

I. GENERAL

- A. Overview - This document and the active safety program it describes have been designed and implemented to significantly reduce the probability of industrial injuries occurring within the District. This document provides the guidelines and procedures for insuring that the safety program can establish and maintain an accident-free environment by providing a safe work environment for employees but also a safe environment for students and the general public using school facilities.
- B. Procedures - The appendices to this document contain guidance for general safety procedures to be followed and forms to be used. Supervisors and all District officials are expected to apply them on the job. The sample forms are to be used, if they apply to the department, section or job concerned.
- C. Dissemination - A copy of this document will be issued to all administrators/supervisors and made available to all employees.

II. RESPONSIBILITIES

Responsibilities for safety and health include the establishment and maintenance of an effective communication system between employees and management. To this end, all supervisors and District administrators need to evaluate and insure that their communications are clear and understood by the intended receiver and that the communication lines remain open. Specific safety and health responsibilities are as follows:

- A. Safety Officer - The District designated safety officer will coordinate with and participate in the District Safety and Health Committee as an ex-officio member, and investigate accidents and establish realistic goals for accident reduction within the District, and will make available necessary training in accident investigation and job safety analysis so that the goal (s) can be obtained. The officer will assume responsibility for providing safety training to employees. In addition, the officer will be responsible for the following procedures relating to compliance with the Hazards Communication Standard (Worker's Right to Know).
 - 1. Preparing and maintaining an up-to-date list of hazardous chemicals present to each site.
 - 2. Labeling of hazardous chemicals at each site.
 - 3. Photocopying or purchasing any required hazard warnings.
 - 4. Replacing missing, unreadable or incorrect labels.

5. Requiring Materials Safety Data Sheets (MSDS) for all incoming chemicals.
6. Maintaining current MSDS files and distributing to supervisors.
7. Maintaining easily accessible MSDS files and making MSDS's available to staff members.
8. Training staff members at time of initial assignment or whenever a new hazard is introduced.
9. Preparing a training manual which immediate supervisor can use to create training sessions specific to their site.
10. Maintaining records which show that employees have received training and information.

B. Administration - Management has the prime responsibility for the safety and health of employees. To meet this obligation administrators and supervisors will:

1. Assure that all safety and health rules, regulations, policies and procedures are understood and followed.
2. Require the proper care and use of all needed protective equipment.
3. Expeditiously identify and eliminate job hazards through facility safety inspections.
4. Receive and initiate action on employee suggestions.
5. Include on regular departmental work unit meeting agendas time to discuss safety and health topics and file the brief of such meetings with the Safety Committee.
6. Provide training for employees (new and experienced) in the safe accomplishment of each job or task.
7. Review accidents and establish prevention measures.
8. Attend safety meetings as necessary and actively participate in the proceedings.
9. Participate as necessary in accident investigations and inspections.
10. Promote employee participation in the safety and health program.

11. Take appropriate disciplinary action to assure employee's compliance with safety rules.

- C. Employee - It shall be the duty of every employee to comply with all the items on the employee responsibility checklist (Appendix A).

III. SAFETY ORIENTATION

- A. Purpose - Orientation of new employees, rehires, part-time employees and those transferred from another department within the school will provide an introduction to school/department policies and rules and will include a thorough safety briefing. the orientation shall include a tour of the facilities to acquaint the employee with the entire operation. The employee shall also be advised as to how each job is important to a healthy, safe learning and work environment of the District.
- B. Procedure - The immediate supervisor of the employee will thoroughly instruct the employee in job safety requirements. A safety orientation checklist is provided for this purpose (see Appendix B). The list must be completed by checking each item as it is covered, signed by the supervisor and employee and returned to the office for placement in the employee's file. The employee responsibility list contained in Appendix A will also be reviewed with the employee by the supervisor.

IV. SAFETY COMMITTEE

- A. A Safety and Health Committee will be established with representation from employees and management in each district. The purpose of which is to assist in the detection and elimination of unsafe conditions and work procedures.
- B. Procedure for establishing the Safety Committee:
1. Committee membership shall be comprised of employees representing the diverse job classifications of the District and the District safety officer as an ex-officio member.
 2. Committee terms will be two (2) years in length, with one half (1/2) of the members being replaced annually.
 3. One half (1/2) of the members will be elected by District employees. First, each employee representative organization (union) may nominate up to two (2) individuals. The names will then be presented in a ballot for election by District employees. The five (5) employees receiving the most ballots will be the Safety Committee members.
 4. One half (1/2) of the members will be appointed by the Superintendent or designee.

5. Vacancies of the elected members shall be filled by a majority vote of the Safety Committee members. Vacancies of administratively appointed members will be filled by appointment of the Superintendent or designee. Replacements will serve on the committee for the remaining time or that position's term.
6. Members of the Safety committee will name an alternate to represent them in all activities of the committee.
7. The Safety Committee shall elect a chairman. The safety officer will not be elected chairman.
8. The frequency of meetings shall be determined by the committee, based on need. Quarterly meetings are recommended.
9. The date, hour and location of meetings shall be determined by the Safety Committee.
10. Special meetings may be called by the chairman or District safety officer.
11. The length of each meeting shall not exceed one (1) hour except by majority vote of the Safety Committee.
12. The attendance and subjects discussed shall be documented and maintained on file for a period of one (1) year. Copies of the minutes must be provided to:
 - a. The Superintendent or his designee;
 - b. The members of the Safety Committee;
 - c. Each safety bulletin board;
 - d. The ESD 113 Workers' Compensation Administrator.

C. Scope of Activities - the Safety Committee will:

1. Review in-house safety inspections.
2. Review accident reports and assist in accident investigation to uncover trends and/or unsafe conditions.
3. Accept and evaluate employee suggestions for recommendations for implementation.
4. Review job safety procedures and recommend improvements.
5. Monitor the safety program effectiveness.

6. Promote and publicize safety.

V. EDUCATION AND TRAINING

- A. Purpose - Ongoing safety education programs will be provided for all employees to increase awareness of accident cause factors, to improve employee morale by demonstrating management's concern for the individual workers and to promote acceptance of safety rules by presenting accident prevention as a positive, desirable and integral part of all activities.
- B. Procedure - The District will provide training to all supervisors in the following areas: accident investigation and follow-up, job safety analysis, and accident prevention through the use of hazard recognition and self-inspection techniques. It will be each supervisor's responsibility to implement an accident prevention program needed by employees (such as small tool safety and proper lifting techniques). Supervisors will instruct employees so that they can do their jobs safely and have an understanding of their job duties as they relate to safety. Supervisors will instruct each employee in District safety requirements.
- C. Types of Training - More comprehensive training will be provided for certain jobs and equipment. Training programs will include but are not limited to:
1. First aid training (Industrial First Aid).
 2. Defensive driving training.
 3. Proper lifting techniques.
 4. Office safety.
 5. Job safety analysis.
 6. Hazard recognition.
 7. Tool safety.

VI. ACCIDENT INVESTIGATION AND REPORTING

- A. Definition and Purpose - ALL ACCIDENTS shall be reported PROMPTLY to the immediate supervisor for evaluation/investigation. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and eliminating these causes. During the supervisor's evaluation, he/she must determine the possible consequences that could take place if the situation were not corrected, and take appropriate action based upon those findings (i.e., investigate, report, correct, etc.).
- B. Medical emergency procedure - Medic I will be called when the employee needs immediate medical attention. When no immediate attention is required, the employee may elect his/her own treatment. (Please refer to the District's Emergency Procedures Guide - "Injury/Illness.")

C. Documentation Procedures

1. Minor Injuries: (Requiring doctor/out-patient care.) Following an accident, an investigation of it will be conducted by the immediate supervisor with any witnesses to determine the causes. The findings of the investigation shall be documented on an accident investigation form to the satisfaction of all parties involved. Copies of the completed form will be distributed as follows:
 - a. Superintendent or designee and building administrator.
 - b. District safety officer.
 - c. District Safety Committee.
 - d. ESD 113 Worker's compensation Administrator (through District safety officer).

2. Major Injuries: (Fatality or multiple hospitalization.)
 - a. The Superintendent or designee, immediate supervisor, District safety officer, District Safety Committee chairman and ESD 113 Workers' Compensation Administrator are to be notified immediately by the person in charge and an investigation under the direction of the Superintendent or designee will be conducted. In addition to the Superintendent or designee. The inspection party will include the immediate supervisor of the injured person(s), a representative from the Safety Committee, and the ESD 113 Workers' Compensation Administrator.
 - b. In the case of a fatality or if two (2) or more employees are hospitalized or require treatment at the emergency room, the supervisor must immediately report the accident to the District safety officer, who will notify the Department of Labor and Industries within twenty-four (24) hours after the occurrence of the accident. The report shall relate the circumstances, the number of fatalities and the extent of any injuries. NOTE: any equipment involved in an accident resulting in a fatality is not to be moved until a representative of the Department of Labor and Industries authorizes its removal. If, however, it is necessary to move the equipment to prevent further accidents or to remove the victim, the equipment may be moved as required.

3. Near-Misses: (No personal injury but likelihood of great property damage or personal injury.) to the greatest extent possible, all "near-miss" accidents shall be investigated by the Superintendents or designee (if situation warrants), immediate supervisor, the safety office, a Safety Committee representative and ESD 113 Workers' Compensation Administrator. documentation will be made on the defined as an unplanned event where damage resulted to equipment 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” to exist are not eliminated, they will continue to be available to cause additional accidents which could eventually result in personal injury to the employee.

SUPERVISOR’S ACCIDENT INVESTIGATION REPORT

The Supervisor’s Accident Investigation Report (Appendix G) is designed to aid in the preparation of the District Accident Investigation Report which is used to determine the true cause of the accident and provide information to initiate suitable preventative action. The form shall be prepared by the supervisor or administrator in whose area, building and/or campus the accident occurred.

No one can hope to prevent accidents unless the true cause of accidents is recognized; therefore, a thorough investigation is to be made as soon as possible following the accident. Delay may be the cause of details to be forgotten. If possible, the employee involved should be interviewed. The impression should not be given that the investigator is trying to fix the blame, but rather to help prevent future accidents. In interviewing employees, the fact (but not opinions as to cause) should be sought. The investigator should arrive a conclusions. In determining the facts, the questions are: (1) what would someone else have done under the circumstances, (2) would this be a practical thing to expect of an employee working all day, (3) what did the employee do that was unusual, (4) did fellow workers do something that created an unsafe condition for the person involved, (5) was there an unsafe condition? After, the final question, after a thorough investigation, will be, “Why did the employee do what he/she did?” Discovering unsafe practices and learning the “why” of actions will help in discovering similar traits in other workers and will be a valuable tool in accident prevention.

Please note that a report must be filled out completely for every accident and injury. These would include:

1. Accidents where no first aid was needed;
2. An accident which required first aid only; and
3. An accident which required further medical attention.

Please send a completed copy of the Supervisor’s Accident Investigation Report to the distribution indicated previously.

VII. OCCUPATIONAL INJURY AND ILLNESS RECORD KEEPING

- A. Purpose - In accordance with applicable requirements of WISHA standards, the District will ensure that appropriate records are kept as follows:

1. Log and Summary of Occupational Injuries and Illness on OSHA Form 200. Recordable cases include:
 - a. Every occupational death.
 - b. Every occupational illness.
 - c. Every occupational injury that involves:
 - (1) Unconsciousness.
 - (2) Inability to perform all phases of the regular job.
 - (3) Inability to work full time on a regular job.
 - (4) Temporary Assignments to another job.
 - (5) Medical treatment OTHER than first aid.
 2. Copies of all reports generated when an employee is injured on the job.
 3. During the month of February, post the completed Summary portion of the OSHA 200 Form for the previous year.
 4. Retain records for five (5) years following the year to which they relate.
 5. Enter each recordable injury and illness on the log as early as practicable, but no later than six (6) working days after receiving the information that a recordable case has occurred.
 6. In addition to the OSHA 200, a supplementary record for each occupational injury or illness (OSHA 101) will be maintained. Other reports, such as worker compensation forms will be maintained.
- B. Responsibility - The individual responsible for maintaining records and ensuring proper posting is the District safety officer.

VIII. SAFETY BULLETIN BOARD

- A. Purpose - In addition to the methods heretofore defined, the bulletin board will be used increase employees' awareness of safety and health and to communicate school safety messages.
- B. Procedure - The following considerations should ensure bulletin board effectiveness:
1. Placement in a spot where there is greatest employee exposure (lunchroom, break room, central part of the work site, etc.).
 2. Posting should be attractively arranged.

3. Posters, Safety Committee minutes or other information that becomes dated or worn should be changed periodically.
4. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.
5. Building administrators should appoint an individual to maintain the bulletin boards as recommended above.

C. The following items are required to be posted:

1. WISHA poster, LI-416081.
2. Industrial Insurance Poster LI 210-101. After July 1, 1983, Self-Insured Industrial Insurance Poster.
3. NOTICE (to report all injuries) LI-416-80 (recommended only).
4. Citation and Notice (as appropriate).
5. OSHA 200 Summary (specifically during month of February/District safety office only).
6. Minutes of last Safety Committee meeting.
7. Names of all Safety Committee representatives.
8. Record of Hazard Observed LI-417-44.

APPENDICES

The appendices following this page are intended as aids to our Accident Prevention Program. Use the samples to guide your activity if appropriate. Appendices include the following:

- A. Employee Responsibilities
- B. New Employee Orientation Form
- C. ESD 113 Accident Report Form (for injured worker)
- D. Record of Hazard Observed Form
- E. Safety Inspection Report

Please refer to the Policies and Procedures manual for additional information.

APPENDIX A

EMPLOYEE RESPONSIBILITIES

As an employee of the North Thurston School District No. 3, I am responsible within provisions of District-Employee Representation contracts and Policy, to:

1. Observe all school district safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Promptly report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Safety Committee representative.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/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. Not report to work under the influence of alcoholic beverages or drugs nor to consume them while on school district premises.
9. Refrain from fighting, horseplay or distracting my fellow workers.
10. Remain in my own work area unless I am instructed otherwise.
11. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
12. Walk at all times on district premises (no running) and take no unauthorized short cuts.
13. Follow proper lifting procedures at all times.
14. Ride as a passenger on a vehicle, only if it is equipped with a rider's seat.
15. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
16. Not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
17. Actively support and participate in the district efforts to provide a safety and health program.

APPENDIX BNEW EMPLOYEE ORIENTATION

EMPLOYEE'S NAME _____

JOB ASSIGNMENT _____

Circle one: New Employee Transfer Rehire Part-time

- ___ 1. Purpose of Orientation.
- ___ 2. Reporting Accidents to Supervisor Immediately.
- ___ 3. First Aid
a. Obtaining treatment
b. Location of facilities
c. Location and names of first aiders
- ___ 4. Potential Hazards on the Job and in the Plant
a. What they are
b. How to use equipment safely
c. Care and use of personal protective equipment
- ___ 5. What to Do in Event of Emergencies (See Emergency Procedures Manual)
a. Exits location and evacuation routes
b. Use of fire fighting equipment (extinguishers, hoses)
c. Specific procedures (medical, chemical, fire, etc.)
- ___ 6. The Total Safety Program
a. Function of safety committees and meetings
b. Introduce to safety committee representative
c. Safety policy and rules and their value
- ___ 7. Personal Work Habits
a. Proper lifting techniques
b. Horseplay, good housekeeping, smoking policy
c. Safe work procedures
- ___ 8. Vehicle Safety
a. General
b. Bus operations
- ___ 9. Employee Safety Orientation Handbook
a. Brief on contents
b. Give employee a personal copy.

I have been briefed on the items checked. I understand the safety program and will comply with its provisions.

Date _____ Supervisor _____ Employee _____

APPENDIX C

SELF INSURER ACCIDENT REPORT

See Risk Management Department for form.

Instructions for Completing the
APPENDIX C 2
REPORT OF ACCIDENT/INJURY

Below are explanations to aid in completing the accident report. Not all entries are listed here, as many are self-explanatory.

PART I. The employee is to complete this portion. Each question should be answered in full.

Under school jurisdiction? - Whether the incident occurred on or off the employer's premises, was employee involved in school related activity?

Where did accident occur? - Be specific - what part of the school building, school grounds, or if off school premises, the address or location.

Were you doing your regular job when injured? - If you were involved in a task which was not part of your regular duties, but you were at work and involved in a work-related activity, please so state in your accident description, and answer this question "no".

Description of accident - Write a complete description, in chronological sequence, such that the reader can get a visual picture of the situation, the incident and the result, be it bodily injury or injury to property, or both. Include names of any other persons involved.

Nature of injury - Laceration, bruise, sprain, strain, puncture, burn, etc.

PART II. To be completed by the supervisor, principal, or person who is best able to answer the questions based on first-hand knowledge of the incident.

Describe accident - See Part I.

Why did it occur? - Was there a hazardous condition or a practice that might be unsafe?

Investigation? - Did an individual or group of individuals investigate the accident - causes, results, witnesses, etc.? Yes or No.

Results - What were the findings of the investigation?

PART III. The "Near-Miss" incident report is an integral part of accident prevention. If employees will report incidents that did not result in injury, but could have, they provide an awareness of situations that can be changed before accidents occur. This section is designed for employees to complete. It will be given to the safety committee for review and appropriate action.

The involved employee should fill out both the first six lines of Part I and all of Part III.

REPORT OF ACCIDENT / INJURY

SCHOOL DISTRICT _____

PART I. TO BE COMPLETED BY THE EMPLOYEE

SCHOOL _____ DEPARTMENT _____ ACCIDENT DATE _____ HOUR _____ AM PM

EMPLOYEE'S FULL NAME _____ AGE _____ SEX F _____ M _____ SOCIAL SECURITY NUMBER _____

DID ACCIDENT OCCUR ON OR OFF SCHOOL PREMISES? _____ UNDER SCHOOL JURISDICTION? _____ OUTDOORS OR INDOORS? _____

WHERE DID ACCIDENT OCCUR? _____ SHIFT HOURS _____ NUMBER OF DAYS PER WEEK _____
breezeway, classroom, garage, etc.

TO WHOM REPORTED AND TITLE _____ DATE REPORTED _____ HOUR _____ AM PM

JOB TITLE WHEN INJURED _____ WERE YOU DOING YOUR REGULAR WORK WHEN INJURED? _____ YES _____ NO

DESCRIPTION OF ACCIDENT (include task being performed; step by step detail of incident; any tool, object involved) _____

NAME OF OBJECT OR ACTIVITY THAT DIRECTLY CAUSED INJURY _____

NATURE OF INJURY _____ SPECIFIC BODY PART INJURED _____

NAME (S) OF WITNESS (ES): _____

EMPLOYEE SIGNATURE _____ DATE _____

PART II. TO BE COMPLETED BY THE SUPERVISOR OR PRINCIPAL

DESCRIBE ACCIDENT _____

WHY DID IT OCCUR? UNSAFE ACT OR CONDITION? _____

INVESTIGATION _____ RESULTS: _____

WHAT HAS BEEN OR WILL BE DONE TO PREVENT FUTURE SIMILAR INJURIES? _____

DATE ACTION TAKEN: _____ BY WHOM: _____

DID INJURED:

Receive First Aid? _____ Yes _____ No If so, describe: _____

Visit Physician? _____ Yes _____ No Name and address: _____

Visit Emergency Room: _____ Yes _____ No Hospital name, location: _____

Require Hospitalization? _____ Yes _____ No Hospital name, location: _____

HAS THERE BEEN ANY TIME LOSS FROM WORK? DATES _____ EXPECTED DATE RETURN TO WORK _____

SUPERVISOR'S SIGNATURE _____ DATE _____

PART III. "NEAR-MISS" INCIDENT REPORT (EMPLOYEE COMPLETE TOP 6 LINES OF Part I and below)

DESCRIBE INCIDENT _____

WHAT INJURY COULD HAVE OCCURRED? _____

HOW CAN THIS BE PREVENTED? _____

ACTION TAKEN TO PREVENT INJURY _____

DID YOU REPORT THIS TO YOUR SUPERVISOR? _____ DATE REPORTED _____ TO WHOM _____

EMPLOYEE SIGNATURE _____ DATE _____

SAFETY COMMITTEE REVIEW DATE _____ SIGNATURE _____

This report is to be completed quarterly by the custodial staff of each facility. Forward one copy to the Operations Supervisor's Office; a photo copy is retained by the school. The principal shall initiate work orders for corrective action.

To complete the report, check "S" (satisfactory) if there are no problems. If attention is needed, insert the room number in the "N" (needs work) "cell". Then, on the reverse side, describe the item of area needing attention using the room number to number the comments.

School _____ APPENDIX E

	OFFICE		HALLS/ ENTRIES		CLASS- ROOMS		CLASS- ROOMS		SCIENCE		AUTO SHOP		METAL SHOP		WOOD SHOP		GRAPHICS		ARTS/ CRAFTS		KITCHEN		OTHER		OTHER		
	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	S	N	
Alarm System, Horns & Speakers																											
Electrical Outlets & Cords, Switches																											
Exits, Lights, Panic Hardware																											
Fire Doors																											
Fire Ext./ Bracket/Cabinets																											
Fire & Materials & Supplies																											
Emergency Lighting/Power Source																											
Lighting, Fixtures, Condition																											
Floors, Nonslip, Tile, Carpet																											
Hazards Marked																											
Evacuation Routes Posted																											
Steps & Walkways, Handrails																											
Windows, Window Shades/Shutters																											
Flammable Liquid Storage																											
Belts for Machines																											
Electrical Outlets & Cords																											
Exhaust or Ventilation System																											
Eye Protect. Shield or goggles																											
Fire Exting/Brackets/Cabinets																											
First Aid Materials																											
Machine Controls & Guards																											
Material Storage																											
Floors, Non-Skid Condition																											
Hazard Marked																											
Paint Room																											
Evacuation Route Posted																											
Project Storage																											
Safety Rules																											
Scrap Storage																											
Sink/Towel & Soap Dispenser																											
Tool Storage																											
Weld. Tanks/Mount. & Security																											
Work Benches																											
Flammable Liquid Stor																											
Chemical																											

NOTE: This procedure is to formalize a safety inspection. However, all staff should be alert for hazardous conditions at all times

APPENDIX D

RECORD OF HAZARD OBSERVED

Date _____

Reported by _____

1. Nature and Location _____

2. Action Taken _____

By Whom _____

Signature

LI-417-44
COPY

WHITE-COMMITTEEMAN'S

BLUE-SUPERVISOR
YELLOW-FOLLOW UP &

ORIG.

Needs Attention: _____

General Comments: _____

Principal _____ Date _____

Custodian _____ Date _____

Implemented: May 5, 1986

North Thurston School District