

# POLICY

No. 4100

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## Health and Safety Committee

In order that all BOCES facilities are properly maintained, preserved, and provide a safe and secure environment to all students, staff and visitors who lawfully enter upon BOCES property, the Capital Region BOCES will establish a BOCES-wide Health and Safety Committee in accordance with Section 155.1 of the Regulations of the Commissioner of Education.

The Health and Safety Committee shall be comprised of the following:

- One representative from the SAS Faculty Association
- One representative from the Program Associates Organization
- One staff member from each site owned or leased by BOCES
- Supervisor of Operations and Maintenance, Chairperson
- Parent(s)
- Building Principals

Committee members will serve a two year term.

During construction projects, the committee shall be expanded to include the project architect, construction manager (if applicable) and a representative from each contractor.

A member of the committee will be selected annually to serve as a recorder. The recorder will maintain minutes of each meeting and forward a copy to each committee member, Central Administration and the BOCES Board.

The committee will be charged with the following:

- Review the annual building inspection reports and the five-year building condition surveys with the BOCES Board

**Adopted:** April 12, 2001

**Ratified:** May 21, 2001

**Amended:**

- Review and recommend specific safety concerns
- Provide that the annual fire safety inspection of each building is conducted in accordance with Education Law
- Assist in the preparation of procedures for the investigation and disposition of complaints related to health and safety
- Provide that all school construction and maintenance activities comply with the Uniform Safety Standards for School Construction and Maintenance Projects in accordance with Section 155.5 of the Regulations of the Commissioner of Education
- Notified of any investigation and disposition of complaints related to health and safety, and receive copies of the BOCES response to said complaints, which shall include the following:
  - description of the complaint, inspections performed and test results
  - actions taken to solve the problem
- Select a committee member to be a part of the Annual Visual Inspection Team
- Develop and implement, with Board approval, training and other programs to address specific safety concerns