

## **EMPLOYEE SAFETY PROGRAM**

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### **DISTRICT SAFETY**

The District Safety Officer shall provide assistance to and monitor the safety programs for the district. Safety issues that cannot be resolved at facility/work site level shall be elevated to the safety officer.

### **DISTRICT CENTRAL SAFETY COMMITTEE**

The District Central Safety Committee (DCSC) shall meet a minimum of three times annually during the months of November, March, and the end of May. DCSC membership shall consist of the District Safety Officer as chair, one elected person representing the combined elementary schools, one elected person representing the combined secondary schools, one elected person representing the combined District Administration Office, Warehouse, and the supervisors from Transportation, Maintenance, Custodial Services and Child Nutrition Services.

### **GENERAL SAFETY**

The principal of each school and the supervisor of each work site in the district are responsible for:

**A. ACCIDENT/INJURY REPORTING**

Within 24 hours of a fatality or near fatality or within 48 hours of the occurrence of any other recordable accident, providing copies of accident/injury and medical attention forms to the district office receptionist for recording and distribution. (A recordable occupational injury or illness is any injury or illness, which results in an occupational fatality, lost workdays or a need for transfer to a new job.)

**B. SAFETY AND HEALTH COMMITTEE**

Forming a safety and health committee as composed of representatives of management and employees indicated below which shall conduct and review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvement where needed.

Committees shall meet four times per year: September, December, February, and within the first two weeks in May.

1. Elementary schools: Principal, or designee, and two elected members from the assigned employees. At schools with safety patrols in effect, the safety patrol committee chairperson shall serve unless already an elected representative.
2. Secondary schools: Principal, or designee, and two elected members from the assigned employees. At least one elected representative should be a vocational education or science teacher.
3. Mead Support Services/Transportation/Maintenance/Warehouse: One Mead Support Services building representative, one elected bus driver, one elected maintenance person, one elected mechanic, one elected warehouse person, and the transportation and maintenance supervisors.
4. District Administration Office: One elected staff member from the 1<sup>st</sup> floor, one elected staff member from the 2<sup>nd</sup> floor, and a building administrator.

**C. SAFETY COMMITTEE RESPONSIBILITIES**

Assisting and supporting the District Central Safety Committee in developing a safety program, which includes new employee safety orientation, safety inspections, and accident review activities. The goals of the committees are to reduce work hazards and work injuries and/or illnesses.

**D. SAFETY COMMITTEE APPOINTMENT/ELECTION**

Ensuring employee representatives are elected to annual terms in accordance with WAC 296-800-130. Each committee shall annually elect a chairperson. Committee meeting times, dates, and locations shall be set by the committee and shall not exceed one hour in length unless agreed to by a majority of the committee.

**E. SAFETY BULLETIN BOARD**

Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.

**F. FIRST AID TRAINING**

Assuring that a person who holds a valid certificate of first aid training is available for each work site.

**G. FIRST AID KIT**

Maintaining a properly stocked and a well marked first aid kit and informing staff of its location.

**H. SELF INSPECTION**

Ensuring that facility or work site is inspected a minimum of once each school year within six weeks of the beginning of school. Spokane County Health Department inspections may suffice for this requirement provided it is conducted at the beginning of the school year.

**Adopted: February 26, 1993 (formerly MSD Policy 3700)**

**Revised and Renumbered: November 13, 2007**

**Revised: January 25, 2010**