



# Brownsville Independent School District

1900 East Price Road Brownsville, Texas 78521--(956) 548-8000

## **Accident Prevention Plan**

Revised  
July 2016

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# I. Mission Statement

## **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT MANAGEMENT MISSION STATEMENT**

The Brownsville Independent School District is committed to providing a safe working environment for all employees and others that may work, visit, or enter our facilities and sites. Safety is the primary importance in our operations. Each one of us has the responsibility to ensure the safety of our students, our co-workers, and ourselves. This objective is fundamental to our well-being, as well as to the efficient operation of BROWNSVILLE INDEPENDENT SCHOOL DISTRICT.

It is the District's plan to manage and conduct its operations and business in a manner that offers reasonable protection to each employee by:

- Providing the time, resources, and open communication to implement an effective Accident Prevention Plan.
- Following established rules and regulations of local, state, and federal agencies and enforcement of District safety rules and practices.
- Training employees in the safety program and District rules to provide a safe working environment.
- Providing audits/inspections of its facilities, work sites, and corrective actions of recognized hazards.

This plan applies to all employees and persons affected or contracted within the District by the scope of this school District's business activities and operations.

**Program Supervisor**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## II. Goals

# GOALS

## FOR THE YEAR

- Minimize the District's overall Injury Frequency Rate (IFR).
- Minimize the average number of lost days per lost time injury.
- Decrease the direct and indirect injury costs.
- Maintain a system of prompt detection of unsafe conditions and the remediation of those identified as critical.
- Establish and conduct informative, educational, and reporting programs.
- Establish and initiate procedures to ensure prompt notification and investigation of accidents to determine and correct contributing factors resulting in a loss event.

### III. Safety Responsibilities

## **SAFETY RESPONSIBILITIES**

The Superintendent or his designee has the responsibility for providing resources, guidance, and an open environment for two-way communication, development, implementation, and ensuring the effective application of the Accident Prevention Plan. The Brownsville Independent School District has assigned the following responsibilities for the safety programs.

**ANALYSIS:** The Risk Manager, Environmental Health and Safety Supervisor and/or designee has assumed responsibility for the analysis component.

**RECORDKEEPING:** The Risk Manager, Environmental Health and Safety Supervisor and/or designee has assumed the responsibility for the record keeping component.

**EDUCATION AND TRAINING:** The Risk Manager, Environmental Health and Safety Supervisor, Campus Principals, Department Administrators and Campus/Department Safety Coordinators have assumed responsibility for education and training component.

**AUDIT/INSPECTION:** Environmental Health and Safety Supervisor and Campus/Department Safety Coordinators have assumed responsibility for the audit/inspection component.

**ACCIDENT INVESTIGATION:** The Risk Manager and the Environmental Health and Safety Supervisor and/or designee has assumed responsibility for accident investigations component.

**REVIEW OF PROGRAM AND PROCEDURES/OPERATION(S):** The Administrator for Employee Benefits and/or designee has assumed responsibility for the review of the Accident Prevention Plan.

An explanation of the above elements is discussed under the relevant specific program components in this plan.



## IV. Program Analysis

## **PROGRAM ANALYSIS**

The Risk Manager, Environmental Health and Safety Supervisor and/or designee is responsible for the program analysis and reporting. The reports will be distributed within the District as appropriate in order to analyze results and identify and address accident trends. A review of the following records will be maintained to identify potential problem areas in order to adjust the program as needed:

- I. Inspection Reports
- II. Accident / Investigation Reports
- III. Insurance Reports/Loss Runs
- IV. Training Meeting Reports
- V. Accident and Illness Log

The analysis reports will include suggested corrective action to reverse trends and actual adjustments made to the relevant component parts of the Accident Prevention Plan. The Risk Manager, Environmental Health and Safety Supervisor and/or designee will provide a report summary loss information of employee injuries and occupational illness. The reports will be kept in accordance with State Record Retention Plan.

## V. Recordkeeping

## RECORDKEEPING

The Risk Manager, Environmental Health and Safety Supervisor and/or designee has assumed responsibility for the safety documentation record keeping component. The Employee Benefits and Risk Management Department at 1900 East Price Road, Brownsville, Texas manages the injury records. The Accident Prevention Plan has the following basic record groups:

- **INJURY AND ILLNESS DATA:** The completed Employer's First Report of Injury or Illness must be reported by the supervisor immediately after the accident or incident. Report must be submitted to the Employee Benefits/Risk Management Department via fax 956-548-8243 or email [workscamp@bisd.us](mailto:workscamp@bisd.us).
- **AUDIT AND INSPECTION REPORTS:** Accurate records will be maintained of safety audits and inspections. The members of management receiving these reports will ensure and be responsible for the timely response or correction by documenting in writing the status of corrective actions to be taken as a result of this identification process. The District will maintain reports until critical discrepancies are corrected, or at least 12 months, whichever is longer.
- **TRAINING AND SAFETY MEETINGS:** Environmental Health and Safety related training provided to employees will be documented. Records and documentation of training will include the presenter's name, date, topic or subject, legible identification of the attendee, and the attendee's signature. Training and safety meetings will be conducted and more frequently if triggered. In-services related to safety will be conducted for requested staff development.
- **ACCIDENT INVESTIGATION AND ACCIDENT CLAIM REPORTS:** Those accidents identified on page 20 will be investigated and documented. Items on the designated accident investigation form will be addressed in detail as soon as possible following the accident. The report will note contributing factors and causes. This investigation report will suggest corrective action to prevent recurrence of the mishap and who is responsible for the correction. They will also ensure the removal of serious/critical hazards or otherwise minimize exposure to injury and occupational illnesses and disease.
- **ANALYSIS AND REVIEW REPORTS:** These reports document trends, recurring accidents, and triggered action(s). The report will contain repeatedly identified departments and hazards/violations needing corrective action and implementation of those actions.
- **RECORDS UNDER LOCAL, STATE, AND FEDERAL SAFETY REGULATIONS:** An additional review of this documentation will be conducted annually (as triggered) to determine new requirements and who will be responsible for such.

The above records will be kept for five (5) years or as required by law and as required by the school district. Additional information for the above reports is discussed under the relevant specific program components in the Accident Prevention Plan.

## VI. Safety Education and Training

## SAFETY EDUCATION AND TRAINING TOPICS

The training of all District employees is vital to the success of the safety program. New employees are provided information on safety during “New Employee Orientation” or during the hiring process. Topics presented in new employee orientation may include information on accident reporting, fire safety, safety awareness, provisions of the Texas Hazard Communications Act, hazard recognition, back injury prevention and the Texas Labor Code as it relates to Workers’ Compensation. The District is committed to safety training, which positively develops an attitude in employees that strengthens and supports safety awareness.

*Departmental and/or Campus* safety rules and safe work procedures should be discussed specifically with each employee on an ongoing basis. Work routines should be reviewed periodically and employees should be given explanations of and training in potential hazards to avoid and safeguards to follow. Discussions should include not only a review of safety procedures, but also an explanation of why they are necessary and that nothing less than full compliance is acceptable. When conditions warrant it, it may become necessary to re-train employees in safety rules or procedures. Repeated or deliberate disregard for safety will not be tolerated and may result in a reprimand, suspension, and/or termination.

It is vital to our Plan that training programs and meetings be carefully documented. Written records of training activities will be kept. Documentation should include a roster of attendees with employees’ signatures, a record of the subjects discussed, the name and signature of the instructor/trainer, and date of training. If attendees complete quizzes over the materials, they should also be kept with the training documentation.

Safety training will be conducted, pending the targeted group, throughout the year as part of the District’s program. Safety training will commence upon the beginning of each school year. Employees will attend safety training relative to his or her work assignment. New employees will receive a safety orientation packet during their employment process and relative subsequent training upon arriving to their assignment. Campus/Department Safety Coordinator will provide to employees who do not attend the required scheduled safety training the covered material after returning from their absence.

The training regiment below is the minimal requirement for those targeted. Specific training requirements must be adhered to for those departments requiring state mandated training (Ex: TECLOSE or Asbestos).

Campus Personnel	Aug., Oct., Dec., Feb., March
Maintenance	Annually
Custodial	Annually
Transportation	Annually
Food Services	Annually
Security	Annually
Administrative Building, Professionals, Clerical	Annually

The orientation and subsequent training sessions may include, but are not limited to, the following areas:

- General Safety Orientation
- Hazard Communication
- Blood-borne Pathogens
- Drug/Alcohol Use
- Slip/Fall Protection
- Fall Protection
- Fire Safety and Prevention
- Hearing Loss Prevention
- Eye & Face Protection
- Personal Protection Equipment (PPE)
- First Aid
- Ladder Safety
- Electrical Safety
- Heat Illness Prevention
- Respiratory Protection
- Material Safety Data Sheets
- Hand & Power Tool Safety
- Workplace Violence
- Accident Investigation
- Emergency Operations Planning
- Hazard Communication
- Accident /Incident Reporting
- Office Ergonomics
- Bus Behavior
- Back Injury & Lifting
- Department Specific Safety Rules

The Brownsville Independent School District is committed to providing safety / health related orientation and training to their employees, at the diverse levels of the school district. The program purposes are to educate and familiarize employees with safety procedures, rules, and work practices of the Brownsville Independent School District.

The Risk Manager, Environmental Health and Safety Supervisor and/or designee has assumed responsibility for the training program. They will develop, implement, and maintain an aggressive program, which will include both specific and general safety and health training. Training will reflect trends indicated by recent accidents and/or illnesses.

**TRAINING WILL CONSIST OF, BUT NOT BE LIMITED TO, THE FOLLOWING:**

- New Employee/Reassigned Employee Orientation: Topics presented in the new employee/reassigned employee orientation may include information on accident reporting, safety awareness and hazard recognition, provisions of the Texas Hazard Communications Act, and areas of high frequency or severity exposure.
- Administrators, coordinators, supervisors, and employees are required to participate and become involved in the ongoing safety training program. The frequency, repetitiveness, and subject matter will be determined by training assessments and audits, and will be at intervals that ensure demonstration of adequate training. At no time will an employee be approved to work at an interval greater than 12 months without training.
- Requirements of the District's Accident Prevention Plan to be presented at the beginning of each school year.
- Training on the District's safety rules will be conducted throughout the year as part of the District's program and will be presented at minimal, as required on page 14.
- Ongoing and updated training as required by law or District requirements to be presented annually.

- Retraining as identified by accident trends, changes in operations, or as required.

Training records will be kept for five (5) years, or as required by law. An annual review of new local, state and federal regulations will be conducted to determine what impact they will have on the training program.



## VII. Audit and Inspections

## AUDIT & INSPECTIONS

The Environmental Health and Safety Supervisor, Campus/Department Safety Coordinator and/or designee has assumed responsibility for the audits and inspections, which will be conducted as per the safety matrix schedule. A specific audit/inspection checklist(s) will be developed for each work area. Each inspection report will indicate the location, work sites or areas surveyed, name and title of the inspector, date of inspection, and corrective action taken for the identified “*non-critical and critical*” hazards or violations. The designee conducting inspections will document and assure corrective action(s) was/were taken.

The Environmental Health and Safety Supervisor, Campus/Department Safety Coordinator and/or designee will perform physical walk-through inspections of District facilities beginning each school year, including Operation facilities such as Maintenance, Food Services, Warehouse, and Transportation. Departments or campuses with high loss frequency of employee injury and/or the potential for severe injuries may be inspected more frequently. The Campus/Department Designee will assure appropriate Administrative personnel is informed of inspections and corrective actions.

### INSPECTIONS WILL BE CONDUCTED FOR:

- Offices, Schools, and Athletic Facilities
- Operations and Activities
- Employee Safety Training
- Food Services and Maintenance Facilities / Operations
- Trucks, Automobiles, Buses, and Mobile Equipment
- Portable and Stationary Power Tools / Equipment

District vehicles will be inspected thoroughly by each driver as required. Inspection reports will be kept in accordance with State Record Retention Plan.

## VIII. Accident Investigation

## ACCIDENT INVESTIGATION

The Risk Manager, Environmental Health and Safety Supervisor and/or designee is responsible for accident investigation. The designee will conduct the investigation within 24-48 hours of an accident. Cause factors will be determined and corrective actions taken. The Campus/Department Safety Coordinator, Supervisor or designee will personally investigate accidents or occupational injuries, which result in one or more of the following:

- Fatality
- Loss Time Accidents
- Nonfatal cases without lost time which result in employee restrictions of work activities
- Nonfatal cases which require hospitalization
- Accidents which involve more than one injured employee
- Diagnosed occupational illnesses

The following items will be addressed in the process of the investigation:

- How the accident occurred
- Circumstances which caused the accident, both direct and indirect or associated causes
- Corrective actions or preventive actions taken

**The accident investigation will record as a minimum, the following:**

- The name of the employee injured
- The cause and nature of the injury, the part(s) of the body affected, and a description of any equipment involved
- Date, time, and location of an accident
- The name of the employee's supervisor
- The name of any witnesses
- Corrective action and preventive measures suggested
- Underlying factors including fault or failure in safety and health program elements, including training and inspection, procedures, etc.

Accident audit reports will be kept for five (5) years or as required under law.

## IX. Reporting an Accident

## **REPORTING AN ACCIDENT**

### **EMPLOYEES ARE RESPONSIBLE FOR REPORTING THE FOLLOWING:**

- Injuries, illnesses or accidents which occur during the course and scope of employment
- Accidents will be reported immediately

### **THE EMPLOYER IS RESPONSIBLE FOR THE FOLLOWING:**

- Documentation of injuries and/or illnesses
- Investigation of accidents, injuries, or work place illnesses
- Follow up on corrective actions or preventive measures taken
- Tracking accident trends and making adjustments to training, inspections, and engineering safeguards as indicated
- Sending completed injury documentation to respective workers' compensation carrier

Contact Employee Benefits/Risk Management Department at 548-8061 or [workerscomp@bisd.us](mailto:workerscomp@bisd.us) with questions.

## X. Review and Revision of Program Element

# **REVIEW AND REVISION OF PROGRAM ELEMENT**

## **SECTION I: ANNUAL REVIEW**

The Administrator for Employee Benefits/Risk Management Administrator will review and revise the APP to reflect current hazards identified or recurring in the work place. This will be conducted as triggers and/or high loss runs mandate. The review will also assist in the budgeting process by identifying and prioritizing the safety resources needed to protect employees and property. The following documentation will be used in the review of the components of the Accident Prevention Plan:

- Accident investigation reports
- Inspection reports
- Follow-up on inspections and investigations
- Training reports
- Insurance loss runs and analysis

An annual review (as mandated) of new local, state and federal regulations will be conducted to determine what impact they will have on the Brownsville Independent School District Accident Prevention Plan. This will be documented and will identify all adjustments or corrections made to each of the Accident Prevention Plan components.

## **SECTION II: TRIGGERED REVIEW**

The Risk Manager, Environmental Health and Safety Supervisor and/or designee will be responsible for the triggered review(s) to ensure the Accident Prevention Plan meets the requirements of the District's operations and work place environment. This review will analyze the area(s) of change within the operation or work place environment, and adjust each component of the accident prevention plan as required. The review will be documented as required. The following events can trigger a review, but are not all-inclusive:

- Changes in operation
- Changes in the work environment
- Large changes in the workforce
- New equipment

This review will be documented and will identify adjustments or corrections made to each Accident Prevention Plan component as required. (The triggered review is events driven, not time driven.)