



ALLEGHENY EAST CONFERENCE CORPORATION
of Seventh-day Adventists

School Safety Officer

JOB DESCRIPTION

Qualifications and Appointments:

- A. A School Safety Officer should be selected by the governing school board for each school
- B. The Safety Officer should be organized, possess knowledge of the school's organizational structure, and know the student population. In addition, he/she must possess impeccable people skills, demonstrate sound and mature judgment, and respect the strict confidential procedures associated with various aspects of accident review and investigation.
- C. The School Safety Officer shall be given active membership on the school board.
- D. A safety committee should be appointed to support the Safety Officer and assist in carrying out all aspects of the loss control program for all school activities.

Safety Officer Objectives:

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 causes of losses 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 formal investigation and review of all accidents at the school both actual accidents and near miss accidents.
- B. At each regularly scheduled meeting, the safety officer is responsible for providing the following information:
 - 1. What was the injured person doing?
 - 2. How were they injured?
 - 3. What unsafe act was committed?
 - 4. Was there a hazardous condition?
- C. In addition to injuries to persons, property losses should be investigated by the Safety Officer to determine such items as:



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1. Description of the property.
 2. How was the property damaged?
 3. Was there an unsafe act?
 4. Was there a hazardous condition?
 5. Where possible, supply a photograph of damaged property.
- D. 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. Interview witnesses to the accident;
 3. Check for causes resulting from anyone's actions, dangerous practices, inability, disobeying rules, etc.;
 4. Check for poor housekeeping;
 5. Determine if there was defective equipment;
 6. Determine if there was improper apparel;
 7. Record information of any other poor conditions.

Actions to Avoid:

- A. Attempting to pin the blame on an individual;
- B. Assuming there is just one cause for an accident;
- C. Assigning causes of accidents which are too general or vague;
- D. Determining causes of an accident without investigation;
- E. Attempting to take the place of the school board/administration in corrective action;
- F. Any signed, written statement or description of the incident by witnesses, or persons involved;
- G. Investigation of sexual misconduct incidents;
- H. Release of information to anyone other than a claims representative of School Mutual, Adventist Risk Management, Inc. or the Risk Management Coordinator at the Allegheny East Conference

School Activities:

- A. The School Safety Officer will work closely with other departments within the school and the AEC Risk Management Coordinator in securing (where required) certificates of insurance for school activities.
- B. An inventory should be made of all school-sponsored activities. Another 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



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6. Motorcycles
 7. ATVs (3-wheeled & 4-wheeled All-Terrain Vehicles)
 8. Hot Air Balloon
 9. Iron Bull
- C. 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 signed Medical Consent Forms readily available. Written rules and formal procedures should be maintained and required for activities such as, but not restricted to:
1. Day care centers
 2. Day camps
 3. Field trips
 4. Afternoon hikes/trips
 5. Bonfires and campfire socials
 6. Work bees
 7. Hayrides, skating, water skiing, etc.
 8. Health-screening fairs

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.
- B. Non-school owned vehicles used for school activities shall be currently insured to meet state law requirements.
- C. Only mature drivers (19 years of age or older), with a known reputation for good driving habits, should be asked to drive for the school activities.
- D. Open trucks, trailers, moving vans, and campers are prohibited for transporting school members.
- E. Vehicles, including school buses, used for school activities shall be in excellent operating condition, properly licensed, and operated by experienced drivers.
- F. Premises Inspection: At least once a year, the safety officer is encouraged 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. Refer for Appendix A for Identification of Hazards.



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- G. Fidelity Controls: Amounts above the minimum allotted Petty Cash shall not remain on school premises. Monies should not be taken to the treasurer's home. Instead, designated school officials should be involved in receipting funds for tuition, fees and fundraising. It is recommended that there is a weekly deposit of these funds or bi-weekly where necessary, especially in cases where cash amounts significantly exceeds the allotted petty cash amount.
- H. Rental of School Facilities: When the school is considering the rental of their facilities, the Safety Officer should make sure appropriate rental agreements and hold-harmless agreements have been signed, and that an endorsement is written listing the school as an additional insured. If rental of the premises is for non-SDA functions, the Safety Officer should review the nature of the activity. In addition, the local conference should be contacted for its approval.
- I. 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 local conference treasurer.

Miscellaneous Duties:

- A. Review procedures for the immediate reporting of all accidents to the Allegheny East Conference Corporation
- B. On construction and remodeling projects, ensure blueprints have been reviewed by the conference office and for life safety features well in advance of the initial construction date.
- C. Review contracts, in close consultation with the conference office, before obtaining signatures.
- D. Request annual information, from the conference, on school accident frequency and severity for schools throughout the conference to gain knowledge of general exposures to accidents.
- E. Use creative and innovative techniques to promote loss control, such as newsletters, bulletins, announcements, discussions at board meetings, etc.
- F. Develop a close working relationship with the local fire marshal.
- G. Work closely with other board members on planning emergency evacuation procedures