

Tumwater School District Procedures

STAFF SAFETY

1. School and Site Safety Responsibilities

The Principal of each school and/or the administrator of each department in the district are responsible for:

- A. Training staff in proper reporting of accidents and injuries;
- B. Promptly investigating and reporting employee accidents and injuries to the District on forms provided;
- C. Providing job specific training to staff to improve their skill and promote their safety and health. Training shall include the safe use of tools, equipment, and toxic materials when job related; proper lifting, slip and fall prevention and ergonomic design of office furniture and equipment as needed; appointing an active member to the District Safety Committee and involving that member in communicating and promoting workplace safety practices.
- D. Implementing 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 injuries;
- E. Forming a site-based safety and health committee composed of representatives of management and employees, which will review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee will be recorded and will be retained for one year);
- F. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material;
- G. Assuring that a person who holds a valid certificate of first aid training is present or available at all times;
- H. Maintaining a well-marked first aid kit, or first aid station if the work site has more than fifty employees; and
- I. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

2. District Safety Responsibilities

The District is responsible for:

- A. Processing employee accident and injury reports with the support of the ESD 113 Workers Compensation Trust;
- B. Developing and maintaining a written employee Accident Prevention Program;
- C. Scheduling and holding regular Employee Safety Committee meetings and publishing minutes;
- D. Providing employee safety training opportunities to Principals and departmental administrators;
- E. Actively monitoring employees on time loss and placing employees in light duty positions when possible.

In cooperation with the ESD 113 Workers Compensation Trust, maintaining and reporting logs of employee accidents and injuries.

3. Worker Right to Know (Chemical Hazards)

The District, in cooperation with each building Principal and departmental administrator is responsible for:

- A. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site;
- B. Labeling of hazardous chemicals at each site;
- C. Photocopying or purchasing any required hazard warnings;
- D. Replacing missing, unreadable, or incorrect labels;
- E. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals;
- F. Maintaining current MSDS files and distributing to supervisors;
- G. Maintaining easily accessible MSDS files, and making MSDS's available to staff members;
- H. Training staff members at time of initial assignment or whenever a new hazard is introduced;
- I. Preparing a training manual which immediate supervisors can use to create training sessions specific to their site; and
- J. Maintaining records which show that employees have received training and information.

ADOPTED: May 26, 1983

REVISED: December 12, 2013