

## **Building & Grounds Safety Policy**

### **1.0 Purpose:**

The Wirt County Board of Education holds in high regard the health and safety of all employees, students, and visitors. All staff will adhere to the requirements of the Expected Behaviors in Safe and Supportive Schools, Policy 4373. It is the policy of the Board to provide loss control programs that will protect employees from occupational injuries and illnesses, protect Board property from loss and damage, and protect the environment. It is the goal of the Board to integrate health, safety, and environmental policies as a core component in the existing operations. The Board recognizes the importance of effectively controlling access to the buildings, therefore; Access Control is implemented for the protection of students, staff, and visitors to the schools. A general staff of maintenance is employed by the school system and work under the direction of the Director and the Supervisor of Maintenance. Wirt County Schools will follow the guidelines outlined in State Board Policy 6203 and State Code §18-9E-4, in regards to Heating, Ventilating, and Air Conditioning Technicians, and State Board Policy 6202 and State Code §18-9E-3, in regards to Investigating Indoor Air Quality Complaints.

### **2.0 Definitions:**

**AIPHONE Activation System:** security system device implemented for individuals to access each of the Wirt County School Buildings.

**Law Enforcement:** individuals who are employed by local government concerned with enforcing the law and preventing crime. This group includes, but is not limited to the State Police and Local Sheriff.

**Air Quality Control:** refers to steps taken to maintain a standard of purity of air for public health.

**School Dude:** educational platform of cloud solutions for schools and universities to manage facilities, maintenance, and technology.

### **3.0 Responsibility:**

#### **3.1 All Employees:**

- 3.1.1 Working safely is everyone's responsibility. All employees, including administrators, teachers and service personnel have the responsibility to promote and recognize safety consciousness.
- 3.1.2 The ability to work safely is a condition of employment with the Wirt County Board of Education.
- 3.1.3 Employees are expected to perform their assigned job responsibilities in a safe and responsible manner.
- 3.1.4 Established safety rules and procedures are to be followed by all personnel.
- 3.1.5 Employees are expected to complete a maintenance request form to the school office to be submitted to the Maintenance Department for completion of task.
- 3.1.5 Examples of unsafe behaviors by employees can result in disciplinary actions which is determined by the severity and frequency of the violations. This is regardless of whether or not an injury occurs as a result of said failure.

#### **3.2 Supervisors:**

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- 3.2.1 Supervisors are responsible for creating and maintaining a safe working environment and to promote safety as an integral part of the job itself.
- 3.2.2 Supervisors are responsible to make certain that employees are trained to perform tasks in a safe manner, to ascertain that proper safety equipment is available and being used and to include safety in all work practices, policies, and procedures.
- 3.2.3 Supervisors are required to report and file accident/injury reports.

### **3.3 Maintenance Department**

- 3.3.1 The Maintenance Department is responsible for the general upkeep and repair of all Board of Education owned facilities, grounds, attached equipment, as well as furniture.
- 3.3.2 The Maintenance Department also has the capability of facility construction or total overhaul and complete building renovation.
- 3.3.3 The Maintenance Department will prioritize work orders and see that material costs are charged to the appropriate department or building program.

### **3.4 Administration**

- 3.4.1 Emergency repair requests may be made by building principals by telephone.
- 3.4.2 Through the utilization of two-way radio communication between the Maintenance Department and school buses, appropriate personnel can be dispatched quickly to respond effectively to emergency situations.
- 3.4.3 Repair requests are reported on School Dude and documented there upon completion of requested tasks.

### **3.5 Custodians:**

- 3.5.1 Minor safety repairs to facilities will be made by the custodians of the school.
- 3.5.2 Custodians need to document any safety violations pertaining to the school building and grounds that need repaired or modified and correct it themselves when feasible.
- 3.5.3 Repairs to facilities that custodians need documented upon completion, so that they may be updated on School Dude.

### **3.6 Safety Committees:**

- 3.6.1 At the School Safety Committee Meetings, which take place four times a year, issues will be discussed and measures to prevent injuries will be presented. The group in attendance will include: principal from each of the Wirt County Schools, Schools' Safety Director, Superintendent or Director of Support Services, Law Enforcement, Local Volunteer Fire Department Representative, and a guidance counselor from each of the schools.
- 3.6.2 The information recorded from the meeting is documented, shared with the staff at each school through the principal or guidance counselor. (Faculty or Faculty Senate meeting)
- 3.6.3 There is a safety representative on each staff that follows-up on safety or maintenance issues, documents the progress, and shares with their staff on scheduled faculty senate dates.

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### **4.0 Procedures:**

#### **4.1 Accident Reporting/Investigation**

- 4.1.1. Employee must notify supervisor of an accident or injury as soon as possible, but no later than the next work day.
- 4.1.2. Principal or supervisor must notify the Director of Support Services as soon as possible, but no later than the next work day.
- 4.1.3. Principal or supervisor must fill out an accident report the same day as notified of the accident. A copy of the accident report shall be sent to the Director of Support Services.
- 4.1.4. Accidents are reviewed for corrective action by Director of Support Services and appropriate persons within a reasonable time.
- 4.1.5. Reports shall be sent to Director of Support Services for follow-up on corrective action.
- 4.1.6. Accident reports will be filed by the Director of Support Services with BRIM.
- 4.1.7. Accidents shall be investigated by the supervisor on the same day they were notified of the accident.
- 4.1.8. Principal or supervisor shall file a copy of the witness' statements with the accident report.
- 4.1.9. The Safety Committee will review accidents at each safety meeting.
- 4.1.10. The Superintendent and the Board will be presented a summary of accidents on a regular basis.

#### **4.2 Access Control to School Buildings**

- 4.2.1. After becoming a full-time employee of the Wirt County Board of Education, employees will be issued a key card to activate an electronic door lock mechanism to gain access to the building where they are employed. Each of these employees will be issued a new personalized key card coversheet at the beginning of each school year, if still employed by the Board.
- 4.2.2. Upon leaving their current employment by virtue of transfer, resignation, termination or retirement, the key card will be de-activated.
- 4.2.3. Each building principal will have the ability to assign other employees temporary key cards, such as substitutes and coaches. They will also have the ability to assign a card to someone who has requested to use the facilities and follows the proper procedures, superintendent and board approval.
- 4.2.4. If the key card is lost by the full-time employee, there will be a \$25.00 replacement charge to the employee payable to Wirt County Schools.
- 4.2.5. All other school keys should be returned at the time of transfer, resignation, termination or retirement to the building administrator. If they are not returned within a twenty-four hour period, the building administrator will contact the employee for collection.
- 4.2.6. In the event the key is not returned, the Superintendent will be informed, and will take necessary steps, which may include legal action, to recover the keys.
- 4.2.7. For all other individuals entering the school, they will press the access button on the AIPHONE activation system. A personnel member will view you and "buzz" you into the building. You will be asked to sign-in at the office. If you are entering past the office, you will be issued a visitor badge, and asked to leave your drivers' license until you return to

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exit from the building. You will be asked to sign-out upon exiting the building at the office.

### **4.3 Safety Policy Enforcement/Disciplinary Action**

- 4.3.1 All Employees will be trained on the Safety Policy, Return to Work Policy, & Procedural Handbook
- 4.3.2 The immediate supervisor may choose to take the following action to discipline an employee, who willfully committed an unsafe act (action taken will depend on the severity of the unsafe act):
  - Verbal Warning,
  - Written Warning,
  - Recommend to the Superintendent, a suspension without pay,
  - Recommend to the Superintendent, termination of the employee.

### **4.4 Emergency Response**

- 4.4.1 All Wirt County Schools employees are trained to follow the guidelines of the Crisis Prevention Response Plan which is located in each school and board office.
- 4.4.2 The emergency procedures included in the flipchart include: Power/Utilities Failure, Crime in Progress, Fire and /or Smoke, Employee/Student Injury, Building Evacuation, Chemical Spill or Release, Weather Emergency, Explosive Device or Bomb Threat.
- 4.4.3 The staff periodically practices Shelter-In-Place and Lockdown in a case of an actual emergency. If procedures are not effectively followed, it will be documented and behaviors will be corrected.
- 4.4.4 All staff will also be thoroughly trained on how to react to an active shooter situation and how to properly respond. The response will be evaluated and adapted to provide optimal response to this type of emergency.

## **5.0 Environmental Safety:**

### **5.1 Indoor Air Quality**

- 5.1.1 In accordance with WV State Code §18-9E-3, the division of health shall perform radon testing at a minimum of at least every five years.
- 5.1.2 Require a process to ensure that the HVAC system has been installed in the prescribed manner and will operate within the performance guidelines as designed.
- 5.1.3 Require that sufficient documentation is provided to the owner to facilitate control and maintenance of the systems in accordance with manufacturer's requirements.
- 5.1.4 The department of education shall forward to the school building authority copies of any complaints received by the department of education of indoor air quality problems which require system repair or replacement and are identified through the complaint procedure established in State Board Policy 6202.

### **5.2 Heating, ventilation and air conditioning**

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- 5.2.1 In accordance with WV State Code §18-9E-4, at the discretion of the state board, HVAC technicians may be employed by the Wirt County Board of Education, by the regional educational service agency servicing the county or by the department of education using the funds allocated pursuant to this section of code.
- 5.2.2 Funds appropriated for the purpose of hiring HVAC technicians shall be appropriated originally to the department of education. The department of education then may allocate the funds to the regional educational service agencies or to the counties, depending upon which entity employs the HVAC technicians as specified by rule.

### **6.0 Severability:**

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

### **7.0 Review Schedule:**

This policy will be reviewed in accordance with the policy review schedule published by the Superintendent.

**Authority:** WVDE Policy 4373; WVDE Policy 6202; WVDE Policy 6203; WV Code §18-9E-3;  
WV Code §18-9E-4

**Replaces:** CT, KM-R, 1998, CR-RA, CR-RAA, 1999, CS, 2005