



## **Churchill County School District**

### **Board Policy Committee Meeting**

**Monday, October 21, 2019 8:00 AM**

# Agenda of Board Policy Committee Meeting

## Churchill County Board of School Trustees

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A Board Policy Committee Meeting of the Churchill County Board of School Trustees will be held October 21, 2019, beginning at 8:00 AM in the **Churchill County School District Administration Office, Old High School, 690 South Maine Street, Fallon, Nevada 89406.**

### Notes:

1. These meetings are subject to the provisions of Nevada Open meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.
2. Action may be taken on all agenda items, unless otherwise noted.
3. The agenda is a tentative schedule. The Churchill County Board of School Trustees may act upon agenda items in a different order than is stated in this notice –so as to effect the people’s business in the most efficient manner possible.
4. Public comment will be allowed prior to the vote on all action items. Public comment will also be allowed for matters not listed on the agenda, usually at the beginning and end of the meeting, although it may be returned to at any time during the meeting. No action will be taken on any item until it is properly agendized. In the interest of time, the Churchill County Board of School Trustees reserves the right to impose uniform time limits on each person providing public comment.
5. Any statement made by a member of the Churchill County Board of School Trustees during the public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in a civil action.
6. The Churchill County Board of School Trustees may combine two or more agenda items for consideration.
7. The Churchill County Board of School Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
8. The Board may discuss all items on the agenda, including those that are described on the agenda as "report," "presentation," or "update.”

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. VERIFICATION OF POSTING OF AGENDA

### 4. PUBLIC COMMENT

Public comments will be heard on matters not listed on the agenda.

### 5. APPROVAL OF MINUTES

- A. For Discussion and Possible Action: Approval of September 25, 2019, Board Policy Committee Minutes 5

6. OLD BUSINESS	
A. Policy 4111.0 - Identification Badge	7
B. Policy 4122.0 - Employee Attire and Grooming	8
1. <u>For Review Only</u> : Regulation 4122.0 - Attire and Grooming - All Employees	9
7. NEW BUSINESS	
A. Policy 4141.0 - Equal Employment Opportunity: Prohibition Against Discrimination	11
B. Policy 4400.0 - Employee and Workplace Safety	13
C. Policy 4401.0 - Regulation 4401.0 - Safety Regulation (Proposed Number Change to 4400.0)	14
D. Policy 4401.0 - Safety Policy	
1. <u>For Review Only</u> : Regulation 4401.0 - Safety Policy (Proposed Deletion)	22
8. Discussion regarding policies to be reviewed at the next Policy Committee meeting.	
9. Discussion regarding the next Policy Committee meeting date.	
10. PUBLIC COMMENT	
Public comments will be heard on matters not listed on the agenda.	
11. ADJOURNMENT	

**LITIGATION CONFERENCE WITH LEGAL COUNSEL**

The Board will meet in Litigation Conference to receive information from Legal Counsel regarding potential or existing litigation.

To request supporting materials for the meeting, members of the public can contact Debra Shyne (Executive Assistant to the Superintendent/Board of Trustees) at the District's Administration Office, 690 South Maine Street, Fallon, Nevada (775-423-5184).

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to contact Debra Shyne, Executive Assistant to the Superintendent/Board of Trustees, by calling 775-423-5184 prior to the meeting date.

State of Nevada            )  
                                      :  
County of Churchill        )

*I, **Debra Shyne**, Executive Assistant to the Superintendent, do hereby affirm that I posted or caused to be posted, a copy of this notice of public meeting, on or before the 16th Day of October, 2019, at the following locations in Churchill County, Nevada.*

*City Hall;*  
*Churchill County Law Enforcement Facility;*  
*Churchill County Administration Offices;*  
*Churchill County School District Administration Office;*  
*Fallon Paiute-Shoshone Tribe Administration Office;*  
*Churchill County School District website: [www.churchillcsd.com](http://www.churchillcsd.com);*  
*State of Nevada website: <https://notice.nv.gov/>*

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*Debra Shyne, Executive Assistant  
to the Superintendent/Board of Trustees*

*Subscribed and Sworn to before me this 16th Day of October, 2019*

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*Notary Public*

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## POLICY COMMITTEE MEETING

September 25, 2019

### 1. CALL TO ORDER

Trustee Whitaker called to order the Policy Committee Meeting of the Churchill County Board of School Trustees at 8:05 a.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

#### **Board Attendees:**

*Kathryn Whitaker, Trustee*

*Carmen Schank, Trustee*

#### **Staff Attendees:**

*Summer Stephens, Superintendent*

*Kevin Lords, Director of Human Resources*

*Debra Shyne, Executive Assistant*

### 2. PLEDGE OF ALLEGIANCE

Trustee Whitaker led the pledge of allegiance.

### 3. VERIFICATION OF POSTING OF AGENDA

Trustee Whitaker confirmed the posting of the agenda, pursuant to NRS.

### 4. PUBLIC COMMENT

There were no public comments.

### 5. APPROVAL OF MINUTES

#### **A. Approval of August 8, 2019, Policy Committee Meeting Minutes**

Trustee Schank moved to approve the minutes, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

### 6. OLD BUSINESS

#### **A. For Discussion and Possible Action: Policy 1520.0 - Volunteers**

Trustee Schank moved to approve Policy 1520.0 with modifications, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

### 7. NEW BUSINESS

#### **A. For Discussion and Possible Action: Policy 4111.0 – Identification Badge**

Trustee Schank moved to approve Policy 4111.0 with modifications, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

#### **B. For Discussion and Possible Action: Policy 4122.0 – Employee Dress and Grooming**

##### **1. For Review Only: Regulation 4122.0 – Dress and Grooming – All Employees**

Trustee Schank moved to approve Policy 4122.0 with modifications, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

**C. For Discussion and Possible Action: Policy 4136.0 – Use of District Property and Premises by Employees (Renamed from Regulation 4137.1)**

Trustee Schank moved to approve Policy 4136.0 with modifications, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

**D. For Discussion and Possible Action: Policy 4218.0 – Use of Personal Property for District Business (Changed from Regulation to Policy)**

Trustee Schank moved to approve Policy 4218.0 with modifications, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

**8. Discussion regarding policies to be reviewed at the next Policy Committee Meeting.**

Dr. Stephens will work with staff to place policies/regulations on the next agenda.

**9. Discussion regarding the next Policy Committee meeting date.**

The next Policy Committee meeting was scheduled for October 21 at 8:00 a.m.

**10. PUBLIC COMMENT**

There were no public comments.

**11. ADJOURNMENT**

The committee meeting adjourned at approximately 11:02 a.m.

*Minutes prepared by Debra Shyne*

BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT

IDENTIFICATION BADGE

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The Churchill County School District Board of Trustees recognizes the need for student, staff, and guest safety and identification on all School District property during school operation hours. Accordingly:

1. All CCSD employees must visibly wear the CCSD-issued badge at all times while on duty on CCSD property or off CCSD property at CCSD activities, events, or programs while on duty.

~~1. All full time and part time, licensed and classified employees shall wear their CCSD issued photo identification badges while on campus or CCSD property while on duty during school operation hours.~~

2. All visitors, substitute employees, and volunteers, ~~etc.~~ must check in at the front office and will be issued temporary identification badges to visibly wear while on campus during school hours while on school campus while school is in session (visitors during activities that occur after school hours, such as track meets and other activities are exempt from this policy.) Please contact the Superintendent of Schools if there are questions regarding who is to be exempted.

ADOPTED: 8/12/10  
REVIEWED:  
REVISED: 7/14/11  
REVIEW RESPONSIBILITY: Board of Trustees / Director of Human Resources

BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT

EMPLOYEE ~~DRESS-ATTIRE~~ AND GROOMING

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The Board of Trustees believes that all employees should be positive role models for students. ~~Further, the Board is committed to students being prepared to leave CCSD with the skill sets necessary to be productive, responsible citizens.~~ The Board believes employees set the example for students in ~~dress-attire~~ and grooming by modeling business and professional standards that are appropriate to an educational environment. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. Clothing that distracts from the mission of the District is prohibited. ~~The District~~ District Administration reserves the right to determine appropriate ~~dressattire~~ at all times and in all circumstances.

When the District Administration believes an employee’s ~~dressattire~~ or grooming does not comply with the personal appearance guidelines, the immediate supervisor will respectfully discuss the issue with the employee. If continued counseling fails to result in the desired response, the supervisor will initiate disciplinary action.

District Administration ~~District~~ may send employees home to change ~~clothesattire~~ should ~~it~~ District Administration be determined determine it as ~~that dress is not in~~ appropriate.

~~Site administrators or department supervisors are expected to monitor and, when necessary address this issue with employees under their supervision to ensure the standards adopted by the Board of School Trustees are met.~~

ADOPTED: 8/25/11  
REVIEWED:  
REVISED: 9/12/13  
REVIEW RESPONSIBILITY: Board of Trustees/Director of Human Resources



BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT

~~DRESS-ATTIRE~~ AND GROOMING – ALL EMPLOYEES

EDUCATIONAL ENVIRONMENT AND COMMUNITY STANDARDS

The ~~dress-attire~~ and grooming of employees of the Churchill County School District shall conform to business and professional standards appropriate to the educational environment, and should provide a role model for students.

RESPONSIBILITY

The site administrator or department supervisor will ensure that employees meet the standards adopted by the Board of School Trustees and that employees ~~dress-attire~~ in a professional, appropriate manner. The site administrator may designate exceptions to the ~~dress-attire~~ standards, for special events, field trips, or circumstances he/she deems appropriate.

ATTIRE AND GROOMING STANDARDS

The following are **NOT** considered to be appropriate attire:

- ~~For men: Bib overalls, shorts~~Attire more than ~~four~~three inches above the knee, ~~tank tops,~~ muscle shirts, sweat suits or athletic warm-ups, ~~collarless T-shirts,~~ provocative attire, crop tops which show the midriff area, spandex/lycra as an outer garment, or similar tight fitting outfits; and
- ~~For women: Bib overalls, shorts or skirts more than four~~three inches above the knee, ~~tank tops, provocative shirts, crop tops which show the midriff area, muscle shirts, sweat suits, athletic warm-ups, spandex/lycra as an outer garment, or similar tight outfits; and~~
- Slippers, work boots, ~~foot thongs~~flip flops, and other similar casual foot apparel.

~~The wearing of blue denim jeans is discouraged. However, if they are worn they should be “dressed up” with a professional looking sweater, blouse, or shirt with a collar and appropriate footwear. Blue denim jeans, a sweatshirt/T-shirt, and tennis shoes when worn together are not considered appropriate.~~

All employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the District.

- Employees shall keep their hair neatly groomed. Beards and mustaches shall be neatly groomed.
- Employees shall not wear facial jewelry that distract~~s~~s from the learning in the educational environment.

- 31 • Employees shall cover inappropriate tattoos that distract from the learning in the  
32 educational environment.
- 33 • Employees shall not wear on the outside of their clothing jewelry or similar artifacts that  
34 may be considered obscene or distracting, may cause disruptions, or which may present a  
35 safety hazard to the employee and those with whom he/she works.
- 36 • Hats are not to be worn inside the building.

37 • All clothing must be clean, ~~and~~ in good repair, ~~and professional according to the setting~~  
38 ~~of the employee.~~

39 **Exceptions:**

- 40 • Physical Education teachers may wear sweat suits or athletic warm-up suits and shorts  
41 and other attire that is appropriate for their special instructional assignment.
- 42 • Vocational ~~t~~Teachers may wear attire that is appropriate for their special instructional  
43 assignment.
- 44 • Grounds workers, maintenance employees, ~~warehouse employees,~~ and bus drivers may  
45 wear collarless t-shirts and denim jeans/shorts upon approval of their supervisors. At all  
46 times, this clothing must conform to the adopted standards in Regulation 5135.10  
47 regarding slogans, coverage, and cleanliness.
- 48 • The Site Administrator can determine additional exceptions, if needed.

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60 ADOPTED: 8/22/85

61 REVIEWED: 11/14/07, 12/9/08

62 REVISED: 6/22/00, 7/12/2002, 8/12/13, 2/17/16, 7/3/18

63 REVIEW RESPONSIBILITY: Board / Superintendent

BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT

**EQUAL EMPLOYMENT OPPORTUNITY: PROHIBITION AGAINST DISCRIMINATION**

The Board of Trustees recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the District may also be considered. Therefore, it is the policy of the District to provide equal employment opportunity for all applicants and employees. The Board of Trustees declares that Churchill County School District does not, and will not, discriminate on the basis of any protected class including race, color, religion, gender, sexual orientation, pregnancy, age, ancestry, national origin, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard or disability unless the disability disqualifies an applicant because of a bona fide position requirement. No person shall be denied employment, reemployment, or advancement, nor shall be evaluated on the basis of race, color, religion, gender, sexual orientation, pregnancy, age, disability, ancestry, national origin, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. Age shall be considered only with respect to minimums set by law and retirement as specified by the state or by policies of the Board.

It is the District’s policy to follow all state and federal laws and regulations prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, Nevada Revised Statutes concerning Equal Employment Opportunity (NRS 613), Nevada Revised Statutes regarding National Guard Service (NRS 412.139/.1395), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and any other applicable federal, state and local statutory provisions

The School Board designates the Superintendent as the School District Human Rights Officer to receive reports of complaints of unlawful discrimination. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Board of Trustees. The School District shall conspicuously post the name of the Human Rights Officer, including the mailing address and telephone number:

Churchill County School District  
Superintendent  
690 South Maine Street  
Fallon, NV 89406  
(775) 423-5184

Employees can follow the process set forth in Policy 4138, Complaints Concerning School Personnel, and Regulation 4138, Written Form for Complaints Concerning School Personnel, to challenge and resolve perceived instances of discrimination or denial of equal employment

39 opportunity. This procedure will include appropriate due process protection and a reasonable  
40 timeline for resolving the concern.

41 The Churchill County School District Board of Trustees has designated the Superintendent as  
42 the Compliance Officer. Any person who feels he/she has been affected by discrimination in  
43 dealing with the Churchill County School District should notify the Superintendent, by  
44 telephone at (775) 423-5184 or in writing at 690 South Maine Street, Fallon, NV 89406.

45 No person shall suffer reprisals as a result of having presented a good-faith complaint under  
46 this policy.

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66 ADOPTED: 5/28/92

67 REVIEWED: 5/4/07, 7/8/11

68 REVISED: 6/5/00, 12/9/08, Rewrite 06/12/14

69 LEGAL REFERENCE: Title VII of the Civil Rights Act of 1964

70 Age Discrimination in Employment Act of 1967

71 Equal Employment Opportunity Act of 1972

72 Genetic Information Nondiscrimination Act of 2008

73 NRS 613, 412.139/.1395

74 Title IX of the Educational Amendments of 1972

75 Section 504 of the Rehabilitation Act of 1973

76 Americans with Disabilities Act

77 REVIEW RESPONSIBILITY: Board of Trustees/Superintendent

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**EMPLOYEE AND WORKPLACE SAFETY**

Churchill County School District is committed to the safety and health of each employee. It is the policy of Churchill County School District to conduct all operations safely in order to prevent injuries to persons and damage to property. All reasonable methods, procedures, and equipment will be used to maintain a safe, healthful place of work.

Employees have a duty to comply with all safety rules and are expected to take an active part in maintaining a hazard-free environment. Nevada Occupational Safety and Health Administration (OSHA) requires that each new employee reads, understands, and signs the Nevada Workplace Safety Rights and Responsibilities form. Employees are to direct questions to their supervisor.

~~Most accidents can be avoided by increasing employees' awareness of potential problems and by promoting their sense of personal responsibility for working safely. With this in mind, Churchill County School District has developed some general rules and responsibilities for employees, supervisors and the district.~~

Employees are expected to observe all posted safety rules, adhere to all safety instructions, and properly use all equipment. Employees are required to report any accidents or injuries including any breaches of safety to his/her supervisor, as soon as possible.

Employees with ideas, concerns, or suggestions for improved safety within the workplace are encouraged to raise them with their supervisor or with another member of management. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports made in good faith may be made without fear of discrimination or retaliation.

The Security and Safety Committee will meet regularly to discuss security and safety as well as training needs. ~~The Churchill County School District's safety manual provides information to clarify the responsibilities of all parties and provide continuity when questions arise or management changes occur. Churchill County School District also has a Safety Committee that will meet regularly to discuss safety issues and training. Representatives from all three employee associations as well as directors and management employees will serve on the committee.~~

ADOPTED: 4/13/95

REVIEWED: 4/27/07, 12/11/08

REVISED: 4/27/00, 7/8/11

REVIEW RESPONSIBILITY: Board of Trustees / Director of Human Resources

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**SAFETY REGULATION**

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**ASSIGNMENT OF RESPONSIBILITIES**

In case of a significant safety incident, employees involved will notify the site administrator, who will notify the Superintendent, who will notify the Board of Trustees.

**A. Board of Trustees/Superintendent will:**

- Promote a safe and healthy culture throughout the District.
- Set a high standard for safety and health practices and lead by example.
- Ensure that the needed financial, material, and personnel resources are provided to achieve the goals and objectives of the safety and health program.
- Ensure that the program is fully implemented and effective.

**B. Superintendent/Safety ~~and Health~~ Director will:**

- Ensure District compliance with all applicable federal, state, and local safety and health requirements.
- Ensure that each employee is provided with adequate and appropriate occupational safety and health training.
- Ensure that the safety and health policies are comprehensive and effective.
- Review each accident and conduct an investigation wherein an accident resulted in serious injury or property damage.
- Promote safety and health and serve as a resource to all staff.
- Review the program on an annual basis.

**C. Directors/Administrators/Principals will:**

- Develop and implement action plans for safety training and document training given.
- Ensure that each element of the program is implemented in their facility.
- Ensure that all teachers, supervisors, foremen, and staff members comply with the program.

**Safety Regulation**

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- 27 • Ensure that each piece of equipment in their facility is properly maintained.
- 28 • Ensure that all safety and health violations are reported and properly documented.
- 29 • Ensure that each staff member in their facility received appropriate training upon
- 30 initial assignment and changes in processes, procedures, equipment, or assignment.

31 **D. Teachers and Staff Without Regard to Position will:**

- 32 • Be an active participant in the safety and health program.
- 33 • Perform all tasks in accordance with established policies and procedures and safe
- 34 work practices.
- 35 • Perform a safety evaluation of his/her workspace or classroom daily.
- 36 • Inspect all tools and equipment prior to use to identify any hazards.
- 37 • Question and act to correct and report any unsafe and unhealthy practice.
- 38 • Report any injuries, illnesses or incidents to the appropriate person.

39 **E. Security and Safety Committees will:**

- 40 • Promote safety and health by conducting a safety and health campaign each
- 41 quarter.
- 42 • Encourage communication between employees and management.
- 43 • Serve as an oversight committee on all issues relative to safety and health.
- 44 • Make recommendations to the Superintendent or Safety and Health Director
- 45 whenever appropriate, but not less than once a quarter.

46 **IDENTIFYING ANALYZING, AND CONTROLLING HAZARDS**

47 Churchill County School District recognizes that in order to maintain a safe and healthy working  
48 and teaching environment, we must be vigilant in our efforts to identify, analyze, and control  
49 any existing or potential hazards in our schools or other facilities around the District. The  
50 following shall serve as a guideline for our efforts.

51

52 **A. Identifying Hazards**

Safety Regulation

53 Identifying hazards shall be accomplished using the following means:

- 54 1. Safety/Health Inspections
- 55 2. Employee Safety Hotline
- 56 3. Reports by Safety Observers
- 57 4. Review of Records (Hazard bulletins, workers' compensation injuries, etc.)

58 Directors, administrators and principals will conduct inspections of their facilities quarterly  
59 on the first Friday during the months of August, November, February, and May.

60 Hazards reported through the employee safety hotline,  
61 [safety@churchill.k12.nv.us](mailto:safety@churchill.k12.nv.us) [safety@churchillcsd.com](mailto:safety@churchillcsd.com), will be sent to the  
62 corresponding facility administrator. The information from the hotline will not contain the  
63 employee's name. The goal is to learn what the hazards are and to correct them. No one  
64 will take adverse action against anyone for identifying a hazard.

65 The reports of the safety observers will be sent to the [Safety Committee](#) [District Safety](#)  
66 [Director](#) and the Director of Maintenance.

67 The District Safety Director will evaluate the hazard bulletins and provide them to the site  
68 administrators to be addressed at the next facility staff and or facility meeting.

69 **B. Analyzing Hazards**

70 Churchill County School District will use any means available to analyze hazards including:

- 71 • Performing a job hazard analysis for each job description
- 72 • The use of area and personal environmental sampling
- 73 • Review of the District's policyholder statements
- 74 • A periodic review of accident investigation reports
- 75 • Trend analysis of our OSHA Injury and Illness log

76 The District Safety Director will coordinate the hazard analysis effort.

77 The District Safety Director will review accident investigation reports to identify the need  
78 to improve training, evaluate if corrective action has been addressed, and determine that  
79 action has been taken to reduce injuries. Any problems identified may indicate a need to  
80 address the system, processes and controls.

81 The District Safety Director will communicate results of the area personal sampling to the

Commented [DS1]: What does this mean?



Safety Regulation

82 employees and administrators. The administrators are to correct problems resulting in  
83 levels of above acceptable limits. Any necessary action out of the administrator’s control  
84 will be directed to the Director of Maintenance and ~~Safety Committee chairman~~District  
85 Safety Director. Until the controls are in place, employees will be removed from the high  
86 exposure areas or provided with appropriate personal protective equipment.

87 Administrators, with the ~~D~~irector of ~~H~~uman ~~R~~esources, will conduct a job hazard  
88 analysis at least annually for each job classification in their facility and ensure they are up  
89 to date. This is to include hazard assessment for personal protective equipment.

Commented [DS2]: What is this?

90 The District Safety Director ~~and Safety Committee~~ will evaluate accident trends from the  
91 policyholder statements and OSHA Injury and Illness log while ensuring appropriate  
92 confidentiality. ~~They~~He/she will notify and work with the administrators to evaluate  
93 solutions and implement procedures or controls to reduce future injuries.

94 C. Controlling Hazards

95 After a hazard has been analyzed, it must be given a priority based on its overall gravity.  
96 Hazards will then be controlled by the following means:

97 1. All other hazards will be controlled by using engineering or administrative controls  
98 or a combination of these as appropriate.

99 2. The administrators are to correct hazards within their control and ensure the  
100 remaining hazards ~~concerns~~ are passed to the Director of Maintenance and ~~Safety~~  
101 ~~Committee~~District Safety Director for action.

102 3. The ~~Safety Committee~~District Safety Director and Director of Maintenance will  
103 evaluate and implement controls for the hazards.

104 4. Administrative and work practice controls for hazards will be either designated as a  
105 separate program or part of the District’s procedures.  
106 The following controls for hazards can be found in separate programs or procedures.

- 107 • Chemical Hazards: See Hazard Communication Program
- 108 • Fire, Bomb Threat, Earthquake Events: See Emergency Evacuation Procedures  
109 and Fire Prevention Plan
- 110 • Bloodborne Pathogens Exposure: See Awareness Training for all employees  
111 and Exposure Control Plan for those employees with specific exposure
- 112 • Energy Source Hazards: See Energy Control Program and Lockout/Tagout  
113 Procedures
- 114 • Use of Respirators: See the Respiratory Program

Safety Regulation

- 115 • Noise Hazards: See the *Hearing Conservation Program*
- 116 • Workplace Violence/Bullying: See the *Workplace Violence and Bullying*
- 117 *Program*
- 118 5. Personal Protective Equipment (PPE) will be used as a last option or as an interim
- 119 measure.
- 120 6. The District Safety Director and the Director of Maintenance will monitor the
- 121 progress of all abatement procedures and ensure that all effected employees are
- 122 apprised of the status.
- 123 7. The District Safety Director and the Director of Maintenance will coordinate safety
- 124 communication to vendors and subcontractors working within the District.
- 125 8. The District Safety Director will provide to the Superintendent the status of
- 126 implemented controls, controls pending action and needed controls based on
- 127 injuries, hazards and regulations.

Commented [DS3]: Review

128 TRAINING

129 The Human Resources Department is responsible for conducting all formal safety and health  
130 training.

131 All new employees will be trained prior to beginning work in the following core areas:

- 132 • Churchill County School District Safety Plan
- 133 • Emergency Action Plan
- 134 • Workplace Violence – Bullying Program – Sexual Harassment
- 135 • Bloodborne Pathogens – Needed First Aid Procedures
- 136 • District Security Plan

137 Each facility will provide specific training relative to each employee per his/her ~~job~~  
138 ~~description~~duties:

- 139 • Teacher, IA
- 140 • School Bus Driver
- 141 • Grounds Keeper
- 142 • Support Staff

**Safety Regulation**

- 143 • Maintenance Worker
- 144 • Mechanic
- 145 • Supervisor Training
- 146 • Food Services Staff

Commented [DS4]: Does this occur now?

147 Retraining will be provided on an as-required or needed basis.

148 Training records will be maintained in each employee's personnel file or designated training  
149 file.

150 The specific outlines can be found in the District training manual for each job description.

Commented [DS5]: Do these exist?

151 **ACCIDENT INVESTIGATION & CORRECTIVE ACTION**

152 All on-the-job injuries and illnesses will be reported to the site administrator as soon as  
153 practical after an occurrence.

154 All accidents/incidents will be investigated by a Safety ~~Committee~~ Director representative in a  
155 timely manner.

156 All injured employees will document their injury on a C-1 First Report of Accident/Incident  
157 including all information needed on the District C-1 supplement.

158 The District Safety Director will conduct the investigation utilizing the District investigative  
159 report. A narrative will be included in the report defining the root cause of the  
160 accident/incident and a corrective action.

161 The District will ensure that all worker's compensation forms are completed and all needed  
162 information for medical attention is provided to the injured for treatment.

163 Corrective action will be initiated by the site administrator of the area involved. The site  
164 administrator will document actions taken along with the proper information and provide it to  
165 the ~~District Safety Director~~ Safety Committee and Director of Maintenance.

166 **ENFORCEMENT**

167 Violations of safety rules and policies will be addressed within the scope of progressive  
168 discipline as described in all bargaining unit agreements. Major infractions of safety rules may  
169 result in more severe discipline up to and including termination.

170 Each administrator will be responsible for administering this policy to his/her facility/staff.

171 All disciplinary records will be maintained in the employees personnel file.

1.72 **SAFETY COMMITTEE**

1.73 **A. Mission**

1.74 The Safety Committee's mission is to foster open and ongoing communication and  
1.75 cooperation between employees and management on all issues relative to safety,  
1.76 security, and health.

1.77 **B. Membership**

1.78 Each District location will send one (1) representative to the committee meetings. The  
1.79 District membership will consist of managers and employees. Each bargaining unit may  
1.80 select one representative. Community members are encouraged to attend.

- 1.81 1. Chairman of the committee will be selected by the Superintendent.
- 1.82 2. Site employee delegates will be selected by site administrators. Administrators  
1.83 may also choose to have staff vote on a delegate.
- 1.84 3. Bargaining unit members will be selected by the individual bargaining units.
- 1.85 4. Community members may request membership and will have voting rights.

1.86 **C. Responsibilities**

1.87 The Safety Committee will hold meetings in accordance with Churchill County School  
1.88 District policies and procedures and will be responsible for:

- 1.89 • Periodic review and update of existing work practices.
- 1.90 • Develop quarterly safety and health awareness campaigns.
- 1.91 • Ensure that an annual comprehensive workplace safety and health inspection is  
1.92 performed.
- 1.93 • Compile and distribute an annual report on hazards found in the facility.
- 1.94 • Receive and review safety concerns from District employees and develop a course of  
1.95 action.
- 1.96 • Form subcommittees to address specific safety issues i.e., security, wellness,  
1.97 training.

Safety Regulation

**D. Meetings**

The District Safety Committee meetings will be held September through May of each school year on the 3rd Thursday of the month unless otherwise announced.

Site safety committees are to meet at least quarterly. A copy of the minutes from the site committee meetings will be made available to the District Safety Committee and will be included in Superintendent and Board of Trustees reports.

**E. Meeting Rules**

All meetings will be governed in accordance with Robert's Rules of Order and are subject to Nevada's Open Meeting Law.

A quorum will consist of 50% plus 1 of the committee's membership.

**F. Records**

Records from all Safety Committee meetings will be handled as follows:

- Minutes of all committee meeting will be drafted by the committee secretary.
- The original minutes will be forwarded to and retained by the Chairperson or designee for a period not less than five (5) years.
- Copies of minutes of all Safety Committee meetings will be emailed to all members as well as to each site administrator for posting in areas accessible by staff.
- Placed on the District website.

ADOPTED: 10/10/13  
 REVIEWED:  
 REVISED:  
 REVIEW RESPONSIBILITY: Director of Human Resources

BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT

**SAFETY POLICY**

**Safety Policy Statement**

~~Churchill County School District Board of Trustees mandates that trustees, the superintendent, directors, principals, counselors, teachers, staff, and students learn and work in the safest and healthiest environment possible. All staff members will ensure that District safety policies, regulations, and procedures adopted are adhered to, without question. A safe working and teaching environment is everyone's responsibility.~~

(Delete Policy)

ADOPTED: 10/10/13

REVIEWED:

REVISED:

REVIEW RESPONSIBILITY: Board of Trustees/Director of Human Resources