



## ADMINISTRATIVE PROCEDURE

### POSTING OF SAFETY NOTICES AND AVAILABILITY OF DETAILS OF THE SAFETY PROGRAM

2802

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To provide instructions regarding posting of notices, availability of the Maryland Occupational Safety and Health Act and details of the school safety program.
- II. **BACKGROUND:** Board of Education Policy 2801 requires compliance with all applicable safety regulations and development of staff and student safety consciousness. To accomplish these goals as required by the Maryland Occupational Safety and Health Act (MOSHA), and good safety practices, relevant information about the schools' safety program needs to be made available to staff, students, and visitors.
- III. **PROCEDURES:**
  - A. Each school and facility is to post and keep posted a notice or notices informing employees of the protection and obligation provided for in the Maryland Occupational Safety and Health Act (MOSHA), and school safety programs. The Commissioner of Labor and Industry for the State of Maryland has furnished a uniform poster for all schools and facilities (Attachment).
  - B. Each school and facility should add to this uniform poster the details of the schools' procedures (established in Administrative Procedure 2801) for:
    1. reports by employees of possible unsafe or unhealthful working conditions of which they have cognizance,
    2. the location where employees will be able to obtain information about the schools' safety program, including specific occupational safety and health standards and procedures, and
    3. relevant information about the schools' safety coordinator/committee.
  - C. These notices should be posted by the school and facility in a conspicuous place or places where notices are customarily posted. Such notices should not be altered, defaced, or covered by other material and should be kept up to date. Schools may also convey the information required by this administrative procedure by other means provided the notice or notices are also posted in accordance with this procedure.
  - D. Copies of MOSHA, administrative procedure, regulations and guidelines, details of the school safety program and applicable safety standards or summaries of any of the foregoing items should be available upon request to employees or employee representatives for review in the establishment where the employees are employed as soon as practicable and at a time mutually convenient to the employee and school. Information is available on Safety Website at [www1.pgcps.org/safety](http://www1.pgcps.org/safety).



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- IV. **RELATED PROCEDURES:** Administrative Procedure 2801, Safety Program Responsibilities.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure will be reviewed annually by the Division of Supporting Services, Administrative Safety Committee.
- VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2802, dated October 1, 1975.
- VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:  
John E. Deasy  
Superintendent of Schools

Attachment: Safety and Health Protection on the Job

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11