

**SERIES 700  
SUPPORT SERVICES**

Administrative Rule 720

**SAFETY AND FACILITY SUPERVISOR RESPONSIBILITIES**

As safety and facility supervisors, building principals shall:

1. Give instructions as to job performance and explain hazards and safety precautions in assigning individuals to jobs.
2. See that employees and students are provided with the proper tools and equipment to perform their jobs safely.
3. Check to see that employees and students are using protective equipment such as eye protection, where required.
4. Help plan and initiate activities that will stimulate and maintain the interest of employees and students in safety.
5. Regularly inspect physical properties to see that good housekeeping practices are being followed.
6. Investigate all accidents and correct any unsafe practices or conditions to prevent recurrence.
7. Report all employee accidents and major student injuries to the Safety and Facility Coordinator.
8. Supervise reporting requirements of the student insurance benefit program.
9. See that injured employees and students receive first aid or medical attention when needed.
10. See that fire drills and emergency evacuation drills are conducted.

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