

SAFETY PROGRAM/RISK MANAGEMENT
ACCIDENT PREVENTION AND REPORTS

CKB
(REGULATION)

REPORTING ILLNESS
OR INJURY

The following must be reported:

1. All staff member work-related accidents. [See also CRE (LEGAL)]
2. Student injuries when Emergency Medical Services (EMS) is called to a District school or facility. Serious illnesses or injuries when parents are contacted and asked to immediately take the student to the doctor will also be reported. [See FFAC(LOCAL)]
3. Accidental injuries arising from unsafe acts or unsafe conditions in the schools.
4. Injuries to volunteers or others on District property when EMS is called to a District school or facility.
5. All near misses (any safety hazard that creates a near injury to staff, students, or visitors).

WHO REPORTS

The principal or department head is ultimately responsible for reporting.

Guidelines for other staff members are as follows:

1. The school nurse or assistant principal may act on his or her own judgment to report.
2. Other school staff may be assigned the reporting duty by the principal.
3. Athletic directors/band directors/instructors for cocurricular or extracurricular activities will report any injuries or illnesses that occur during practice or events.

REPORTING
PROCEDURES

When a staff or student injury or illness occurs during the school day [see also FFAC(LOCAL)], the school or department must call for an ambulance (if appropriate)—911, then the person must call the:

1. District police department—(713) 984-9805;
2. District workers' compensation office if it is a staff injury—(713) 251-2351; or
3. A parent or guardian if it is a student injury.

The following accident reports must be filed with safety and risk management by the following school day on the proper form:

1. District first report of injury form for staff. [See CKB (EXHIBIT)—A]

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2. District health services report of accident and injury form for students only if EMS or a parent is contacted for immediate care. [See CKB(EXHIBIT)–B]
3. District health services report of unusual occurrence form for all others. [See CKB(EXHIBIT)–C]
4. District record of hazard observed for near misses. [See CKB(EXHIBIT)–D]

POISONING

In addition to the steps above, for suspected poisoning:

1. Determine, if possible, the type of substance swallowed, secure the container, and obtain a safety data sheet (SDS) if available.
2. Contact the Poison Control Center for instructions at 1-800-222-1222.

ANIMAL BITES

In addition to steps above, for animal bites:

1. Try to ensure that the animal is confined by the owner or veterinarian (if pet) or call the City of Houston Bureau of Animal Regulation and Care (713) 229-7300 to have the animal picked up.
2. Complete the District health services report of an animal bite. [See CKB(EXHIBIT)–E] Send a copy to safety and risk management and complete other District accident forms as needed for injury.

AFTER HOURS

When a staff or student injury or illness occurs after work hours or on weekends or holidays, the staff member in charge will call for an ambulance (if appropriate)—911, then the person must call the:

1. District police department—(713) 984-9805;
2. Parent or guardian; or
3. Principal or designee.

The staff member must file an accident report with safety and risk management the following school day.

BUS ACCIDENT

When a District bus is involved in an accident, the transportation department will notify the District police department immediately. The transportation department will also notify the principal of the school that the students attend.

When the District police department dispatcher is notified of any injury, illness, or transportation accident, the dispatcher will notify the chief of police, who may then contact:

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1. The associate superintendent of administration and personnel; and
2. The associate superintendent of operations, who may then contact the Superintendent or designee and the communication and community relations department.

Communications and community relations staff should handle any communication between District staff and the public and media.

PERSONAL
PROTECTIVE
EQUIPMENT

Staff members in special services, child nutrition, transportation, maintenance, and custodial are required to use special training or "team lift" when lifting special services students or any equipment or other items weighing over 25 pounds.

Staff members will use a proper ladder or step stool when working overhead or at heights.

EYE / FACE
PROTECTION

Staff, students, and visitors must wear industrial quality protective devices in appropriate situations as determined by District policy.
Education Code 38.005

For hazard assessment and face and eye protective equipment selection in public schools, the Texas Department of State Health Services recommends the guidelines entitled "Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection," at 29 CFR part 1910, subpart I, appendix B. The guidelines are applicable to all staff members, students, and visitors within Texas public schools participating in educational activities and programs that involve:

1. The use of chemicals that are being heated, poured, or stirred;
2. The use of hot liquids or solids;
3. The use of molten materials;
4. Grinding, chipping, or other hazardous activities where there is danger of flying particles;
5. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials or whenever hand tools and/or power tools are being used;
6. Heat treatment, tempering, or kiln firing of any metal or other materials;
7. Cutting, welding, or brazing operations;
8. The use of hazardous radiation, including the use of infrared and ultraviolet light or lasers;

9. Repair or servicing of any vehicle;
10. Any process or activity in a vocational, art, industrial arts, or science course or laboratory that might have a tendency to cause damage to the eyes; or
11. Possible exposure to bloodborne pathogens.

Nurses and/or first responders will wear masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

HAND PROTECTION

The following types of hand protection will be used:

1. Exam gloves will be used with universal precautions.
2. Cutting gloves will be used by child nutrition staff members.
3. Chemical resistant gloves will be used as recommended by the SDS.
4. Work gloves will be used when friction injury is a hazard.

AIR QUALITY AND
RESPIRATOR FIT TEST

Any staff member with an exposure to harmful chemical agents, toxic paint fumes, or asbestos dust should wear a NIOSH certified cartridge or canister type respirator when working around toxins and must have a respirator fit test annually. Teaching staff should check all fume hoods and dust collection and fume extraction systems immediately prior to beginning lessons to make sure systems are in proper working order. Maintenance should be contacted if the system is not working or is in need of repair.