

## SECTION Q

*Revised 5/19*

### **RESPONSIBILITIES OF THE SIPE SAFETY OFFICER**

- 1.0 The Self Insurance Program for Employees (SIPE) is a Joint Powers Agency whose membership is comprised of school districts in Santa Barbara County, The Santa Barbara County Education Office, and Allan Hancock Joint Community College. The safety officer is employed by SIPE to provide safety training and compliance inspections to member districts requesting assistance with their safety program.
- 2.0 Safety inspections and training is based on requests by any district wanting assistance. To schedule training or safety inspections, email: [sipe@sbceo.org](mailto:sipe@sbceo.org) or call: 805-922-8003.
- 3.0 The safety officer will take the following steps when he visits a district during a scheduled safety inspection:
  - 3.1 Coordinate his visit 30 days in advance.
  - 3.2 Contact the district superintendent or his representative on his arrival.
  - 3.3 Review all written safety records.
  - 3.4 Perform a detailed, physical inspection of your work place. During this inspection, he may use test equipment, a camera and may also interview employees.
  - 3.5 Conduct safety training with employees when requested.
  - 3.6 Conduct a closing interview to advise you of observed hazards at the conclusion of his inspection.
- 4.0 The safety officer can and must warn employees of an imminent danger situation. When this occurs, the department head, business manager or district superintendent will be notified.
- 5.0 Written communications involving hazardous or emergency conditions with the district will be submitted in draft to the district superintendent or his representative prior to a final submission.