



## SCHOOLS INSURANCE PROGRAM FOR EMPLOYEES

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# EXPENDITURE GUIDELINES

The purpose of providing supplemental funds to the member Districts is to promote **EMPLOYEE** safety. SIPE funds consist of the annual credit program, district safety coordinators discretionary funds, grant program, and the premium rebate program. These funds are NOT intended for routine purchases or business expenses, student safety, site security, property and liability loss control issues or emergency preparedness.

### *Acceptable expenditures to promote employee safety.*

*(This is just a sample list to provide ideas and is by no means all-inclusive.)*

- Inspection discrepancy repairs or hazard mitigation of hazards that may cause an employee accident/injury
- Employee safety education and materials (books, DVD's, supplies, printing, instructor and associated costs)
- Personal protective equipment (PPE) (gloves, safety glasses, safety vest, pandemic supplies, etc.)
- Bloodborne pathogen controls (cleanup kits, CPR masks, and other PPE)
- First aid kits for employee use or in locations such as; district vehicles and non-student locations
- Chemical safety (storage containers, safety cans, labeling systems, spill clean-up kits, PPE, etc.)
- Material handling (lifts, ladders, carts, man lifts, hoists, elevated work platforms, etc.)
- Ergonomic equipment such as keyboard trays, footrest, document holders, chairs, headsets, etc. SIPE recommends an ergonomic workstation evaluation before purchasing desks or workstations.
- Special education equipment and supplies that will assist staff in personal protection, ergonomics, and back/lifting safety
- Lab safety supplies and equipment (must benefit the safety of the instructor, but may overlap to students)
- Industrial/Ag Technology safety supplies and equipment (must benefit the safety of the instructor, but may overlap to students)
- Safety incentive or reward programs
- Stress management prevention
- Salaries or stipends for safety personnel\* (safety coordinator, risk/safety officer, committee members, etc.)
- Other (floor mats, protective surfacing, eyewash and shower stations, safety signs, machine guarding, electrical safety, lockout/tagout equipment, safety repairs for equipment and tools used by employees, etc.)
- Back-up electrical power / generator for public safety power shutoff (PSPS) (Grant Program Requests Only)

\* Only districts awarded with Rebate Program funds may use SIPE funds for safety personnel salaries or stipends.

### *Non-acceptable expenditures would include, but not limited to:*

- CPR and first aid training or supplies (this is a service provided by SIPE)
- Employee or substitute pay to attend CPR, first aid or AED training
- AED's, AED training, supplies or services
- Tabletop, desktop standing desk converters such as Veridesk. Does not include height adjustable desks.
- Chronic disease management of students and related school nurse supplies or equipment
- Communications equipment or service (Repeaters, two-way radios, batteries, cell phones, etc.)
- Playground equipment, playground toys, shade structures, including repairs or supplies
- Vehicles used to transport people (autos, trucks, golf carts, bicycles, wheelchairs, personal transportation, etc.)
- Emergency supplies (first aid kits, water, food, tools, flashlights, batteries, generators, etc.)
- Fire extinguishers or service, firefighting equipment, or alarms
- Security/police equipment or devices, burglar alarms, CCTV, window tinting or window coverings
- Suicide, child abuse, or sexual harassment prevention
- Travel and conference not directly related to safety committees, employee safety, accident prevention, etc.
- Programs or events sponsored by the district safety committee that are not part of a safety incentive program or injury and prevention program

*Effective July 1, 2008 | Revised 11-07-19*