



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 “cost of doing business” expenses
- Student safety
- Site Security
- Property and liability loss control issues
- 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, DVDs, supplies, print material, instructor, and associated costs)
 - CPR and first aid training or supplies **not approved** (this is a service provided by SIPE)
- Personal protective equipment (PPE) (hearing protection, hand protection, eye protection, face protection, safety vest, protective clothing, foot protection, bite sleeves, 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 cleanup kits, PPE, etc.)
- Material handling (Forklifts, ladders, carts, dollies, hoists, mobile elevating work platforms, specialized equipment, forklift attachments, etc.)
- Ergonomic equipment such as height adjustable desks, keyboard trays, quality ergo chairs, footrests, document holders, keyboards/mice, etc. **SIPE recommends an ergonomic workstation evaluation before purchasing desks or workstations.** Tabletop and desktop standing desk converters such as VariDesk are not recommended or approved expenditures.
- Special education equipment and supplies that will assist staff in personal protection, training programs, ergonomics, and back/lifting safety
- Science Lab, Industrial Arts, Ag/Mechanic safety equipment (must benefit the safety of the instructor, but may overlap with students)
- Safety incentive or reward programs
- Salaries or stipends for safety personnel (safety coordinator, risk/safety officer, committee members, etc.)
- Other (floor mats, protective surfacing, concrete repair, stairway repair, safety signs, machine guarding, electrical safety, lockout/tagout equipment, combustible gas detectors, safety repairs for equipment and tools used by employees, new specialized equipment not meant to replace older tools and equipment, etc.)
- Custodial cleaning equipment (Kaivac, carpet extractors, Tersano aqueous ozone, lightweight microfiber tools, etc.)

Non-acceptable expenditures would include, but are 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.
- AEDs, AED training, supplies or services
- Tabletop, desktop standing desk converters such as VariDesk.
- Window blinds or window coverings/tint
- Chronic disease management of students and related school nurse supplies or equipment
- Communications equipment or service (repeaters, two-way radios, batteries, satellite/cell phones, etc.)
- Playground equipment, playground toys, shade structures, repairs, and supplies, including surfacing materials such as sand, rubber mats, and pour-in-place
- Vehicles used to transport people (autos, trucks, golf carts, bicycles, personal transportation, etc.)
- Campus Emergency Supply Kits (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, video surveillance items, window tinting or window coverings.
- Child abuse or sexual harassment prevention
- Travel and conferences 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

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