

Administrative Regulation

Safety Measures for Local Schools, Guidelines for

A. General

Each principal shall be responsible for strict adherence to all local, state, and federal statutes and regulations concerning the general safety standards, known as OSHA (Occupational Safety and Health Act), which involve the use of facilities and equipment in relationship to employees and their health.

Special attention is directed to the matter of reasonable and prudent safety procedures in such classes as industrial arts, general crafts, physical education, and demonstrations or laboratory sections. Periodic inspections of those areas are essential, on at least a monthly basis. Any unsatisfactory situations are to be referred immediately to the superintendent or the designee.

B. Elementary Classrooms

Heat-producing devices such as candles, alcohol lamps, Sterno, propane burners, or hot plates may be used by the elementary classroom teacher in the instructional program subject to state and federal regulations and the following limitations:

1. Under no condition may a teacher leave a classroom unattended while any of the above heat-producing devices is in operation.
2. Students may not use any of the heat-producing devices except under the direct supervision of the teacher.
3. Teachers shall instruct the students in proper operation and necessary safety measures for any of the above heat-producing devices prior to use by the student.
4. Special regulations for the use of candles or hot plates:
 - a. A heat-protective pad shall be placed under a hot plate while in operation.
 - b. A fire blanket shall be available in the room where these devices are in operation.
 - c. The teacher should know the location of the nearest soda-action extinguisher.

5. Special regulations for use of open flame produced by alcohol, propane, or Sterno:
 - a. A fire blanket shall be present in the room.
 - b. An A, B, C-type fire extinguisher shall be present in the room.
 - c. Teachers of students in grades 5 and 6 shall instruct pupils in the use of the fire blanket and the extinguisher.
6. Special regulations for the melting of paraffin:

The same provisions pertain to the melting of paraffin on a hot plate as exist for the use of open flame-producing devices.

C. Christmas Trees

Any tree which is brought into the school building shall be flame-proofed with a solution approved by the state fire marshal. Candles, even though not lighted, may not be placed on or near the tree. Electric tree lights may not be used in the classrooms but may be used in the administration or multi-purpose rooms.

D. Fireworks

In order to provide for the protection of property and to avoid potential safety hazards for students and personnel, fireworks, exhibits, and display stands shall not be permitted on district facilities or at any activity which is sponsored by an organization under the jurisdiction of the district. However, permission for high schools to contract for firework displays may be granted providing the following conditions are met:

1. All fireworks must be handled and detonated by a California licensed pyrotechnical contractor.
2. Permission must be received from the city fire marshal.
3. Copies of the contract and agreement and statements of co-insurance must be processed through the Office of Business Services.

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Ref: EC Sections 32030-32034, 32040-32044, 35161

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