

## SECTION S

### PROCUREMENT AND DISTRIBUTION OF SAFETY MERCHANDISE & SERVICES

- 1.0 The SIPE Safety Office will use the following procedures to procure and distribute safety merchandise and services purchased by SIPE funds.
- 2.0 Procurement of safety items will be in accordance with the Santa Barbara County Education Office purchase order procedures.
- 3.0 The following criteria will be used to determine the distribution of safety merchandise and services:
  - Priority 1 - Workers compensation injury/evaluation:
    - Request by WCA and evaluated by the SIPE safety officer.
    - Request by SIPE board member.
  - Priority 2 - Prevention of employee injuries and to meet safety compliance. Safety officer's decision on full or shared cost.
    - SIPE safety officers inspection/visit.
    - SIPE board members request
    - Requested by school districts
  - Priority 3 - Enhancement of school districts safety program (this is a share cost request).
    - A request by school district's safety committee or safety coordinator and evaluated by the SIPE safety office.
- 4.0 The SIPE safety office will determine whether district requests for safety merchandise should be submitted through the safety incentive program or purchased through the SIPE safety budget.
- 5.0 Priority coding will be typed on purchase orders for record keeping information.
- 6.0 The SIPE safety officer will ensure funding is available prior to the purchase of safety merchandise and services.