

Sumter County School Board

Safety Meeting Procedures

1. Safety Committee Meetings need to be held in **September, January, and May** of every year.
2. Please use the **safety committee minutes** and the **safety meeting record** forms that are approved by the board.
3. After both forms are filled out completely they need to be sent to the risk manager Wendy Craig at the county office.
4. If there are major concerns brought to the chairperson's attention, the chairperson should call Wendy Craig @ 352-793-2315 ext.202 to make sure the problem is being rectified.
5. The risk manager will meet with the chairperson at each school the month following the meetings. During this time they will go over any problems and concerns discussed during the Safety Committee Meeting.
6. At each school's safety meetings the committee should be going over their student and teacher accident reports. The committee should look at the accidents objectively to see if they could be prevented in the future.
7. The safety committee should be looking for safety issues every month. If something of importance is found it should be brought to the safety chairperson's attention as soon as possible.