STAFF SAFETY

PROCEDURE:

The supervisor of each school and/or work site in the District is responsible for performing the following tasks in an ongoing effort to reduce industrial, work-related accidents and illnesses:

GENERAL SAFETY

1. Maintain a log and summary of all recordable occupational injuries and illnesses occurring at the work site.

NOTE: A "recordable occupational injury or illness" is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid.

2. Provide training programs to improve skill and competence in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposure.

3. Implement an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report emergencies.

4. Form a safety and health committee composed of a representative of management and employees. Such committee shall review safety and health inspections to assist in correction of identified unsafe conditions or practices. This committee shall also evaluate accident investigations and recommend improvements where needed.

Minutes of the committee shall be recorded and shall be retained for one year.
STAFF SAFETY

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

6. Assure that a person who holds a valid certificate of first aid training is present or available at all times.

7. Maintain a well-marked first aid kit.

8. Furnish a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

CHEMICAL HAZARDS

1. Prepare and maintain an up-to-date list of hazardous chemicals present at each work site.

2. Label hazardous chemicals at each site.

3. Photocopy or purchase any required hazard warnings.

4. Replace missing, unreadable or incorrect labels.

5. Require Material Safety Data Sheets (MSDS) for all incoming chemicals.

6. Maintain current MSDS files and distribute to supervisors.

7. Maintain easy accessibility to MSDS files for staff members.

8. Train staff members at the time of initial assignment or whenever a new hazard is introduced.

9. Prepare a training manual which immediate supervisors can use to create training sessions specific to their sites.

10. Maintain records which show that employees have received training and information.