
	<b>DHS Head Start Program Policy</b>		
<b>EnvHS 1</b>			
<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	9/13/2011		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

Education Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean, and in quality condition to prevent injury to a child. Education Service Providers will develop and implement procedures to maintain safe environments, free from pollutants, hazards and toxins, including lead, that are accessible to children and could endanger children's safety, and correct issues identified as unsafe and/or hazardous through the monitoring process.

Education Service Providers will also create an inventory replacement plan that ensures all furniture is routinely inspected and replaced.

Education Service Providers will submit all work orders from all sites as requested by the Head Start Grant Recipient with the current status and timeline of completion for each work order.

The Education Service Provider will ensure that work orders are completed within 20 business days of creation. If the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Head Start Grant Recipient. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. The Education Service Provider will be monitored routinely to ensure that the work order is completed.

**Performance Standard:**

1302.47b(1)(2)