

2013

KANKAKEE VALLEY SCHOOL CORPORATION ACCIDENT PREVENTION PROGRAM

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ACCIDENT PREVENTION PROGRAM

Kankakee Valley School Corporation Valley School Corporation is committed to providing a safe and healthful environment for all students and employees. The Accident Prevention Program was developed under the direction from the Superintendent to help fulfill the commitment to safety. The program is designed as an authoritative source of information to assist administrators, supervisors, and employees in their effort to conduct business in a safe and healthy manner consistent with applicable law, rule, policy or regulation.

The purpose of the Accident Prevention Program is to improve the skill, awareness, and competency of all school corporation employees in the area of occupational safety and health.

To accomplish this purpose the School Corporation will:

- Assist employees in identifying any unsafe work conditions or practices in order to protect themselves and others from undue hazards.
- Provide new employees with safety orientation training.
- Provide ongoing training to improve safety skills and knowledge.
- Involve Corporation employees in keeping the workplace safe.
- Plan for emergencies

The program applies to all employees of the School Corporation. The safety guidelines in the program are not all-inclusive. It is impossible to adopt or set standards and procedures which apply to every work setting. In situations that are not addressed, the employee should discuss the Best Practice procedure with their supervisor to accomplish the procedure.

Employees are encouraged to bring to their supervisor, building administrator or Corporation Safety Committee any suggestions for additional training or procedures to increase safety in the work place.

The ACCIDENT PREVENTION PROGRAM is supported by the following:

- Building level student handbooks
- Building level teacher handbooks
- Classified employee handbooks
- Building level Emergency Procedure Book
- All building doors are locked and a buzz in system is used to let visitors into the building.
- All visitors are required to sign in and out at the office where they receive a building pass.
- Emergency signage is posted in each building.
- State certified Safety Specialist
- Corporation Resource Officer is located at the high school.
- Yearly building training by police and fire departments

- CPR and First Aid training by certified staff as needed to employees
- Bus driver training and bus maintenance
 - ✓ Three days state training for all new bus drivers
 - ✓ Extensive on-site preparation by state trained and certified instructors to prepare new drivers to pass state required skills test
 - ✓ All drivers are required to attend the State summer training program and receive a score of at least 90 percent on the four (4) tests.
 - ✓ All drivers are required to attend the fall orientation meeting and sign for the Bus Driver packet that includes the Bus Driver Handbook; all new safety rules are brought to their attention.
 - ✓ We have in place a drug and alcohol testing program.
 - ✓ The Bus Driver Advisory committee meets four (4) times a year.
 - ✓ The buses are inspected annually by the state police and spot-checked throughout the school year.
 - ✓ All buses are fully inspected by our mechanics every 3,000 miles and extensive maintenance records are maintained on each bus.
- Monthly Head Custodian meetings are held by the Director of Buildings and Grounds
 - ✓ Monthly meeting are held at the building level head custodial with custodians and sweepers.
 - ✓ All repairs or maintenance requests are filed on-line at www.thinkhelpdesk.com/adim/adm_list.cfm and then tracked through work orders.
- Numerous meeting are held by the Director of Food Service with the cafeteria managers, who in turn hold building meetings.
- Monthly administrator meetings are held by the Superintendent.
- Athletic Director holds annual meeting with coaches to discuss safety and procedures.
 - ✓ Coaches Handbook
- All required State and Federal work related rules and information are posted in each building.

SAFETY AND HEALTH RESPONSIBILITIES

Kankakee Valley School Corporation has developed a written Accident Prevention Program (APP) tailored to the needs of our particular workplace and to the types of hazards involved there.

This school corporation fully intends to comply with all applicable occupational safety and health standards, rules, and regulations required by the Indiana Department of Labor as well as any other Federal, State and local regulatory agencies.

All employees are expected to abide by all safety procedures and rules applicable to their particular work situation. Each employee is accountable for their own safety and shares responsibility for the safety of other employees. The school corporation will enforce all safety procedures and rules through appropriate action, which may include disciplinary action when an employee fails to comply.

Administration Responsibilities

The school corporation administration and Assistant Superintendent (with technical assistance from Neace Lukens) are responsible for administering the Accident Prevention Program. Administration responsibilities include:

1. Provide a workplace free from recognized hazards.
2. Delegate authority to supervisors and hold them accountable for accident prevention and reporting procedures as specified herein.
3. Ensure supervisors are trained to implement accident prevention and reporting procedures as specified in this program.
4. Ensure that required safety training is provided to school corporation employees.
5. Ensure an ongoing program of vehicle safety is provided to all employees.
6. Provide personal protective equipment as required to safely accomplish tasks.
7. Follow-up on suggestions made by employees and the Safety Committee.
8. Ensure that accidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
9. Maintain a record of occupational injuries and illnesses.
10. Provide a safety bulletin board on the work premises.
11. Review, supervise, and enforce the Accident Prevention Program.
12. Provide a safe and secure work environment that has zero tolerance for violence, threats, harassment, and intimidation in the workplace.

Supervisor Responsibilities

Supervisors are responsible for ensuring the health and safety of the employees they supervise. Supervisors should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. To meet this obligation supervisors shall:

1. Ensure that all safety and health rules, standards, and procedures are observed; acknowledge staff members when they employ safe work practices.
2. Orient and train employees in safe and efficient work methods, and see that they are practiced. If the employee is required to use any equipment in their job tasks, make sure that they receive training and are competent in the safe operation of that equipment before its use.
3. Follow-up and act upon suggestions made by employees and the Safety Committee.
4. Conduct regular inspections of work areas and practices to eliminate potentially hazardous conditions. Submit corrective action reports to the Safety Committee.
5. Conduct an investigation of all accidents, regardless of severity. Send a properly completed copy of the Accident/Incident Report form with preventive suggestions to Director of Buildings and Grounds or Director of Food Services. This report shall be submitted within 24 hours, or the next working day, from when the supervisor first learns of the accident.
6. Investigate all reports of unsafe conditions, equipment or unsafe actions, and when appropriate, act immediately to correct any hazards or unsafe behaviors. Provide training as necessary.
7. Prohibit an employee from working who appears to be unable to perform his/her assigned duties, thus raising concerns about the safety of the employee or others.
8. Ensure that each employee receives and wears required personal protective equipment when the task dictates.
9. Set a good example for employees by following safety rules.
10. Talk to administration about changes that will improve employee safety.
11. Encourage and challenge employees to work safely and to communicate safety concerns.

Employee Responsibilities

It is the responsibility of all employees to play an active role in creating a safe and healthy workplace. Employees should:

1. Report to work mentally and physically capable of performing all of their assigned duties without jeopardizing the safety and health of themselves or others.
2. Attend the initial safety orientation, attend job specific safety training, and read the school corporation Accident Prevention Program.
3. Know and comply with all safety rules and procedures described in this program and from any training received.

4. Cooperate with co-workers, supervisors, and the Safety Committee to assist in eliminating accidents. Model in communication and by example safe work practices.
5. Promptly report unsafe conditions and/or actions to your supervisor, Safety Committee representative, Director of Buildings and Grounds, or Director of Food Services.
6. Report all near-miss incidents to your supervisor.
7. Report all accidents to your immediate supervisor regardless of severity or type. (Note: Failure to report a building injury, occupational illness, and vehicle accident or equipment damage as prescribed may be grounds for disciplinary action.) Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
8. Use equipment properly and carefully. Do not remove or defeat any safety device, safeguard, notice, or warning provided for employee protection.
9. Serve on the Safety Committee when elected.
10. Maintain all personal protective equipment (PPE) in a safe and usable condition, and wear such equipment when the task dictates.
11. Participate in provided safety training.
12. Perform all assigned tasks in a manner that does not endanger yourself or your co-workers. Do not interfere with the use of any work practice designed to protect others from injuries.
13. Make suggestions to your supervisor, Safety Committee representative, or Director of Buildings and Grounds about changes you believe will improve employee safety. Suggestions should be submitted on the Safety Suggestion Form.

SAFETY BULLETIN BOARD

The Kankakee Valley School Corporation has installed and maintains safety bulletin boards located in each of the district's buildings. The bulletin board is reserved exclusively for safety materials and is intended to increase employee awareness of safety and health and to communicate management safety messages. The Assistant Superintendent has been designated to maintain the bulletin board. Notices required by law and other safety related information will be posted as required. The following items will be posted:

- OSHA poster: Job Safety and Health Protection
- Your Rights as a Worker
- OSHA Citation and Notice (as appropriate)
- Safety bulletins, posters, newsletters, and other safety information

Other suggested items to be posted include:

- A list of all valid first aid and cardholders and locations of first-aid kits
- List of current Safety Committee members
- Current Safety Committee meeting minutes
- Hazard reporting forms

- Emergency evacuation and disaster response information
- Emergency building exit routes are posted and clearly delineated in each building.

The following posters are required to be posted in the workplace but not necessarily on the safety bulletin board:

- Indiana Minimum Wage
- Notice to Employees-Unemployment Benefits
- Prohibition of Discrimination in Employment
- Fair Labor Standards
- Employee Polygraph Protection Act
- Family and Medical Leave Act
- Equal Opportunity Employment is the Law
- The Uniformed Services Employment & Reemployment Rights Act

SAFETY INSPECTION PROCEDURES

Kankakee Valley School Corporation is committed to identifying hazardous conditions and practices, which are likely to result in injury or illness to employees, students and the public. The district will take prompt action to eliminate any hazards found. Employees are encouraged to report any unsafe conditions or practices they observe. In addition to reviewing injury records and investigating accidents/incidents for their causes, the head custodians and cafeteria managers will regularly check the workplace for hazards.

An inspection team consisting of (but not limited to) the school corporation Director of Buildings and Grounds or the Director of Food Services will do a wall-to-wall walk through formal inspection of each of the school corporation buildings, grounds, parking lots, sports facilities, maintenance and transportation facilities, and the district offices at least annually. Any safety and health hazards or potential hazards found will be documented. A safety inspection checklist may be used to document the inspection. The results of the inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during periodic safety inspections, and to complete the annual review of the effectiveness of our accident prevention program.

Informal inspections are conducted by the Assistant Superintendent, with participation by employees and the Safety Committee. Informal inspections are conducted routinely in all work areas to identify and reduce physical and/environmental hazards that may contribute to injuries and illnesses. At this time, the Safety Committee representatives will talk to their co-workers about their safety concerns. Individual committee members will report to the Safety Committee

any hazards or concerns found for consideration. The results of the inspection and any action taken will be communicated back to the affected employees.

This also means that in the course of normal daily activities supervisors and employees should visually inspect the work area to identify unsafe conditions or unsafe acts and initiate corrective action as may be deemed necessary or appropriate. This requires that each employee be alert to conditions that may contribute to causing an accident or illness and take the necessary corrective actions.

As part of an ongoing safety program, the district may conduct a "Job Hazard Analysis" of the various job classifications within the school corporation. The Safety Committee may complete this analysis. A "Job Hazard Analysis" is a technique that is employed to reduce hazards in the workplace by defining jobs and tasks, identifying the hazards associated with those jobs and tasks, and creating safe work procedures that either eliminate or minimize those hazards.

GENERAL SAFETY RULES - ADMINISTRATION AND OFFICE

1. Do not use chairs, desks, or stool in place of ladders or step stools.
2. Wearing of shoes with non-slip soles is highly recommended.
3. Seek assistance when lifting heavy or bulky objects. Do not attempt to move furniture, file cabinets, office machines, etc. without assistance.
4. When lifting – lift properly. Lift with your legs, not your back. Keep the load close to your body.
5. Organize storage areas where items are easy to retrieve. Store heavier items between chest and knee level, lighter items above and below.
6. Do not leave file cabinet or desk drawers open.
7. Keep phone cords and other cords safely away from walking areas around desks.
8. Report any unsafe or hazardous conditions in office areas (i.e., slick floors, loose carpeting, defective chairs or machinery, electrical problems, etc.) to your supervisor immediately.
9. Report all accidents to your supervisor immediately, whether or not an injury is involved. Accidents must be reported no later the end of the workday or shift.
10. Seat belts must be worn whenever driving or riding in a school corporation vehicle other than school bus.

GENERAL SAFETY RULES - TEACHERS AND PARAPROFESSIONALS

1. Do not use chairs, desks, or stools in place of ladders or step stools.
2. Wearing of shoes with non-slip soles is highly recommended.

3. Always watch where you are walking. Be aware of spills and slick spots in hallways and report them to the custodian immediately.
4. Stairs and steps contribute to many falls. Always watch where you are stepping and use the handrail.
5. Be especially careful in the cafeteria. Always expect that there will be food and liquid spills that could cause you to fall.
6. Seek assistance when lifting heavy or bulky objects. Do not attempt to move furniture file cabinets, office machines, etc. without assistance.
7. When lifting – lift properly. Lift with your legs, not your back.
8. Store heavy items between chest and knee level with lighter items above and below to avoid having to bend the back while lifting..
9. Seek assistance and follow proper procedures when handling disabled students.
10. Verbally diffuse potential fights between students authoritatively, as soon as possible. Do not attempt to break up fights between students all by yourself. Call campus security or summon others for assistance.
11. Report any unsafe or hazardous conditions to your principal or supervisor immediately.
12. Report all accidents to your supervisor immediately, whether or not an injury is involved. Accidents must be reported no later than the end of the workday or shift.
13. Seat belts must be worn whenever driving or riding in a school corporation vehicle other than school bus.

Reporting Unsafe Conditions or Practices

Each employee has the responsibility to report, without fear of reprisal, any unsafe act, conditions, or procedures that they may observe in the workplace. Employees may refuse to perform dangerous tasks without fear of discrimination. All job related procedures shall be performed using Best Practice for the procedure.

All unsafe conditions or practices reported either orally, in writing to the supervisor, or electronically on safety pin will be reviewed within 24 hours. The supervisor will submit the report and corrective action to the Director of Buildings and Grounds, Director of Food Services, and the Assistant Superintendent for review and further action if necessary, including disciplinary action. These reports will be reviewed by the Safety Committee.

Accident Reporting

All accidents involving staff, students, and/or visitors must be reported to the Corporation office on the Standard School Incident Report or Indiana Worker's Compensation First Report of Employee Injury, Illness within 24 hours so it can be reported to the insurance carrier. Any non-

emergency injuries requiring medical treatment should report to the school nurse during the day. If it happens after school hours, please report immediately the next morning.

Accident Investigation

An accident is broadly defined as an undesired event that results in physical harm to a person or damage to property and/or the interruption of a process. It also includes events that result in non-injury, a near miss, an occupational illness, or exposure to a hazardous substance. Kankakee Valley School Corporation encourages accident prevention through aggressive investigation and analysis as a defense against hazards in the workplace. Investigators (such as supervisors, building safety specialists, witnesses, and victims) must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e., investigate, report, correct, etc.).

The purpose of an accident investigation is to find the facts. The facts will then serve as a guide to the conditions that caused the accident. The facts should identify the “why” of the accident as well as the “who, what, when and where.” Since every accident includes a sequence of contributing causes, it is possible to prevent a recurrence by recognizing and eliminating those causes. The removal of just a single cause can prevent a recurrence of an accident/incident.

An investigation should be made as soon after the accident as possible. A delay of only a few hours may result in important evidence to be destroyed or removed by mistake.

Start with reviewing the accident scene. Reconstruct the events that led up to the accident. If necessary, consider taking pictures, measure, and draw a diagram. Get a list of witnesses and interview the employee directly involved. The following information lists a variety of subject areas that should be included in an accident investigation. Review the following items:

- Work Characteristics - What is the type of work activity and the size of the operation? How many employees are involved?
- Environment - Was the weather a contributing factor?
- Time Factors - The time of day, and how it relates to the shift
- Employee Characteristics - What is the age, health, sex, work experience? How often is the work activity repeated? How often has the employee engaged in such work? How much training and when was the last training?
- A Narrative Description - Explain what the person was doing. What objects were involved? What actions and movements led to the accident?
- Equipment Characteristics - If equipment is involved, describe the type, brand, model, size, and any distinguishing features, its condition, and the specific part of the equipment involved.

- Characteristics of the Task - The general task being performed (i.e., removing a tire from bus) and the specific activity (i.e., using a power impact wrench), the posture and location of employee (i.e., kneeling in front of left front tire, working alone or with others)
- Preventive Measures - What personal protective equipment was worn? What kind of training did the employee receive for the task he or she was performing? Did procedures exist? Were they written? Were they followed? Where was the supervisor at the time of the accident?
- Accident Severity - The nature of the injury or injuries and parts of the body affected

After reviewing these statements, the final analysis should suggest specific corrective action or actions that will prevent recurrences of the sequence of events that led to the accident. Corrective action must focus on such things as eliminating unsafe conditions (i.e., mechanical or physical hazard) and correcting unsafe acts (i.e., employee deviates from instruction, policy, procedure, or work practice).

The following steps should be followed in the investigation process:

Minor Injuries (Requiring doctor/outpatient care)

After the emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor in conjunction with any witnesses to the accident to determine the causes. The findings of the investigation shall be documented and attached to the Accident/Incident form and submitted to the Assistant Superintendent, Director of Buildings and Grounds, and the Director of Food Services. (The Assistant Superintendent will forward a summary to the Safety Committee).

Major Injuries (Fatality or multiple hospitalizations)

The Superintendent and Assistant Superintendent are to be notified immediately by the person in charge. An investigation under the direction of the Assistant Superintendent and/or supervisor will be conducted. The investigation team may include the supervisor of the injured person(s), a representative from the Safety Committee, the Superintendent, and Assistant Superintendent.

Near Misses

A near-miss accident is defined as an unplanned event where damage resulted but there was no personal injury to employees or where damage did not result but the likelihood of personal injury to the employee was great. If the conditions which permitted the near-miss or "close call" are not eliminated, they will continue to exist, making it likely that additional accidents could occur which could eventually result in personal injury to the employee. Whenever there is an incident that did not, but could have, resulted in serious injury to an employee, the incident will be investigated by the school corporation Assistant Superintendent and the area supervisor. The school corporation Safety Committee will review the accident reports at each of its regularly scheduled meetings.

The school corporation Assistant Superintendent will review all reports, looking for any trends, hazardous conditions, or hazardous practices, and may decide to investigate any incident or accident.

DISCIPLINARY POLICY

Kankakee Valley School Corporation employees are expected to use good judgment when doing their work and to follow established safety rules. Employees who do not follow established safety rules are subject to corrective discipline. The goal of corrective discipline is not to punish the employee but to bring unacceptable behavior to the employee's attention so that the employee will be motivated to make corrections. The school corporation has established a policy that will be followed in the event an employee fails to follow established safe work practices and rules. This consists of:

- **Verbal Warning:** Follows investigation of the problem. The verbal warning will be documented and retained by the supervisor. Written confirmation that a verbal warning has been given will be placed in the employee's personnel file. The employee will be given instruction on proper actions.
- **Written Warning:** Follows a reoccurrence of the behavior or conduct addressed in the oral warning. The supervisor will inform the Assistant Superintendent, the Director of Buildings and Grounds, and the Director of Food Services. The employee will acknowledge receipt of the written warning and it will be placed in the employee's personnel file.
- **Suspension without Pay:** Upon recommendation of the Superintendent, suspension without pay may be made following reoccurrence of the behavior or conduct addressed in the written warning. The length of the suspension will be determined by the severity of the problem. Written notice of the suspension will be given and the employee will acknowledge receipt of the written notice of suspension by his/her signature. The written notice of suspension will be placed in the employee's personnel file.
- **Discharge:** Upon recommendation from the Superintendent, a written notice of discharge may be issued. An employee may be subject to immediate termination when a safety violation places the employee, co-workers, or the public at risk of permanent disability or death.

Depending on the seriousness of the safety offense committed, a supervisor is not required to go through all steps in the disciplinary procedure.

SAFETY INSPECTION PROCEDURE

Building head custodians shall make a safety inspection of the building and grounds and all equipment used by custodians and sweepers for any safety problems and correct the safety issue or report it to the Director of Buildings and Grounds.

Building employees of all classifications who see a safety issue or have a broken piece of equipment should report it to the head custodian. The broken piece of equipment should immediately be repaired or taken out of service. The same procedure should be followed by the cafeteria manager of each building and reported to the Director of Food Services. The Director of Buildings and Grounds shall make a quarterly Safety and Maintenance Report to the Superintendent and School Board.

The buildings will also be inspected on a regular basis by the State Fire Marshall, IOSHA, Indiana Elevator Inspector, IDEM, and County and State Health Inspectors. Other annual inspections by certified companies include bleachers, fire extinguishers, fire alarm systems, kitchen hood fire extinguisher systems, and playgrounds.

Head custodians are also required to inspect all building fire extinguishers on a monthly basis and record the date of the inspection on the attached tag.

ELIMINATING/CONTROLLING WORKPLACE HAZARDS

Kankakee Valley School Corporation is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or a potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to the hazard. Where these engineering controls are not possible, we will implement and enforce work rules that effectively reduce or prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection or hand protection, as required by state and federal laws and Best Practices. We may also assess a job for any ergonomic risk factors. Safety training needs, based upon the employees' job tasks, will also be determined during this assessment.

Basic Safety Rules

Safety rules are a method to help control hazards by prohibiting certain behaviors or requiring actions to prevent a hazardous situation from developing. The following basic safety rules apply to

all school corporation employees. They have been established to help make our district a safe and efficient place to work. These rules are a supplement to the safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these basic safety rules may result in disciplinary action:

- Never do anything that is unsafe in order to get the job done. If the job is unsafe, report it to your supervisor, Director of Buildings and Grounds, or Assistant Superintendent.
- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Learn the safe way to do the job and then always do it that way.
- All work must be carried out according to appropriate safe work practices and job procedures.
- Pay close attention to your work. Avoid unsafe actions.
- Do not run; watch your step; keep firm footing at all times. Wear shoes with non-slip soles when conditions require.
- Horseplay will not be tolerated.
- Loose or torn clothing, long unrestrained hair, rings, or pendant jewelry shall not be worn around moving machinery.
- You must never stand on chairs, desks or other furniture to expand your reach.
- Treat all body fluids as infectious and use universal precautions to reduce the risk of exposure.
- Seat belts and shoulder harness must be used when operating motor vehicles.
- Look before you walk and make sure your path is clear.
- Never remove or disable safety guards from equipment.
- Equipment can be dangerous and unforgiving. Never operate equipment unless you are trained to do so.
- Learn the locations of emergency equipment (i.e., first aid kits, fire extinguishers, emergency eyewash and safety shower, fire alarm pull boxes, Automated External Defibrillator).
- Read and be familiar with the school corporation Emergency Handbook that outlines emergency procedures for staff.
- Correct or report all unsafe conditions immediately.
- Personal protective equipment (PPE) such as gloves, safety glasses, hearing protection gloves, or hard hats may be required in certain operations. Your supervisor, Director of Buildings and Grounds, or Assistant Superintendent will know what type of PPE is necessary. When required, it must be worn for your protection.
- Know at least two routes for exiting the building in case of an emergency.
- Employees who use hazardous chemicals must be trained on the hazards and proper handling of the chemical prior to its first use.
- If you should get hurt, you are responsible to report it to your supervisor immediately.
- No employee is allowed to work while under the influence of alcohol or illegal drugs. Medicines are allowed as long as the employee can safely perform their job.

- Always use proper body mechanics while lifting.
- Good housekeeping in and around all work areas is required. Keep debris, cords, loose paper, etc. off the floor, machinery, vehicles, and electrical boxes. Keep aisles and fire extinguishers clear of blockage and equipment.
- Keep drawers of desks and file cabinets closed when not in use. Only one drawer of a file cabinet should be open at a time to prevent it from tipping over.
- Materials stored on shelving will be stacked in a way that prevents items from falling off. Do not overload shelves.
- Obey all safety warning signs.
- Do not place broken or sharp objects in the waste containers.
- All tools are to be used for the purpose in which they were intended.
- All hand tools and equipment must be maintained in good repair.
- All damaged or worn equipment is to be promptly taken out of service for repair or replacement.
- All employees are encouraged to actively participate in the safety program.

Personal Protective Equipment

A hazard assessment will determine if personal protective equipment (PPE) is needed for a job or task. PPE alone will not be relied on to provide protection until all other reasonable means of reducing hazards have been examined. If the hazard assessment indicates a need for the use of PPE, the district will select and provide the appropriate equipment. Personal protective equipment may include eye and face protection, foot protection, hand protection, head protection, hearing protection and protection from blood borne pathogens. During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment will be provided instruction by their supervisor or other designated employee. Each affected employee will be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to put on, take off, adjust, and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE

Each employee, before being allowed to perform work requiring the use of PPE must be able to demonstrate an understanding of the training provided and demonstrate the ability to use PPE correctly. This training will be documented in writing.

Hazardous Chemical Substances

Kankakee Valley School Corporation has developed and implemented a written Hazard Communication Program that includes information and safeguards about hazardous chemicals to which employees may be exposed in the workplace. The school corporation has:

- Identified and compiled a list of all hazardous chemicals present in the workplace.
- Made known the requirement that all containers be properly labeled.
- Procured and maintains a Material Safety Data Sheet (MSDS) for each hazardous chemical found in the workplace.
- Informed and trained employees about those hazardous chemicals. Training includes:
 - ✓ Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
 - ✓ Physical and health hazards of the chemicals
 - ✓ Steps employees can take to protect themselves from chemical hazards
 - ✓ Details of the written hazard communication program, including information on labeling and the MSDS
 - ✓ Location for all MSDS notebooks in each building

Other Hazard Control Programs

In addition to the basic accident prevention program, the Kankakee Valley School Corporation has developed written programs, policies, and procedures and/or specialized training for jobs that have specific hazards.

- Blood borne Pathogens Exposure Control Plan
- Hazard Communication Program
- Control of Hazardous Energy (Lockout/Tagout)
- Powered Industrial Truck Safety (Forklift) Program
- Fall Protection
- Personal Protective Equipment Program
- Chemical Hygiene Plan
- Respiratory Protection Program
- Confined Space Program
- Ergonomics Program

MOTOR VEHICLE OPERATION

All employees who are required to drive during the course of their work must have a valid driver's license appropriate to the type of vehicle(s) operated. Any employee who does not hold a valid driver's license will not be allowed to operate a school corporation vehicle until such time he/she obtains a valid license. All employees who are required to drive during the course of their work must have an acceptable driving record.

Employees will not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on school corporation business. Employees should follow all motor vehicle laws, posted signs, and speed limits and take sufficient breaks when driving for extended periods of time.

The use of seat belts is required whenever a district employee operates or is a passenger in a district-owned, privately owned, or rented vehicle while on official district business. This requirement is based on the Indiana Seat Belt Law as found in the Indiana Code. The shoulder harness shall be worn over the shoulder and not placed under the arm.

Employees who operate district vehicles should perform a pre-operational inspection to check the readiness of the vehicle before the trip begins. Employees should visually inspect the inside and outside of the vehicle and immediately report any defects, deficiencies, or damage. If problems arise during operation, they should be reported when the vehicle is returned to the motor pool supervisor.

A master record is maintained on each district vehicle to record all expenses, mileage, maintenance, and repairs. Regular maintenance is scheduled based on the manufacturer's recommendations.

Any accident and/or damage to a Motor Pool vehicle or any accident and/or damage caused by a Motor Pool vehicle to another vehicle or property, however minor, must be reported to the Director of Transportation as soon as possible after the occurrence.

Use of Cellular Phones While Driving

Kankakee Valley School Corporation recognizes that cellular phones provide benefits to public safety and productivity and recognize that there is often a business need to use cellular phones. However, safety must be our first priority and a driver's first responsibility is the safe operation of the vehicle. Cellular phones are not to be used while driving. When on the road, drivers need to concentrate on safe and defensive driving and not on making or receiving phone calls or other distracting influences. If an employee needs to make or receive a phone call while driving, the

employee should make sure the vehicle is stopped and that he/she is parked in a lawfully designated parking area for the call.

Employees who use hands-free cellular phones are encouraged to keep business conversations brief while driving, and are encouraged to stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road or weather conditions are poor.

When a driver decides to use a cellular phone while driving, it should be with the understanding that negligent drivers may be held accountable when distracted driving results in property damage and/or the injury or death of others.

Forklift Operations

Employees must sign-off they have received proper operating instructions and Best Practice safety training on the forklift.

Tractors

The district will ensure that every employee who operates an agricultural tractor is informed of the operating practices listed below and of any other practices dictated by the work environment. You must provide the information at the time of initial assignment and at least annually thereafter.

Employee Operating Instructions

1. Securely fasten your seat belt if the tractor has a rollover protection structure.
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes and on rough, slick or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Passengers, other than persons required for instruction or machine operation, shall not be permitted to ride on equipment unless a passenger seat or other protective device is provided.
7. Operate the tractor smoothly -- no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When tractor is stopped, set brakes securely and use park lock if available.

The district will ensure that every employee who operates an agriculture tractor is trained specifically in the operation of the tractor to be used. The training must include an orientation of the operator to the topographical features of the land where the tractor will be operated. Training must emphasize safe operating practices to avoid rollover.

Employees must sign-off they have received proper operating instructions and Best Practice safety training on the tractor.

Riding Power Lawnmowers

The district will comply with the following requirements:

- Make sure the operator understands all instructions for operating the mower that are in the manufacturer's instructions and on the machine.
- Make sure the operator is thoroughly familiar with the controls and proper use of the mower before starting it.
- Make sure the proper guards, plates, grass catcher or other safety devices are in place before starting the mower.

Employees must sign-off they have received proper operating instructions and Best Practice safety training on the riding power mower.

Forklift Trucks

1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, fluid lines and levels, lights, filters, safety devices (horn, fire extinguisher, etc.), backup horns, and the movement of the fork.
2. Unless qualified, the operator should not attempt to make any repairs.
3. Portable and powered dock boards shall be strong enough to carry the load imposed on them.
4. Portable dock boards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
5. Handholds, or other effective means, shall be provided on portable dock boards to permit safe handling.
6. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
7. Only loads within the rated capacity of the forklift truck shall be handled.
8. A load engaging means (forks) shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
9. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
10. The operator shall:
 - a. Maintain a safe distance (recommended 3'-5') from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
 - b. Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc.

- c. Observe all traffic safety rules, including authorized plant speed limits.
 - d. Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
 - e. Yield the right of way to pedestrians.
 - f. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.
 - g. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
 - h. Look in the direction of, and keep a clear view of the path of travel.
 - i. Travel the load trailing if the load being carried obstructs forward view.
 - j. Cross railroad tracks diagonally whenever possible.
 - k. Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
 - l. Slow down for wet and slippery floors.
 - m. Properly secure dock board or bridge plates before they are driven over.
11. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
12. Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
13. The operator shall not:
- a. Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
 - b. Drive forklift trucks up to anyone standing in front of a bench or other fixed object.
 - c. Run over loose objects on the roadway surface.
 - d. Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty.
 - e. Park closer than eight feet from the center of railroad tracks.
 - f. Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.
 - g. Place arms or legs between the uprights of the mast or outside the running lines of the truck.
 - h. Use forklift truck for opening or closing freight doors.
 - i. Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
 - j. Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
 - k. Participate in stunt driving or horseplay.
 - l. Push or tow other forklift trucks.
14. An overhead guard shall be used as protection against falling objects.

15. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
16. Only approved industrial trucks shall be used in hazardous locations.
17. Lift truck operators should know the weight of the load prior to moving the load.
18. Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
19. Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
20. Extreme care must be taken when mast and load are raised high.
21. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
22. Always heed instructions about stacking height.
23. Never allow other workers to stand nearby when you stack materials.
24. Do not stack material in aisles or roadways.

SECURITY

Security of employees, students, visitors and the workplace is a top priority in the Kankakee Valley School Corporation. To maintain a safe and secure working environment and to prevent thefts from the building, each employee is responsible for the security of the building, his or her individual office area, and general work area.

- All employees should be familiar with emergency procedures found in the building Emergency Handbook.
- All employees should be familiar with the location and activation procedures for emergency, fire and building alarm systems.
- Employees should know the proper evacuation procedures.
- Employees should be alert to strangers loitering in or around the premises and to suspicious cars parked near the building.
- Whenever possible, secure office equipment/valuables such as laptop computers and purses.
- Do not give out unnecessary information about the school corporation or its employees. Report anything you are uncomfortable with, including:
 - ✓ Threats or harassment;
 - ✓ Persons who ask unusual questions or show unnatural interest in the school corporation or an employee;
 - ✓ Persons asking questions about building layout or design, security measures, staffing, or procedures and anyone tampering with building equipment or fixtures;
 - ✓ Any deviation in delivery procedures;
 - ✓ Unattended packages.

Workplace Violence

It is Kankakee Valley School Corporation policy to conduct business, provide services, and protect its employees and the public from harm by providing a safe and secure work environment that has zero tolerance for violence, threats, harassment and intimidation.

All employees are responsible for:

- Being considerate and respectful of co-workers, visitors and the public
- Not engaging in any disruptive behavior which may include profanity, obscenities, obscene gestures, or exhibiting abusive conduct that demonstrates recognizable signs of violent behavior.

Employees should report to their supervisor immediately any:

- Inconsiderate and/or disrespectful behavior, including assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by another employee
- Suspicious behavior and suspicious actions, including theft, assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by visitors or the public that may impact an employee, equipment or facility
- Any other threatened, attempted, or consummated act of violence against an employee, property, visitor, or facility.

All incidents of workplace violence will be investigated and documented by district administration. Administration will initiate appropriate corrective action, including discipline, termination, or professional counseling for employees who contribute to, or perpetuate workplace violence or violate workplace security requirements.

Weapons

The School Corporation will notify the appropriate law enforcement agency of known or suspected violations of the state law regulating dangerous weapons.

Parking Lot Safety

If possible, especially after dark, walk to your vehicle with someone else. Have your keys in hand as you leave the building and be aware of your surroundings. Check the interior of your vehicle before entering it. If your vehicle is not as you left it (door open, broken window, unlocked, etc.), go back inside the building and get assistance. Those working after normal business hours may request to be escorted to the vehicles by maintenance/facilities staff.

LADDERS

It is the requirement of the Kankakee Valley School Corporation that any time a ladder longer than eight (8) feet is used, two (2) employees must be present while the ladder is used. The responsibility of the second person is the safety of the person using the ladder. Any employee using a ladder that fails to follow the above rule will be immediately dismissed from employment for insubordination (Failure to follow a written rule).

Step Ladder Safety

1. Completely inspect all ladders before using and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects it should be tagged or marked as "Dangerous, Do Not Use" and repaired or discarded.
2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
3. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber's body must be centered at all times.
4. Never stand on the two top steps of a ladder nor on the bucket shelf.
5. All stepladders should be open wide enough that the spreaders lock in the fully open position. Set the ladder base firmly on the ground.
6. Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
7. Do not place ladders in front of a door unless the door is locked or adequately guarded.
8. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.
9. Stepladders should not be substituted for scaffolds or work stands.
10. Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm's length while standing on the ladder, especially to the side. Move the ladder instead.

Extension Ladder Safety

1. Completely inspect the ladder before using. The inspection should include the hardware and fittings. If a defect is discovered, tag or mark the ladder as "Dangerous, Do Not Use" and repair or discard the ladder.

2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
3. Never use a metal ladder near electrical wires or electrical equipment. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
4. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping.
5. Set the ladder squarely on the ground.
6. Shoes and ladder rungs should be free of dirt, mud, grease, or ice.
7. Always face the ladder and have both hands free when climbing or descending.
8. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top of both side rails or to a proper sized single support attachment.
9. Use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
10. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. If the ladder is too close, it can tip backwards. If it is too far away, the ladder may break or slide downwards.
11. When working from a position on the ladder, knees should be braced against the side rails near the end of the ladder rungs to increase stability.
12. Never lean out from a ladder to work. Get down and move the ladder.
13. Never carry heavy or bulky tools and materials up or down a ladder. Raise or lower them by a hand line, bucket, or crane. Small tools should be carried in a tool pouch to leave both hands free.

WAREHOUSE

Safety Rules

The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
3. Do not hot rod forklifts or pallet jacks.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of eyewash stations when handling batteries to be charged.
6. "NO SMOKING" signs should be posted in battery charging areas.
7. Keep vent caps off batteries to prevent the buildup of gases.
8. Cover vent openings with a cloth.

9. Lower forks to the ground when the truck is not in use or the operator is more than 25 feet away.
10. Always travel with the load lowered.
11. Check the trucks daily or after each shift.
12. Travel backwards if the view to the front is obstructed by the load.
13. Do not overload lifts or hoists.
14. Keep out from under loads.
15. Do not jump off docks, pickup trucks, or other elevated surfaces.
16. Keep aisles unobstructed.
17. Stow pallets flat.
18. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
19. Avoid stacking materials on the floor. Use shelves when possible.
20. Forklift operators should be properly trained and qualified before using the vehicle.
21. Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
22. When moving a load do not stop quickly; make sharp turns slowly.
23. Never carry hitchhikers. Forklifts were made for one person.
24. Never run over objects lying in the floor and try to avoid chuckholes. These hazards could easily topple the load.

CORPORATION POLICIES AND GUIDELINES

How to find corporation Policies and Guidelines listed on the following pages relating to work and employment.

GO TO CORPORATION HOME PAGE AT

www.k12.in.us

Under Corp Menu on left side of page click on Bylaw & Policies

OR

Go to www.neola/kankakee-in/

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Training Topics

- Blood Pathogens and Body Fluids
- Confined Space Entry
- Safe Use of Ladders
- Safety, CPR, First Aid, Automated External Defibrillators
- Proper use, handling and storage of chemicals/location of MSDS records
- Lockout/Tag out
- Use of fire extinguishers and inspection procedures
- Mower, trimmer, power tools, and power cleaning equipment use and safety procedures
- Slip and Fall protection
- Sprain and Stain Prevention
- Back injury prevention
- Forklift and lift use and proper safety procedures
- Other as needed or requested by employees.
- 10 minute daily required warm-up and stretching program.

Web Based Training Sites

- [Topics on YouTube.com](#)
- Safety Orientation and Accident Prevention Safety
- Electric Saw Accident
- Accident Prevention
- CA Short Safety Awareness Program
- Off-Hand Grinding and Safety Video
- Peter Cook and Dudley Moore Accident Prevention

- Look for other safety videos on YouTube.

- [Topic on ehssafetynews.wordpress.com](#)
- How One Wrong Act Leads to Eventual Harm

FORMS

- Work Related Injuries
- Employee Orientation Checklist
- Employee Responsibilities Checklist
- Safety Commitment
- Standard School Incident report
- Indiana Worker's Compensation First Report of Employee Injury, Illness
- Return to Work Light Duty Jobs/Transitional Work
- Record of Safety Training
- School Risk Management Checklist-Director of Building and Grounds
- Safety Inspection- Head Custodian
- Ladder Inspection Checklist
- Accident/Injury Investigation Report
- Reporting Needed repairs
- Review of Handbook with Supervisor and received copy on Handbook-Sign-off

8/1/13

Work Related Injuries

Classified Employees

I have read my handbook and understand that I am to report injuries immediately to my supervisor. If I leave the building and do not report the injury, workman's compensation can refuse to pay my bills.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

EMPLOYEE ORIENTATION CHECK LIST

Employee Name: _____

Building: _____

Hire date: _____ Supervisor _____

This checklist once completed and signed by both the employee and the supervisor serves as documentation that an orientation has taken place.

- 1) Explanation of the district accident prevention program.
 - a) Orientation.
 - b) On-the-job training requirements.
 - c) Safety meeting where and when.
 - d) Accident investigation and reporting.
- 2) Personal protective equipment required and provided.
- 3) Responsibility for immediately reporting accidents.
 - a) When to report an injury or illness.
 - b) How to report an injury or illness.
 - c) To whom to report to.
 - d) How to complete an accident report form.
- 4) General overview of the work, procedures and any hazards related to specific job and duties.
- 5) Safety rules of the district and other sources.
 - a) First aid supplies and training.
 - b) Requirements for obtaining treatment.
 - c) Location of facilities or supplies.
 - d) Location of and list of first aid trained persons.
- 6) Emergency action plans.
 - a) Exit locations and evacuation routes.
 - b) Use of firefighting equipment and where located.
 - c) Specific procedure (fire, chemical, bomb threat, etc.)
- 7) Vehicle safety including both on and off the highway equipment. Including movers, tractors, etc.
- 8) Personal work habits.
 - a) Consequences of fighting and horseplay.
 - b) Smoking policy.
 - c) Good housekeeping practices.
 - d) Proper lifting requirements.

NOTE TO EMPLOYEE: Do not sign unless all items and questions are satisfactorily answered.

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

EMPLOYEE RESPONSIBILITIES CHECKLIST

1. Observe all District safety rules, and apply the principles of accident prevention to my day-to-day duties.
2. Report any job related injury, illness or property damage to supervisor and promptly seek treatment.
3. Report hazardous conditions and unsafe acts to my supervisor or a safety representative.
4. Observe all hazard warning and other safety related signs.
5. Keep aisles, walkways and work areas clear of tripping and falling hazards.
6. Know the location of fire and safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. I will not report to work under the influence of alcohol or drugs, nor consume them while on District premises. (Exception: Prescription medicines under doctor's orders.)
9. I will refrain from fighting, horseplay or distracting others.
10. Operate only the equipment for which I am authorized and trained to operate. I will observe safe operating procedures at all times.
11. Follow proper lifting procedures and will seek help if the lift is too heavy.
12. I will not ride as a passenger on any vehicle ONLY if it is equipped with a rider's seat.
13. I will be alert to see that all guards and other protective equipment or devices are in their proper place before operating the equipment.
14. I will not wear frayed, torn, or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement.
15. I will actively support and participate in the District's efforts to provide a safe and healthful workplace.

Employee Signature _____ Date _____

HAZARDOUS SUBSTANCES EMPLOYEE ORIENTATION CHECK LIST

Employee Name (print) _____

School _____ Position _____

Hire Date _____ Trainer _____

The trainer/supervisor has reviewed the following Hazard Communication Program information with the employee:

1. The purpose of the hazard communication standard is to require manufacturers or importers to assess the hazard of chemicals they produce or import. All employers must provide information to their employee about the hazardous chemicals to which they may be exposed.

Employees must be informed about the hazard communication program, labels and other forms of warning, material safety data sheet (MSDS's), and that they must have training on the substances they may encounter.

2. The trainer/supervisor has reviewed the hazardous chemical list with the employee.
3. The trainer/supervisor has shown the employee the following:
 - a. Location of the hazardous chemicals in the work site;
 - b. Location of the written Hazard Communication Program;
 - c. Location of the material safety data sheets for all hazardous material in the employee's work place;
 - d. Location of the list of persons trained and authorized to handle hazardous chemicals.

NOTE TO EMPLOYEE: Do not sign unless all items, elements and questions have been discussed to the satisfaction of both parties.

Trainer/Supervisor _____ Date _____

Employee Signature _____ Date _____

STANDARD SCHOOL INCIDENT REPORT

Name of School		School District Kankakee Valley School Corporation	
Name of Injured Party		Date of Accident	Time of Accident <input type="checkbox"/> am <input type="checkbox"/> pm
Address		Age	Sex
		Grade or Position	
TIME SHIFT STARTED	HOURS/DAY	Status <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Trespasser <input type="checkbox"/> Other, describe:	
Description of Accident (How did the accident happen? What was the injured person doing? What tool, machine or equipment was involved? What teacher, supervisor or administrator was responsible for this area? Who witnessed the accident?)			
Witness Name - 1		Address	Telephone Number
Witness Name - 2		Address	Telephone Number
Witness Name - 3		Address	Telephone Number
Location		Type of Injury	Body Part(s) Affected
<input type="checkbox"/> Athletic Field <input type="checkbox"/> Bus <input type="checkbox"/> Bus Stop <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gymnasium <input type="checkbox"/> Hallway <input type="checkbox"/> Laboratory <input type="checkbox"/> Locker Room <input type="checkbox"/> Maintenance Area <input type="checkbox"/> Other	<input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restaurant <input type="checkbox"/> Sidewalk <input type="checkbox"/> Swimming Pool Area <input type="checkbox"/> Stairs (Inside) <input type="checkbox"/> Stairs (Outside) <input type="checkbox"/> Theater or Stage <input type="checkbox"/> Vocational Shops <input type="checkbox"/> Off-Premises	<input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite (Animal or Insect) <input type="checkbox"/> Bite (Human) <input type="checkbox"/> Burn (Chemical) <input type="checkbox"/> Burn (Heat) <input type="checkbox"/> Concussion <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Dislocation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Repetitive Motion <input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <input type="checkbox"/> Arm <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Other (describe)			
<input type="checkbox"/> Finger <input type="checkbox"/> Foot <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Leg <input type="checkbox"/> Mouth <input type="checkbox"/> Neck <input type="checkbox"/> Wrist			
Immediate Action Taken			
<input type="checkbox"/> None <input type="checkbox"/> First Aid provided, Given by: _____ <input type="checkbox"/> Medical Assistance called, Time of Call: _____ By: _____ <input type="checkbox"/> School Nurse notified, Time of Call: _____ By: _____ <input type="checkbox"/> Parent/Guardian notified, Time of Call: _____ By: _____ <input type="checkbox"/> Name of Parent/Guardian notified: _____ (Home) _____ (Work) <input type="checkbox"/> Parent/Guardian Telephone Number: _____ <input type="checkbox"/> Injured person released to <input type="checkbox"/> Self <input type="checkbox"/> Home <input type="checkbox"/> Class <input type="checkbox"/> Physician <input type="checkbox"/> Hospital <input type="checkbox"/> Other _____ <input type="checkbox"/> Time released: _____			

Report Completed By: _____ Title: _____

Date: _____ Telephone Number: _____

(NOTE) This report is for record purposes only and does not constitute the admission of liability on the part of the school system or any employee thereof.

A134601

Kankakee Valley School Corporation Accident Prevention Program



INDIANA WORKER'S COMPENSATION FIRST REPORT OF EMPLOYEE INJURY, ILLNESS

State Form 31401 (R10/1-02)

Please return completed form electronically by an approved EDI process.

NOTE: Your Social Security number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

FOR WORKER'S COMPENSATION BOARD USE ONLY		
Jurisdiction	Jurisdiction claim number	Process date

PLEASE TYPE or PRINT IN INK

EMPLOYEE INFORMATION							
Social Security number	Date of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	Occupation / Job title		NCCI class code		
Name (last, first, middle)			Marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown		Date hired	State of hire	Employee status
Address (number and street, city, state, ZIP code)			Hrs / Day Days / Wk Avg Wg / Wk		<input type="checkbox"/> Paid Day of Injury <input type="checkbox"/> Salary Continued		
Telephone number (include area)			Number of dependents		Wage Per \$ <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Other		
EMPLOYER INFORMATION							
Name of employer KANKAKEE VALLEY SCHOOL CORP			Employer ID#		SIC code	Insured report number	
Address of employer (number and street, city, state, ZIP code) PO BOX 278 WHEATFIELD, IN 46392			Location number		Employer's location address (if different)		
			Telephone number 219:987.4711, x1000				
			Carrier / Administrator claim number		OSHA log number	Report purpose code	
Actual location of accident / exposure (if not on employer's premises)							
CARRIER / CLAIMS ADMINISTRATOR INFORMATION							
Name of claims administrator ZENITH INSURANCE COMPANY			Carrier federal ID number		Check if appropriate <input type="checkbox"/> Self Insurance		
Address of claims administrator (number and street, city, state, ZIP code)			<input checked="" type="checkbox"/> Insurance Carrier <input type="checkbox"/> Third Party Admin.		Policy / Self-insured number Z072659501		
Telephone number 800-440-5020					Policy period From 5/3/13 To 5/3/14		
Name of agent NEACE LUKENS			Code number				
OCCURRENCE / TREATMENT INFORMATION							
Date of Inj / Exp.	Time of occurrence <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Cannot be determined		Date employer notified		Type of injury / exposure		Type code
Last work date	Time workday began	Date disability began		Part of body		Part code	
RTW date	Date of death	Injury / Exposure occurred on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of contact		Telephone number	
Department or location where accident / exposure occurred				All equipment, materials, or chemicals involved in accident			
Specific activity engaged in during accident / exposure				Work process employee engaged in during accident / exposure			
How injury / exposure occurred. Describe the sequence of events and include any relevant objects or substances.							Cause of injury code
Name of physician / health care provider							
Hospital or offsite treatment (name and address)						INITIAL TREATMENT <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor: By Employer <input type="checkbox"/> Minor: Clinic / Hospital <input type="checkbox"/> Emergency Care <input type="checkbox"/> Hospitalized > 24 Hours <input type="checkbox"/> Future Major Medical / Lost Time Anticipated	
Name of witness		Telephone number		Date administrator notified			
Date prepared	Name of preparer		Title	Telephone number			

An employer's failure to report an occupational injury or illness may result in a \$50 fine (IC 22-3-4-13).

All employees will be offered limited duty work opportunity once they have been released by the doctor to return for limited work duties. Refusal of light duty assignment is grounds for dismissal.

Return to Work Light Duty Jobs/ Transitional Work

Read to students: listen to students read

Hall duty adult presence

Clean furniture

Make copies Individual teachers/special projects

Duty Cafeteria/Recess

Disinfect student/teacher desks/classroom tables

Wipe off tables and seats in cafeteria after breakfast and lunch

Clean bus seats, floors and windows

Sit by entrance of building to check visitors into building

Wash windows

Hall pick up trash and run mop over hallways

Clean lockers summer/clean locker fronts during school year

Disinfect board room chairs and board tables

Monitor, clean, restock building restrooms during school day

Employee Name_____

Location_____

Start Date_____

Projected End Date_____

Supervisor Name_____

Work Day Times_____

Safety Commitment

MOST COMMON WAYS TO BE INJURED ON THE JOB

Student aggression	Improper lifting
Improper housekeeping	Improper use of safety protection equipment
Failing to warn others	Using faulty equipment
Unsafe positions	Tripping

SAFETY – ON OUR TERMS

New employees should discuss work procedures with their supervisors before beginning their assignment.	Wear protective equipment (hard hats, eye guards, respirators, gloves, etc.) as required, for your own protection.
Wear suitable shoes in good repair.	Take advantage of safety training when available.
Do not operate, repair or adjust mechanical or electrical equipment unless you are authorized and qualified.	Employees should be aware of the violent behavior of some of the students and use caution when interacting with them
It's your back. Back injuries are painful. You should know your limitations. To prevent pulled muscles, get help when lifting heavy loads.	Use proper positioning – keep your back straight, lift with your legs, and carry the load close to your body. Never twist your back while lifting or carrying a load.
Maintain your work area. Keep it clean and organized. Watch footing to avoid slips and falls. Wipe up spilled fluids immediately. Keep walkways clear of debris, tools and materials.	Watch your balance when pulling, pushing, or prying – especially in an elevated work area. Do not jump from elevated areas.
Know how to report a fire in your location, the location of the fire box, and proper evacuation procedures.	Secure ladders before climbing. Check for defects. Face the ladder when going up or down, and keep hand free of tools and material.
Be familiar with location and proper use of fire-fighting equipment.	Do not use unstable objects (buckets, chairs, tables, etc.) for work platforms or ladders.
No horseplay	Use the proper tools when doing any job.
Correct or immediately report any unsafe conditions or practices to your supervisor.	Obey traffic regulations while driving vehicles or equipment.
Properly ground all electrically powered equipment and make sure electrical cords are in good repair.	Read caution labels on cleaning agency, solvents or flammables. Understand the hazards involved, and take the necessary precautions. Adequate ventilation is a primary concern.
When you have idea on how to improve the safety environment, make that suggestion to your supervisor.	Know where smoking is permitted. Know emergency phone numbers, how to request emergency repairs and how to request help for any injured person.

I have received, read and understand the EMPLOYEE SAFETY COMMITMENT and agree to abide by its safety practices. I realize that violation of the safety practices in the EMPLOYEE SAFETY COMMITMENT may lead to disciplinary action, including suspension and/or termination. I further understand that if I am injured in the course of my work, I will report the injury to my supervisor immediately.

Employee Signature

Worksite

Date



SCHOOL RISK MANAGEMENT PROGRAM

SAFE FACILITIES INSPECTION CHECKLIST

School district _____ Date _____

Building/location _____ Inspector _____

This form should be completed on a monthly basis and copies should be sent to the building, grounds or maintenance supervisor. In addition, a copy should be sent to the respective location principal.

S = SATISFACTORY

U = UNSATISFACTORY

AREA CONDITION	LOCATION(S)	S	U	DATE CORRECTED	INITIALS
Grounds					
Steps, walkways, handrails, ramps					
Security lights, parking areas					
Debris/refuse					
Bleachers, seats, handrails, balconies					
Building					
Halls, handrails, ramps					
Entryway doors, dry floors					
Roof/plumbing leakage					
Storage room housekeeping					
Boiler room housekeeping					
Overall housekeeping					
Exits clearly marked and lit					
Exits free from obstructions					
Fire doors closed/automatic					
Evacuation plan posted					
Condition of carpet, tile, flooring					
Elevators current inspection posted					
Security (doors, windows, watch persons)					
Machinery/equipment					
Ladders in good condition					
Guards in place					
Personal protective equipment					
Hand/power tool condition					
Boilers current inspection posted					

1. Hazard Assessment Done	_____	_____	_____
2. Necessary Equipment Used			
-Gloves	_____	_____	_____
-Eyewear	_____	_____	_____
-Footwear	_____	_____	_____
-Respiratory Protection	_____	_____	_____
-Hearing Protection	_____	_____	_____
-Work Clothing	_____	_____	_____

Power Hand Tools

1. Electrical Ground/Insulation	_____	_____	_____
2. Guards in Place	_____	_____	_____
3. "Deadman" Switches Functional	_____	_____	_____
4. Fittings/Connections Sound	_____	_____	_____
5. Ground Assurance Program	_____	_____	_____
6. Proper Storage and Use	_____	_____	_____
7. Interlocks Functional	_____	_____	_____

Machinery

1. Transmission Guarding	_____	_____	_____
2. Tool Rest/Tongue Guards	_____	_____	_____
3. Electrical in Conduit and Insulation/Grounding Sound	_____	_____	_____
4. Point Of Operation Guards	_____	_____	_____
5. Proper Emergency Stops	_____	_____	_____
6. Hot Surfaces Guarding	_____	_____	_____
7. Hydraulic Hoses/Connections	_____	_____	_____
8. Lock-out Capable At Machine/Labeled	_____	_____	_____
9. Splash/Chip Guards	_____	_____	_____
10. Bit/Die/Tooling Condition	_____	_____	_____
11. Adequate Employee Training	_____	_____	_____
12. Safety Interlocks/Limit Switches	_____	_____	_____
13. Magnetic Start Switches	_____	_____	_____
14. Secure Mounting/Foundation	_____	_____	_____
15. Safeguarding Systems (e.g., two hand controls)	_____	_____	_____
11. Brakes/Clutches	_____	_____	_____
12. Preventive Maintenance	_____	_____	_____

Electrical

1. Wiring Condition	_____	_____	_____
2. Insulation/Grounding Sound	_____	_____	_____
3. Ground Assurance Followed	_____	_____	_____
4. Electrical in Conduit/Covers in Place	_____	_____	_____
5. Panels/ Breakers Labeled	_____	_____	_____
6. Panel Clearance	_____	_____	_____
7. Lock-out Capability	_____	_____	_____
8. No Overuse of Circuits	_____	_____	_____

<u>Safety Issue</u>	<u>OK</u>	<u>Needs Attention</u>	<u>NA</u>
---------------------	-----------	------------------------	-----------

Chemical Handling

- | | | | |
|-------------------------------------------------------|-------|-------|-------|
| 1. MSDS's Available | _____ | _____ | _____ |
| 2. Labels on Piping, Primary and Secondary Containers | _____ | _____ | _____ |
| 3. Proper Protective Equipment Use | _____ | _____ | _____ |
| 4. Users Trained | _____ | _____ | _____ |
| 5. Proper Ventilation | _____ | _____ | _____ |
| 6. Proper Storage and Housekeeping | _____ | _____ | _____ |
| 7. Labels on Cabinets | _____ | _____ | _____ |
| 8. Flammables | _____ | _____ | _____ |
| -Grounding/Bonding | _____ | _____ | _____ |
| -No Smoking Signs | _____ | _____ | _____ |
| -Proper Storage (e.g., Cabinets) | _____ | _____ | _____ |
| -Safety Cans For Waste Materials | _____ | _____ | _____ |

Life Safety

- | | | | |
|-------------------------------------------|-------|-------|-------|
| 1. Emergency Lighting/Back-up Power | _____ | _____ | _____ |
| 2. Exits Identified/Lighted Signs | _____ | _____ | _____ |
| 3. Emergency Evacuation Maps and Training | _____ | _____ | _____ |
| 4. Means of Egress Clear/Adequate Numbers | _____ | _____ | _____ |
| 5. Alarms Functional | _____ | _____ | _____ |
| 6. First Aid/CPR Trained People Available | _____ | _____ | _____ |
| 7. Emergency Action Plan in Place | _____ | _____ | _____ |

Ladders/Fall Protection

- | | | | |
|------------------------------------------------------|-------|-------|-------|
| 1. Ladders | _____ | _____ | _____ |
| -Design/Condition | _____ | _____ | _____ |
| -Use/Training | _____ | _____ | _____ |
| 2. Guardrails/ Midrails/ Toeboards on Work Platforms | _____ | _____ | _____ |
| 3. Fall Arrest/Restraint in Use Over 6' | _____ | _____ | _____ |
| 4. "Man-lift" | _____ | _____ | _____ |
| -Waist Belts in Use | _____ | _____ | _____ |
| -Use/Training | _____ | _____ | _____ |

Ergonomics

- | | | | |
|-------------------------------------------------------------------------------------------------|-------|-------|-------|
| 1. Proper Workstation Design | _____ | _____ | _____ |
| 2. Excessive Weights/Lifting | _____ | _____ | _____ |
| 3. Excessive Reaches | _____ | _____ | _____ |
| 4. Excessive Repetition | _____ | _____ | _____ |
| 5. Excessive Twisting | _____ | _____ | _____ |
| 6. Material Handling Equipment Used (Scissor Lifts, Conveyors, Adjustable Height Work Surfaces) | _____ | _____ | _____ |

LADDER INSPECTION CHECKLIST

Use this checklist to remind yourself of what you should look out for in order to prevent accidents.

General	Needs Repair	O.K.	Date Repaired
Loose steps or rungs (considered loose if they can be moved at all with the hand)?			
Loose nails, screws, bolts, or other metal parts?			
Cracked, spilt, or broken uprights, braces, or rungs?			
Slivers on uprights, rungs, or steps?			
Damaged or worn non-slip bases?			
Step Ladders			
Wobbly (from side strain)?			
Loose or bent hinge spreaders?			
Stop on hinge spreaders broken?			
Loose hinges?			
Broken, split, or worn steps?			
Extension Ladders			
Loose, broken, or missing extension locks?			
Defective locks that do not seat properly while extended?			
Worn or rotted rope?			

Ladders that are identified as needing repair should be removed from service and discarded unless they can be repaired with manufacturer approved methods and materials.

SCHOOL RISK MANAGEMENT PROGRAM

ACCIDENT/INJURY INVESTIGATION REPORT

School district _____ School _____

Injured employee name _____ Job title _____

Date of accident/injury _____ Time of accident/injury _____ Location _____

Witnesses _____

Description of accident/injury (Examine all potential causes or contributing factors to the accident) _____

Operation/machine/action involved _____

Nature and extent of injury _____

Nature and extent of property damage _____

How was the injury treated (first aid, EMS, hospital, etc.)? _____

What remedial actions have been taken to identify and remove the root cause to prevent reoccurrence? _____

Principal/Administrator signature _____ Date _____

NOTE: This form is not a substitute for the regular accident report to be sent to the insurance carrier, or any required legal form. It is intended as an internal record and should be the basis for remedial action. The information developed may be useful in safety meetings and in compiling accident analysis data.

