

The service center shall make reasonable efforts to provide a safe environment for the public and employees.

Safety Rules

The executive director and staff shall develop necessary rules and regulations for safety in the service center.

Warning System

The board will seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to maintain adequate disaster warning systems.

Safety Inspections

The executive director, program coordinators, and maintenance personnel will regularly inspect each attendance center, boilers and other appropriate areas to see that they are adequately maintained.

If repairs are necessary, the individual conducting the investigation shall immediately inform the program coordinator, executive director, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of \$20,000 will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

All furnaces, boilers and lighting fixtures will be inspected annually to ensure safety for service center employees and patrons. These devices shall meet minimum state and federal standards.

The use of space heaters in service center buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

Approved: SCKESC Board of Directors 11/2008, 9/2014, 5/2016