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**Subject: Safety/Loss Control Program**

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The BOCES Board requires each member district to maintain a safe and healthful educational environment. A Safety/Loss Control Program must be developed and administered by each member district. BOCES will provide consulting services in safety and loss control.

The Safety/Loss Control Program must contain at least the following basic components:

**Safety Program Management  
Safety Education  
Safety Reviews and Audits**

Each district will develop and maintain a **Safety Program Management** system that effectively controls losses. The programs will include but are not limited to:

- Development and maintenance of safety and loss control procedures.
- Best management practices for claims management such as return to work programs.
- Safety, loss control and worker's compensation committee(s).

*BOCES will facilitate periodic committee meetings.*

Each district will participate in a **Safety Education** programs that enables employees to safely and effectively perform the essential functions of their position.

*BOCES will provide on site and front of classroom safety training in orientation, hazard communication, fall protection, safe lifting, driver's safety, electrical safety and hazard specific safety training. An extensive video library will be available to member districts.*

Each district will conduct **Safety Reviews and Audits** that include but are not limited to:

- Facility audits focused on safety and liability mitigation
- Reviews of hazard specific operations
- Job hazard analysis
- Playground Safety inspections
- Incident investigations that have the potential for lessons learned

*BOCES will provide consulting services in root cause analysis audits and reviews.*