

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700

TITLE: Workplace and  
Construction Project Safety

ADOPTED: August 17, 2017

REVISED: June 24, 2021

## 705 WORKPLACE AND CONSTRUCTION PROJECT SAFETY

### **Purpose**

The Board of Education (“Board”) is committed to the goal of making every School District of Philadelphia (“District”) workplace safe, welcoming, and healthy. The Board recognizes that District facilities must be maintained and operated in a condition that prioritizes the safety of students, staff, and visitors. The purpose of this policy is accident and illness prevention in connection with operations, capital projects, and risk management, as it pertains to workplaces, jobsites, and personnel, and their impact on other staff, students, and visitors.

### **Authority**

The Board directs that the District implement measures to promote safety in accordance with applicable laws, guidance, and Board-approved health and safety plans to achieve the goal of providing healthy, safe, and secure physical spaces for all students, staff, community members, and visitors, as well as, to protect District buildings, equipment, and property. [1][2][3][4][5]

### **Delegation of Responsibility**

The Board directs the Superintendent or their designee to develop and periodically review and evaluate administrative procedures to implement this policy.

The District and its contractors shall maintain safe working conditions by encouraging and enforcing District safety procedures. All of the necessary and available District resources will be utilized to accomplish this important endeavor. All District employees are expected to adhere to safe practices; identify and address unsafe practices and conditions consistent with job descriptions; and take seriously the matters of accident prevention, injury reduction, and safety in physical spaces.

### **Accident and Illness Prevention**

The Board directs the Superintendent, through the Office of Risk Management, to establish and maintain an accident and illness prevention program which meets the criteria required by law.

[1][2]

A job safety committee shall be established to reduce the risk of workplace injuries sustained during the course and scope of employment, thereby promoting the goal of providing safe and welcoming schools for everyone. The job safety committee comprised of District staff shall meet in order to:

1. Evaluate the current measures directed at reducing risk of employee injuries sustained during the course and scope of employment;
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify risks for workplace injuries;
3. Make recommendations to mitigate risk of injury;
4. Review, in a timely manner, accident reports and investigation forms regarding injuries sustained while performing job duties in order to discuss future measures to prevent similar incidents and analyze data;
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures;
6. Provide safety training specific to individual job description; and
7. Discuss proper use of safety equipment, including, but not limited to, personal protective equipment.

Employees who wish to bring matters to the job safety committee may do so by submitting it to their direct supervisors, who will share with the committee member representing the District office or division.

### Construction Project Safety

The Board directs the Division of Operations, through the Office of Capital Programs, to establish administrative procedures to:

1. Identify, address, and establish oversight to address environmental hazards in upcoming and existing construction projects in conjunction with the Office of Environmental Management Services (“OEMS”) and in conformity with [Policy 708](#) - Environmental Management and its administrative procedures;
2. Establish a project-specific phased construction plan to ensure the safety of building occupants and workers during all stages of construction;
3. Include construction safety guidelines and protocols in all bid specifications; and
4. Institute a system for reporting and addressing safety concerns created or encountered during construction.

The Office of Capital Programs will coordinate with other offices, including, but not limited to, the Office of Environmental Management and Services and the Department of Facilities Management and Services, in conformity with Board policies including, but not limited to, [Policy 704](#) - Maintenance and [Policy 708](#) - Environmental Management. [6][7]

### Mandatory Regulatory Procedures

The Board requires that all students, staff, and visitors adhere to state and local health and safety orders, Board policy, regulations, and District safety plans (including those requiring face coverings or other protective devices where needed for safety purposes). Violation of this policy and school safety rules may result in disciplinary action, in accordance with laws, regulations, or

Board policy and administrative procedures, or denial of entry to District buildings and property, unless there is a valid exception. [8][9][10][11][12][13]

**Legal References:**

1. [34 PA Code 129.401](#).
2. [34 PA Code 129.402](#)
3. [Philadelphia Home Rule Charter - 12-300](#) et seq
4. [22 PA Code 349.1, et seq](#)
5. [24 P.S. § 5-510](#)
6. [Policy 704](#) - Maintenance
7. [Policy 708](#) - Environmental Management
8. [Policy 103.1](#) - Nondiscrimination – Qualified Students With Disabilities/Protected Handicapped Students
9. [Policy 113](#) - Special Education
10. [Policy 113.1](#) - Discipline of Students with Disabilities
11. [Policy 218](#) - Student Conduct and Discipline
12. [Policy 317](#) - Employee Conduct and Reporting Requirements
13. [Policy 907](#) - School Visitors

**Related Information:**

[Policy 705 Administrative Procedures](#)

[Administrative Procedures for Policy 300](#) - Employee Code of Ethics