

This Employee Safety Handbook was prepared under the direction of the



GREAT FALLS PUBLIC SCHOOLS

Board of Trustees

Superintendent

SAFETY MANUAL INTRODUCTION

This Safety Manual is intended as a method of communicating to employees regarding general District safety information, rules, and regulations. This Safety Manual is a general source of information and is not intended to be, and should not be interpreted as an all-encompassing document. It may not cover every possible situation or unusual circumstance. If a conflict exists between information in this Manual and Board policy or administrative procedures, the policies or procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of the District policies can be found at:

<http://www.gfps.k12.mt.us/districtinformation/boardpolicy>

Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Although every effort will be made to update the Manual on a timely basis, the District reserves the right, and has the sole discretion, to change any policies and procedures without notice, consultation, or publication, except as may be required by law. The District reserves the right, and has the sole discretion, to modify or change any portion of this Manual at any time. The District reserves the right to not change Manual and carry-over provisions from year to year as allowed by law and policy.

Table of Contents

Safety Policy Statement.....	1
SAFETY ORIENTATION.....	2
EMPLOYEE ACKNOWLEDGEMENT	2
SAFETY COMMITTEE	3
GENERAL SAFETY RULES FOR ALL DISTRICT EMPLOYEES.....	4
PERSONAL PROTECTIVE EQUIPMENT	5
PERSONAL SAFETY CONDUCT	6
PROPER LIFTING TECHNIQUES	7
CLASSROOM AND OFFICE SAFETY RULES	8
CAFETERIA	9
FIRE PREVENTION/FIRE EXTINGUISHERS	10
LADDERS.....	12
UNIVERSAL PRECAUTIONS FOR ALL PERSONNEL	13
CUSTODIAL/JANITORIAL/ENGINEERS.....	14
HAZARD COMMUNICATION PROGRAM – SDS	15
CONFINED SPACES	17
REPORTING ACCIDENT/INCIDENTS	18
GREAT FALLS PUBLIC SCHOOLS EMPLOYEES.....	22
ACCIDENT/ INJURY REPORT	22

Also Enclosed:

- [Workers Injury Report Processing Guidelines](#)
- [Workers Injury Report Process](#)
- [Timecard Reviews](#)
- [Workers Compensation /Transitional Period of Return to Work](#)
- [Accident/Injury Report](#)
- [Return to Work & Modified Job Form\(available in all the Buildings\)](#)
- [District Policy for Noninstructional Operations-District Safety](#)



GREAT FALLS PUBLIC SCHOOLS

Safety Policy Statement

The Board of Trustees of the Great Falls Public Schools recognizes the importance of providing a safe learning and working environment for students, staff and visitors. The Board of Trustees believes that safety education, accident prevention, and an effective, formal, loss control program are important to everyone in the Great Falls School system. All District personnel must take an active interest and participate in the loss control program to prevent accidents. Individual performance in regards to safety will be measured along with overall performance.

The Montana Safety Culture Act (MSCA) encourages workers and employers to come together to create and implement a workplace safety philosophy. The Act provides an outline of practices and procedures to help facilitate a successful program. The Great Falls School District has adopted the Act as a resource to serve as the foundation for the continuing evolution of its safety program. It is desired that all employees pro-actively devote their serious attention and efforts towards making this program an integral part of day-to-day work activities.

The Board has directed the formation of a District Safety Committee in accordance with the MSCA and it shall serve in an advisory capacity and is responsible for activities, which may include:

- Assessing and communicating hazards.
- Communicating with employees regarding Safety Committee activities.
- Educating employees on safety related topics.
- Motivating employees to create a safety culture in the workplace.
- Assisting in the development of safety rules, policies and procedures.
- Control of hazards.
- Periodic evaluation of the safety program.
- Inspection of the workplace.
- Development of safety training and awareness topics.
- Recommend ways to keep job specific training current.



GREAT FALLS PUBLIC SCHOOLS

SAFETY ORIENTATION

Orientation of new employees, rehires, and part-time employees, will be provided with an introduction of District/Department Policies and the District Safety Manual. The District's Human Resource Office shall provide this initial introduction.

EMPLOYEE ACKNOWLEDGEMENT

The employee will acknowledge the receipt of the District Safety Manual and that they understand it is the employee's responsibility to read, understand, and ask questions for clarification. This acknowledgement will be filed in the employee's personnel file.

NOTE: In the event that an employee needs an updated, refresher, or specific safety class the employee's direct supervisor may administer that program and complete safety orientation documentation for the additional training. It may be submitted to the Human Resource Office for filing with the employee's personnel file.

SAFETY COMMITTEE

- **Purpose:** To assist in the detection and elimination of unsafe conditions and work procedures. A Safety Committee will be established with representation from employees and management. Each District building shall have their own Safety Committee. Mandatory positions are the 1st Engineer and school Secretary, open seat for building Administrator, and no more than six (6) members on each committee.
- **Procedures:** The following guidelines will be followed:
 1. The frequency of meetings shall be one every semester (more often if the need arises).
 2. The date, hour, and location of meetings shall be coordinated between Special Services and each Building Committee.
 3. The length of each meeting should not exceed one hour.
 4. The attendance and subjects discussed shall be documented and maintained on file at site by the Safety Committee Secretary for a period of one year. Copies of the minutes must be provided to Special Services.
- **Scope of Activities:**
 1. Conduct in-house safety inspections
 2. Assist in accident investigations
 3. Review accident reports to determine means of prevention
 4. Accept and evaluate employee suggestions
 5. Review job procedures and recommend safety improvements
 6. Monitor the safety program's effectiveness
 7. Promote and publicize safety
- **Documentation:**
 1. Safety Committee Meeting minutes and entries of Safety Hazard resolutions shall be recorded by each Safety Committee's Secretary, with a copy at the building and a copy to Special Services.

GENERAL SAFETY RULES FOR ALL DISTRICT EMPLOYEES

COMMON SENSE AND GOOD JUDGEMENT

Safety regulations are established to protect lives and property. All employees are expected to follow policies, procedures, guidelines and instructions in order to safeguard themselves and fellow employees, and in so doing, contribute to a safe work environment.

WHEN IT COMES TO SAFETY:

1. Read and observe all signs and warnings.
2. Comply with all District safety policies, safety rules and safe operating expectations.
3. Develop a safe work attitude and maintain safe work habits. Use common sense and good judgment in daily work activities.
4. Anticipate hazards, identify them and eliminate or control them.
5. If you are in doubt about the safe or proper way to do any job, get instructions from your Supervisor. If in doubt about a procedure, ask your Supervisor. Correct or report to your Supervisor any condition which you believe unsafe as soon as possible.
6. Study your job and working conditions. Recognize the hazards and protect yourself and your fellow workers against them.
7. Report all identified hazards, unsafe conditions and unsafe actions or procedures to your Supervisor immediately. If a hazard is identified that can be corrected immediately do so. If you are unable to correct the hazard locate and warn others of the hazard (example: water on the floor should be mopped up immediately or a wet floor sign posted until it can be mopped up).
8. Keep all work areas free from hazards. Material stacking or storage must be arranged to prevent its falling or causing someone to trip. Oily and dirty rags must be stored and disposed of in proper containers. Fluids spilled on floor areas must be cleaned up immediately.
9. Clean up debris resulting from any repair job.
10. Know the location of emergency exits and of safety equipment for your area(s). **Know the location and general operation of hand fire extinguishers** and other emergency equipment in your department. Keep emergency equipment clear. Report use of any emergency equipment to your Supervisor. **Report fire immediately. Use fire extinguishers** or appropriate equipment. Follow the area's direction of evacuation. **WALK, DO NOT RUN.**
11. Wear appropriate clothing for your job duties. Do not wear anything which may create a hazard (loose fitting clothing or necklaces in a shop area, slick soled shoes on icy surfaces, etc.).
12. Use the right tools for the job.
13. Appropriate measures shall be taken when working in a confined space. The District has a confined space policy. See page 21 of this manual. Special training and equipment are required for entering any confined space. Do not enter confined spaces or any location where there may be a presence of "bad air". Such locations should be tested for air quality prior to entering and should be entered only upon supervisory approval, with assistance of a District authorized personnel.
14. **ONLY** those persons trained in handling asbestos shall be permitted to work with any project where asbestos may be present. If in doubt, contact the head engineer in your facility.
15. Do not do anything to jeopardize you or your co-workers safety and health.
16. Do not take short cuts.
17. Cooperate with supervision and administration in all loss prevention and safety and health activities.
18. Promptly report all injuries to your supervisor. In case of serious injury, do not move the person until medical aid arrives unless in a dangerous location.

PERSONAL PROTECTIVE EQUIPMENT

FOLLOW THE INSTRUCTIONS, ASK QUESTIONS, DON'T TAKE ANY CHANCES

1. Safety goggles or glasses must be worn in situations where eye injury is a possibility, i.e. lawn equipment, grinding, drilling, chipping, and handling hazardous chemicals.
2. Use hearing protection in high noise areas. A good rule of thumb is if you have difficulty communicating in a loud voice with another person at arm's length, wear hearing protection.
3. Clothing appropriate for the job must be worn. Also, shirts and long pants will be worn at all times by maintenance workers, mechanics, painters, custodians, etc. for protection.
4. Gloves are required when appropriate to the job, or under any conditions which endanger the hands.
5. It is the District's desire to not put employees in the position of needing protective masks. Nearly all potential exposures have alternatives to masks available. If an operation looks as if the only alternative is the use of a protective mask, discuss this with your supervisor.
6. To avoid chemical injury or irritations, read material safety data sheet and apply all applicable (MSDS) information. Avoid prolonged skin contact with chemical products. If you come in contact with an irritating substance, be sure to wash the affected area at once and recheck the applicable material safety data sheet (MSDS) information.
7. Protective gloves shall be worn at any time an accident or incident would result in a spill of body fluids. **Training will be required for personnel to properly handle such situations.** At any time there is blood or body fluid spills the proper clean-up materials will be used. The **kits** will be available from the custodial staff.
8. Personnel trained for the removal of asbestos shall wear the appropriate breathing apparatus and coverings during any contact with asbestos.

PERSONAL SAFETY CONDUCT

1. Attention to safety on the part of each individual is an important part of a safe working environment. Pro-actively devoting serious attention towards safety and making it an integral part of the day-today work is expected.
2. All District workplaces and vehicles are drug and alcohol – free. All employees are prohibited from possessing, using or being under the influence of controlled substances or alcohol while on District premises or while performing work for the District. See District policies for more information.
3. An employee must notify their Supervisor if they are taking any type of medicine that would impair them in any way in the performance of their job responsibilities. Drugs, stimulants, tranquilizers and similar substances shall not be used on the job unless the employee has obtained written authorization from a doctor and has filed a copy with their supervisor.
4. Horseplay, practical jokes, and fighting that could result in injury and/or property damages and must be avoided.
5. Deliberate misuse of tools, equipment, or property is prohibited.
6. Observe safety signs.
7. Use handrails when going up and down stairs.
8. Firearms and weapons are prohibited on all school property.

PROPER LIFTING TECHNIQUES

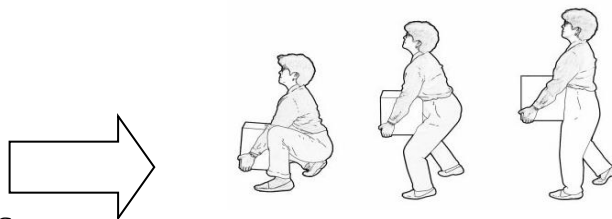
Many employees are injured because they try to lift heavier objects than they should or they lift in an unsafe manner. Because this is such an important subject, a section on how to lift properly is included. If each employee uses the correct lifting techniques explained and follows some basic exercises for strengthening the back, many back injuries can be avoided:

IF THE OBJECT IS TOO HEAVY, GET HELP.

1. Size up the load first. Do not surprise your back. GET HELP if you need it.
2. Be certain you have good footing for balance. Put one foot alongside the object, one foot behind.
3. Keep back straight, bend knees. Put weight on your legs, they can take it better than your back.
4. Grip the load firmly, holding it as close to your body as possible. Grip with palms, not the fingers.
5. Tuck in chin and neck. Draw object close; tuck in arms and elbows.
6. Don't twist your body or jerk the load. Never attempt to catch or stop falling objects. Keep your balance.
7. Two people may be required to lift and move a student. In some cases an appropriate lifting device may be utilized.

THE PROPER WAY TO LIFT

LIFT WITH LEGS & ARMS
KEEP BACK STRAIGHT
BEND KNEES
ONE FOOT BEHIND
PALM GRIP
ONE FOOT ALONGSIDE



CLASSROOM AND OFFICE SAFETY RULES

1. Practice good housekeeping.
2. Keep electrical cords and other tripping hazards out of walkways.
3. **DO NOT OVERLOAD ELECTRICAL OUTLETS.**
4. Keep all desks or file drawers closed.
5. Do not open more than one file drawer at a time to avoid the file cabinet tipping over.
6. Use ladders or stepstools. Do not use chairs, stools, boxes, or drawers in place of ladders or stepstools.
7. Do not tilt chairs.
8. Do not stack papers, books, or boxes in an unstable manner.
9. Keep all emergency phone numbers visible and easy to find.
10. Do not lift or move heavy objects by yourself.

CAFETERIA

1. Keep knives and other tools sorted in racks or bars with the blades protected.
2. Wash all sharp tools individually.
3. Discard all broken dishes and defective utensils.
4. Use potholders and/or gloves when needed.
5. Allow pans, ovens, and utensils to cool before washing.
6. Food employees **may not** wear jewelry except a simple wedding band with no stones while working around equipment or food.
7. Keep all electrical cords out of walkways and away from work areas.
8. Unplug and/or plug in electrical appliances only when your hands and the floor is dry.
9. Turn off all appliances before leaving work.
10. Keep all cupboard doors and drawers closed.
11. Use ladders or step stools to reach for high objects.
12. To prevent slipping on wet floors use floor mats and wear footwear designed for cafeteria work.
13. Wash hands thoroughly and food handlers **shall** wear hair restraints such as hats, visor caps or nets.
14. A first aid kit is available in the cafeteria and in the kitchen.
15. Know the placement of fire extinguishers and how to use them.
16. Do not store heavy objects on high shelves. Store heavy objects at waist level for maximum safe lifting practice.
17. Do not lift heavy objects alone.
18. Practice good housekeeping.

FIRE PREVENTION/FIRE EXTINGUISHERS

1. All electrical equipment and controls must be in good condition.
2. Promptly report any defective wiring, short circuits, bare electrical wires or wires showing over-heated condition.
3. All heating, ventilation, and air conditioning must work properly.
4. Processes such as painting, cutting, and welding must be done properly and the area cleaned up at the end of each day.
5. Gas cylinder valves should be closed when not in use.
6. Keep work areas free of combustible materials such as accumulations of papers, oily and greasy rags, wood shavings, etc. Fluids spilled on the floor must be cleaned up immediately. Other combustible materials shall be stored properly.
7. Never use gasoline for cleaning purposes.
8. Smoking is NOT allowed in ANY area of the buildings, grounds and vehicles.
9. Maintain good housekeeping practices in the facilities.
10. Employees must report potential fire hazards to their supervisors.
11. Report fire immediately, use fire extinguisher equipment, **CONSIDER THE SAFETY OF YOURSELF AND OTHERS BEFORE THE SAVING OF PROPERTY.**
12. Fire alarms and extinguishing equipment must be in working order and charged. Know the location and operation of fire extinguishers in your area(s).



13. Keep fire extinguishers accessible. Report the use of any fire extinguishers to your supervisor.

SYMBOL AND COLOUR MARKINGS ON EXTINGUISHERS

Symbol	description
Ordinary  Combustibles	Extinguishers for Class A fires are identified by a triangle. The triangle is green. Examples: A. Trash, Wood, Paper 
Flammable  Liquids	Extinguishers for Class B fires are identified by a square. The square is red. Examples: For Class A,B fires: A. Trash, Wood, Paper  B. Liquids, Grease 
Electrical  Equipment	Extinguishers for Class C fires are identified by a circle. The circle is blue. Examples: C. Electrical 
Combustible  Metals	Extinguishers for Class D fires are identified by a star. The star is yellow.

AIM SPRAY FROM EXTINGUISHER AT BASE OF FIRE

LADDERS

1. If the job requires a ladder, do not use boxes, crates, chairs, or other makeshift ladders.
2. Ladders should be long enough for the job, extending at least three feet above the ladder's supports.
3. Ladders should be placed on solid, level footing, with the base of the ladder a minimum distance from the wall equal to one-fourth of the extended length of the ladder.
4. When climbing or descending a ladder, always face the ladder and grasp it with both hands. Only one person should climb or descend at a time.
5. Whenever possible, ladders should be tied off or otherwise secured to prevent shifting.
6. Ladders with split or broken rungs, side rails, missing safety feet, or any other safety defects should be withdrawn from use until repaired or destroyed.
7. Metal ladders should not be used around energized electrical equipment.
8. Do not place ladders in front of doors, in walkways, driveways, or any place where there is danger of the ladder being bumped.
9. When possible have a second person steady the ladder or assist in handling equipment.

UNIVERSAL PRECAUTIONS FOR ALL PERSONNEL

“Universal Precautions” is an approach to infection control. The concept of universal precautions is that all human blood and body fluids are treated as if known to contain disease-causing germs (pathogens).

Human immunodeficiency virus (HIV) and hepatitis B (HBV) can be found in blood, semen, vaginal secretions and breast milk. HB (not HIV) is also found in high enough concentrations in saliva to transmit infection from one person to another. Saliva and other body fluids such as urine, vomits, nasal secretions, sputum, and feces often contain germs that cause other diseases. It is not always possible to know when blood or body fluids shall be handled as if infectious. All students and staff shall routinely observe the following universal precautions to prevent and reduce the spread of infectious diseases:

1. Wear disposable waterproof gloves whenever you expect to come in direct contact with blood, other body fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. Do not reuse gloves. After each use, remove gloves without touching the outside and dispose of them in a lined waste container. After removing gloves, wash hands thoroughly with soap and water as described below.
2. Wash your hands and any other contacted skin surfaces thoroughly for fifteen (15) to thirty (30) seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:
 - a. Immediately after any accidental contact with blood, body fluids, or drainage from wounds or with soiled garments, objects or surfaces.
 - b. Immediately after removing gloves or other protective equipment or clothing.
 - c. Before assisting others with eating and drinking as well as eating or drinking yourself.
 - d. Before handling food, cleaning utensils or kitchen equipment.
 - e. Before and after diapering and assisting with toileting as well as toileting yourself.

When running water is not available, use antiseptic hand cleaner and clean towels or antiseptic towels. Use soap and running water as soon as possible.

3. Clean surfaces and equipment contaminated with blood with soap and water. Disinfect them promptly with a fresh solution of household bleach (ten (10) parts water to one (1) part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in the disinfectant and dry thoroughly.
4. Properly dispose of contaminated materials. Under normal conditions, the amount of wastes generated at typical educational facility would not warrant segregation and special handling procedures as outlined in 29CFR 1910.1030.
 - a. Materials contaminated with blood or other potentially infectious materials should be segregated at the time of the incident, double bagged in plastic bags, and disposed of with ordinary trash.
 - b. Do not segregate and accumulate a quantity of contaminated materials for later disposal. Where large quantities of blood and wastes are generated, there likely be assistance from professional emergency personnel who are trained in proper handling and disposal of contaminated materials.
 - c. If a school staff member must be involved in handling and disposal of medical sharps, such as syringes, hypodermic needles or other potentially infectious object, which are capable of penetrating the skin, these items should be containerized in labeled sharps containers available from the school nurse.
5. Do not care for others' injuries if you have any bleeding or oozing wounds or skin conditions yourself.
6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available when it is necessary to provide mouth-to-mouth resuscitation.
7. Immediately report any incident or accidental exposure to blood or first aid incident that involved direct contact with blood in accordance with district policies about incidents reporting and exposure Control Plan.

CUSTODIAL/JANITORIAL/ENGINEERS

1. Know what chemicals you are using, its effects, and what to do if you have a spill. Refer to material safety data sheets (SDS) for specific chemical information.
2. Always wear provided protective gear when using cleaning agents/solvents. If necessary personal protective equipment is unavailable contact your supervisor. Know the location of the nearest eye wash station. Safety glasses shall be worn at all times when doing any type of work that could conceivably have airborne objects.
3. Read labels and follow directions to get appropriate concentrations of mixtures. When two (2) or more cleaning agents have been mixed be sure to label container accordingly.
4. Wear non-slip soled, chemical resistant shoes.
5. Always lock closet doors containing solvents, etc. Store chemicals and solvents in an approved manner.
6. Do not use stools, chairs, tables, or drawers in place of a ladder.
7. All scaffolds and ladders must be used and maintained according to State regulations.
8. Post all unsafe areas and obey all other warning signs.
9. Place warning signs, such as “wet floor” as needed.
10. Follow proper lifting procedures.
11. Proper use of machinery is a must.
12. Report equipment in need of repair to your supervisor. Do not use defective equipment.
13. Do not attempt to do maintenance or remove a jam while machinery is being operated or connected to a power source.
14. A trial run of all machinery should be readily available.
15. If maintenance is required, use the lock out/tag out system and unhook from power source. Only authorized personnel shall do maintenance.
16. If maintenance is needed in an area which you are not qualified, then post the area and get qualified personnel.
17. Guards should not be removed from equipment. Use all safety devices properly.
18. Let hot equipment cool before storing.
19. Never work alone in high or unsafe places.
20. Fire extinguishers should be readily available.
21. Maintain clear walkways. Practice good housekeeping.
22. When handling broken glass wear protective gloves and safety goggles.
23. Do not wear loose clothing, loose hair or loose jewelry.
24. Contact your supervisor if in doubt about a procedure or additional equipment, including personal protective equipment.

HAZARD COMMUNICATION PROGRAM – SDS

GENERAL POLICY

The purpose of this notice is to inform you that Great Falls Public Schools are complying with the OSHA Hazard Communication Standard. Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using SDS's, by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in our District where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Under this program, you will be informed of the contents of the Hazardous Communications Standard, the hazardous properties of the chemicals with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks as applicable.

SAFETY DATA SHEETS (SDS'S)

SDS'S provides you with specific information on the chemicals you use. The SDS will be fully completed OSHA Form 174 or equivalent.

The Purchasing Department has a standard requirement that any materials (chemicals) purchased must be supplied by the vendor with each shipment of materials. The SDS sheets are distributed to applicable Supervisors for inclusion in their DSD booklets. The following departments have been determined to need SDS booklets:

1. Custodians
2. Print Center
3. Grounds
4. Warehouse
5. Food Service
6. Crafts
7. School Laboratories
8. School Shop Facilities

LABELS AND OTHER FORMS OF WARNINGS

The Supervisors will ensure that all hazardous chemicals in their Department are properly labeled and updated, as necessary. Labels should have product identifier; signal word; hazard statement, pictograms, precautionary statement and the name, address and telephone number of the chemical manufacturer, importer or other responsible party.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazardous information. On our stationary process equipment, regular process sheets, batch tickets, blend tickets, and similar written materials will be substituted for container labels when they contain the same information as labels. These written materials will be made readily available to you during your work shift. Otherwise, each container including secondary containers needs to have a label with product identifier, words, pictures, symbols or combination thereof, which provides at least general information regarding the hazards of the chemicals.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, then and only then are no labels required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in the training session.

NON-ROUTINE TASKS

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the head of maintenance. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be used to review the information presented in the initial training. Custodians will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazard materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices of methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where SDS's are located, how to read and interpret the information on both labels and SDS's, and how employees and students may obtain additional hazard information.

The Superintendent or designee will review our employee training program and advise the head of maintenance on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work place, but it will be School District 1&A policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the head of maintenance will obtain input from employees regarding training they have received and their suggestions for improving it.

CONTRACTOR EMPLOYERS

The head of maintenance, upon notification by the responsible custodians, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the custodian will notify these individuals of the locations and availability of SDS's. Each contractor bringing chemicals on-site must provide us with appropriate hazard information on these substances, including labels and SDS's used and the precautionary measures to be taken in working with these chemicals.

ADDITIONAL INFORMATION

All employees and students, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDS's, and chemical information lists at the head of maintenance's office.

CONFINED SPACES

INTRODUCTION

If you are required to work in a confined space make certain that your supervisor has approved your proposed activities.

A confined space is identified as a space which has any one of the following characteristics:

- limited openings for entry and exit
- unfavorable natural ventilation
- not designed for continuous worker occupancy

Limited openings for entry and exit:

Openings that are small in size and can be difficult to get in and out of, and may require a ladder or hoist to get in and out.

Unfavorable natural ventilation:

Space where air movement is at a minimum. Gases and chemicals can be trapped in these areas which could be harmful if prolonged exposure occurs.

Not designed for continuous worker occupancy:

An area that was designed to store chemicals and materials but not a space where you would spend any amount of time because good ventilation is not available.

Possible hazards that can be encountered in entering and working in a confined space:

Lack of natural air movement can cause:

1. oxygen deficient atmosphere
2. flammable atmosphere
3. toxic atmosphere

Oxygen deficient atmosphere:

An atmosphere with less than 19.5% oxygen. Oxygen levels can change by welding, cutting, or brazing, or certain chemical reactions. An individual's normal breathing can change the oxygen level.

Flammable atmosphere:

The oxygen in the air and flammable gases, vapors, or dust in the proper mixtures can make a flammable atmosphere. Sparks from tools or two pieces of metal striking one another can make a spark and could cause an explosion. Never use pure oxygen to ventilate a confined space. Ventilate with normal air.



GREAT FALLS PUBLIC SCHOOLS

REPORTING ACCIDENT/INCIDENTS

INJURIES MUST BE REPORTED IMMEDIATELY TO THE DESIGNATED PERSON AT EACH DISTRICT LOCATION (WITHIN 48 HOURS OF INJURY)

To ensure School District 1 & A Board of Trustees and Administrators are aware of potential claims against the District's Workers Compensation Program, a District Accident/Injury Report Form will be completed. The report form must be completed within forty-eight (48) hours for all accidents/injuries regardless of the seriousness of the incident. The injured employee will relay the information to the designated person(s), for that District building. The designated person(s) will complete the form in the presence of the injured worker or by phone.

Since every accident includes a sequence of contributing causes, it is possible to avoid repeat performances of the first event by recognizing and eliminating the causes.



GREAT FALLS PUBLIC SCHOOLS
WORKERS INJURY REPORTS AND RELATED WORK COMP. PROCESS

- 1.) Designated person(s) – K-8...Administrative Assistant shall act in this capacity.
Back up person: At Elementary – Principal
At Middle School – Associate Principal

Designated person(s) – High School...At CMR – Administrative Assistant
Back up person: Associate Principal
At GFHS – Administrative Assistant
Back up person: Associate Principal
At Skyline – Administrative Assistant
Back up person - Principal

Designated person(s) – Custodial...Designated person(s) at that school
Back up person: Building & Grounds Administrative Assistant

Designated person(s) – Food Services...Designated person(s) at that school
PGMS/Warehouse... (Food Service Administrative Assistant)
Back up person – Administrative Assistant (Special Services)

Designated person(s) – DOB ... Administrative Assistant (Special Services)
Back up person: Administrative Assistant Human Resources
- 2.) To insure accuracy and completeness of the form the designated person will fill out the form as the injured party relays the information. The designated person will ask the questions need to insure completeness and accuracy of the form. The injured party will not fill out the form! Supervisor will still sign off on the form. If the Supervisor is not present at the time of reporting, the completed form will still be faxed to Special Services at 268-6093.
- 3.) The designated person will give the injured party the Return to Work/Modified Job Request Form. This form must be given out at the time the Injury Report Form is being completed, regardless if injured party plans on professional medical care or not. If they do seek medical attention they shall have the attending physician fill out the form and the injured party must return the form to the designated person at their facility. That person will upon receipt, fax the form to Special Services at 268-6093, but keep the original. The Administrative Assistant will in turn distribute copies of the Return to Work/Modified Job Request Form to the Employee, Supervisor, Human Resources and Special Services.
- 4.) Upon receiving the faxed injury report, the Administrative Assistant will review the form(s) for completeness, if not complete.....the Administrative Assistant will fax back the form with instructions for completing. Once the Administrative Assistant receives a completed form she will immediately deliver to the Administrative Assistant for immediate email to MSGIA.

TIMECARD REVIEWS

The designated person to review timecards will abide by the following review process:

- a.) Collect timecards
- b.) Verify accuracy of dates worked and hours worked
- c.) Verify for accuracy of code and coded dates
- d.) For Workers Compensation related dates, verify with injured party option chosen and timecard coded correctly.
- e.) Code timecards according to the following guidelines:
 - If injured employee is eligible for Workers Compensation, the four (4) days preceding activation of Workers Compensation pay, must be coded with one of these choices: SL (sick leave)
VN (vacation)
WP (leave without pay)
 - The work days following the first four (4) days out must be coded with one if these choices: WC (Workers Compensation pay)
WC (Workers Compensation pay & VN and vacation pay)
SL (Sick Leave)
WP (Leave without pay)

Use the applicable selected code until the day the injured party returns to work, at this point resume normal entries.

If you as the designated reviewer have any questions, before processing time cards to the next level, please call the payroll department at 268-6064 or 268-6063.



GREAT FALLS PUBLIC SCHOOLS
WORKERS COMPENSATION AND TRANSITIONAL PERIOD OF RETURN TO WORK

If an injured employee has received Workers Compensation and has or is receiving medical care, it may be possible to have the employee return to work for a transitional time with modified job duties. The Great Falls School District is under no obligation to provide a transitional time or modified job duty classification or category.

If a transitional time is provided, such time will have in writing, a start date and an end date. At the end date a determination will be made as to whether or not the employee can perform the job duties that were required before the injury occurred. Such determination will be made by the Supervisor of that employee.

Before the transitional time is implemented, a written list of modified job duties, specific only to the limited transitional time for the injured individual, shall be in place. Again the Great Falls School District is under no obligation to provide a transitional time or modified job duty list. Modified job duties shall correspond with the Return to Work/Modified Job Request form for the injured employee. This form must be complete before the injured worker will be allowed to work at all.

No transitional time shall exceed eight (8) weeks. Any transitional time can be adjusted downward if the injured employee has medical clearance to return to full duties before the established transitional time has elapsed.



GREAT FALLS PUBLIC SCHOOLS EMPLOYEES

ACCIDENT/ INJURY REPORT

NOTE: All blanks must be completed.

Last	First	M. I.	Date of Birth (mo./day/yr)	Social Security Number	
Full name of INJURED EMPLOYEE					
Employee's Home Address (Street or Box No.)			City	State	Zip Code
Phone Number		Gender	Marital Status: ☐ Married ☐ Single		
Did employee return to work during next scheduled shift? ☐ yes ☐ no	If no, will wage loss exceed six work days ☐ yes ☐ no ☐ not sure	Last day worked date		Date of return, if returned to work	

Describe how the accident happened, and give cause. Explain what employee was doing when injured. Be specific. Give full details on all factors which led or contributed to the accident. Use a separate sheet of paper if you need additional space.

What specific object or substance caused the injury?	Part of body affected (leg, arm, back, head, etc.)
Nature of the injury (cut, fracture, etc.)	Date and Time of Injury a.m. or p.m.
Job/position of Employee	

Names of witnesses to accident

Did the accident occur on the District's premises? yes ☐ no ☐		Address or location where accident occurred:			
Was worker injured while in your employ? ☐ yes ☐ no	Date Employer notified	Accident reported to:	Was safety equipment provided? ☐ yes ☐ no		
			Was safety equipment used? ☐ yes ☐ no		
Attending Physician's Name	Address (street or box)	City	State	Zip Code	Phone No.
If Hospitalized, Hospital's Name	Address (street or box)	City	State	Zip Code	Phone No.
Type of initial medical treatment received (please check) ☐ No Treatment ☐ Emergency Room ☐ Treatment on-site ☐ Clinic/Dr. Office ☐ Hospitalization					
Do you have any reason to question this accident? ☐ yes ☐ no		If Yes, please explain fully. Use separate sheet if you need additional space.			

Report Filled Out By: _____ Date: _____

"This is my claim for workers' compensation benefits due to the on-the-job injury, occupational disease or death of the above named worker. I understand that signing this claim for compensation authorizes the release to the workers' compensation insurer or its agent, rehabilitation records, Social Security records and health care information (medical records, pursuant to HIPAA, Public Law 104-191, 42 USC section 1301, et. seq., and section 39-71-604, MCA) that are directly relevant to the claimed injury, disease or death. I also understand that if I obtain or exert unauthorized control over workers' compensation benefits to which I am not entitled, I may be prosecuted for theft."

Signed _____ Date: _____
(Employee) I certify the above statement to be true and correct.

Signed: _____ Date: _____ Print Name: _____
(Supervisor or Principal)

Please send completed form to: Dave Houtz, Supervisor Special Services and Transportation at the DOB Distribution:
SP 75 07/2009

SS ____



GREAT FALLS PUBLIC SCHOOLS EMPLOYEES

Employee Injury

Return to Work & Modified Job

Employee Name: _____ Injury Date: _____ Work Comp. ____ Other

Job Title: _____

Normal job responsibilities involve the following: **A- Applicable (as determined by Supervisor), X- Limits (as determined by Doctor)****Lifting:**

	10#		20#		40#		60#		#'s
Frequently		Occasionally		No Lifting					

Sitting:

	1hr.		2hrs.		3hrs.		4hrs.		5hrs.		#of hrs.	
Continuously		Periodically		No Sitting								

Standing:

	1hr.		2hrs.		3hrs.		4hrs.		5hrs.		#of hrs.	
Continuously		Periodically		No Standing								

Walking:

	1hr.		2hrs.		3hrs.		4hrs.		5hrs.		#of hrs.	
Continuously		Periodically		No Walking								

Repetitive:

	Grasping		Holding		Manipulating		
R.H.		L.H.		Either		Both	
						No Repetitive	
Climbing			Repetitive Times		Occasionally		No Climbing
Kneeling			Repetitive Times		Occasionally		No Kneeling
Bending			Repetitive Times		Occasionally		No Bending
Squatting			Repetitive Times		Occasionally		No Squatting
Reaching			Repetitive Times		Occasionally		No Reaching
Overhead Reaching			Repetitive Times		Occasionally		No Overhead Reaching
Twisting			Repetitive Times		Occasionally		No Twisting

Additional Information:

Dr. Signature _____ Date

Start Date of Modified Job Responsibilities: _____ Hrs/Day

Date of Doctor Re-exam: _____ Employee Has Reached MMI ____ yes ____ no

Date of Supervisors re-evaluation of modified job w/employee: _____

End Date of Modified Job Responsibilities: _____

My signature implies I have read and understand the above information. I will abide by the Doctors limitations and my Supervisor's instructions, and if I fail to abide, it may result in disciplinary action.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

*Any and all changes involved with a Modified Job, requires this form to be filled out anew.

Copy sent to GFPS Special Services Department by Supervisor: _____ yes _____ Date: _____

NCR White: Employee Copy Yellow: Supervisor Copy Pink: Special Services Copy Goldenrod: Human Resource Copy

Great Falls School District

NONINSTRUCTIONAL OPERATIONS

8301

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District Office.

The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§ 20-1-401, MCA	Disaster Drills
	§ 20-1-402, MCA	Number of disaster drills required -
		time of drills to vary
	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act
	§§ 50-71-311, MCA	Montana Safety Act

Policy History:

Adopted on: July 1, 2000

Revised on: