achieve a position of taking corrective action consistently after each accident, thereby reducing major loss cause at the school.

Meetings:

The School Safety Officer is to meet with the safety committee on a regular basis. Minutes should be recorded on at least a quarterly basis. Note: Where a school is too small to adequately form a safety committee, one option is to have safety concerns addressed by the School Safety Officer during monthly school staff/board meetings.

Controlling Accidents:

- A. The primary method of controlling accidents will be a formal investigation and review of all accidents at the school, both actual accidents and near miss accidents. If an accident occurs resulting in an injury, the injured will need to complete an incident report with the pastor's signature. Keep the completed form onsite. When/if the injured person receives medical attention, please fax/mail the incident report form to us so we can process the claim. This person will need to send us all the medical bills. They have one year from the date of the injury to process the claim.
- B. Because our medical payment covers \$5,000 per person, we encourage personal insurance as primary and ours as secondary covering co pays and out of pocket expenses.
- C. The Safety Officer shall assist the safety committee with determining the underlying causes of all accidents by using the following procedures:
 - 1. Visit the scene
 - 2. Check for causes resulting from anyone's actions, dangerous practices, inability, disobeying rules, etc.
 - 3. Determine if there was defective equipment
 - 4. Determine if there was improper apparel
 - 5. Record information of any other poor conditions

Actions to Avoid:

- 1. Investigation of sexual misconduct incidents
- 2. Release of information to anyone other than Adventist Risk Management department at the Oregon Conference

School Activities:

- A. A list should be made of prohibited activities, which would include, but are not restricted to:
 - 1. Trampolines
 - 2. Tackle Football

3. Baseball
 4. Airplanes
 5. Skateboarding
 6. Motorcycles
 7. ATV's (3-wheeled & 4-wheeled All Terrain Vehicles)
- B. An inventory should be made of activities which require an extra degree of supervision, planning, and procedural guidelines. The activity sponsor should be required to have Medical Consent Forms readily available and signed by the parent(s). Written rules and formal procedures should be maintained and required for activities such as, but not restricted to:
1. Day camps
 2. Field trips
 3. Pathfinder activities
 4. Afternoon hikes/trips
 5. Bonfires and campfire socials
 6. Work bees
 7. Hayrides, skating, water skiing, etc.
 8. Ingathering programs
 9. Health screening fairs
 10. Any overnight or off property events should have approval

Areas Requiring Professional Expertise:

The Safety Officer should review the following areas and ensure periodic inspections and/or repair by licensed professionals:

1. Boilers and mechanical equipment
2. Construction activities
3. Electrical wiring and equipment
4. Fire extinguishers and alarm systems
5. Heating/air conditioning systems
6. Cooking equipment
7. Vehicles

Areas of Special Concern:

- A. Transportation: It is the School Safety Officer's responsibility to establish an effective and safe transportation policy.
1. Vehicles used for school activities must be insured in compliance with local state laws (keep a copy on file).
 2. Drivers must be 21 years of age or older with a good driving habits may not have more than two moving violations in the past three years.
 3. They will need to complete a Volunteer Background Check form.
 4. Open trucks, trailers, moving vans, and campers are prohibited for transporting people.
 5. Vehicles, including school buses, used for school activities shall be in excellent operating condition, properly licensed, and operated by experienced and properly licensed drivers.
 6. No 15 passenger vans are permitted.

- B. Premises Inspection: At least once a year the Safety Officer is to perform an inspection of the premises. Following the inspection, a written report of his/her findings and recommendations should be given to the school administration.
- C. Baptismal Tanks: Microphones are to be placed away from the edge of the water and mounted on floor stands. The stairs and walking surfaces should be coated with a proper adhesive to prevent slippery conditions, and handrails should be installed.
- D. Rental of School Facilities: When the school is considering the rental of their facility, the Safety Officer should make sure appropriate lease agreements and/or contracts have been signed by a Conference Official, and an endorsement is written listing the school and the Conference as an additional insured. If rental of the premises is for non-Seventh-day Adventist functions, the Safety Officer should review the nature of the activity. The local conference must be contacted for its approval and liability coverage.
- E. Protection/Detection Systems: The Safety Officer should review the need for a burglary protection and/or fire detection system in the school. Should the school actually consider installation, the Safety Officer should be involved in reviewing the plans and proposal with the Conference Treasurer.

Miscellaneous Duties:

- A. Review procedures for the immediate reporting of all accidents to the Conference Office.
- B. On construction and remodeling projects, assure blueprints have been reviewed by the Conference well in advance of the initial construction date.
- C. Review contracts in close consultation with the Conference Office before obtaining signatures.
- D. Use creative and innovative techniques to promote loss control, such as newsletters, bulletins, announcements, sermon material, discussions at board meetings, etc.
- E. Develop a close working relationship with the local fire marshal.
- F. Work closely with other board members on planning emergency evacuation procedures.