

**LOLO SCHOOL DISTRICT #7**

**SAFETY HANDBOOK**

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## **PART I**

## **SAFETY POLICY STATEMENT**

### **For Lolo School District #7**

It is our policy to maintain a safety program designed to keep accidents at an absolute minimum. Your safety suggestions are welcome at all times and should be submitted in writing to your immediate supervisor. All employees are requested to report immediately in writing to their supervisor any unsafe conditions, practices, procedures or activities when such a hazard could endanger themselves, other employees or the general public.

Lolo School believes in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of occupational injuries and illnesses is such a consequence to this belief that it will be given a top priority.

We have established and require a safety awareness program that emphasizes the integration of safety and health measures into job tasks so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of managers, supervisors and employees.

Safety orientation for new employees, timely and appropriate training, a management/employee safety committee and an active self-inspection program will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will contribute to the well being of personnel and subsequently Lolo School.

### **POLICY CHANGES DISCLAIMER**

The School District reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. The District may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

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Dale Olinger, Superintendent

## **SAFETY ORIENTATION**

A. Purpose: New employees, rehires, part-time employees and those transferred from one office to another will be provided an introduction of Lolo School policies and rules, including a thorough safety briefing. The orientation should include a tour of the facilities to acquaint the employee with the entire operation.

B. Procedure: The immediate supervisor of the employee will instruct him or her in job safety requirements. A Safety Orientation check list is provided for this purpose. The check list must be completed by checking each item as it is covered, signed by the supervisor and employee, and returned to the central office, where it will be maintained in an appropriate file. The “Employee Responsibility List” will also be reviewed with the employee by the supervisor. The employee will read and sign the new employee safety orientation sheet, give the original to his/her supervisor and keep a copy for him/herself. The supervisor will forward the original to the central office for filing.

## NEW EMPLOYEE SAFETY ORIENTATION

Employee Name:

Position:

Department:

Supervisor:

Date(s) of Orientation

ORIENTATION	DATE	EMPLOYEE'S INITIALS
Introduction to Supervisor		
Informed of Supervisor's Supervisor		
Facility & Operations Familiarization/Tour		
Review of Employee Safety Handbook		
Review Emergency Crisis Procedures Manual		
Review of Accident Reporting Policy		
Review of Probationary Policy (if applicable)		
Review of Disciplinary Policy		
Review of Performance Appraisal Policy		
Other		

### **Safety Pledge:**

By my signature I am declaring that I have completed the above orientation process with my supervisor and that I understand my responsibilities toward the safety and health of myself and my co-workers . I have received copies of school district policies and the employee safety handbook for future reference. I am agreeing to comply with school district safety and health requirements and understand their importance to the district.

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Complete and hand in to your supervisor or Lolo School District central main office.**

## **SAFETY RULES AND EMPLOYEE RESPONSIBILITIES**

The following pages generally reflect procedures commonly known to all and practiced by everyone as they relate to each of the jobs applicable to Lolo School. Study them carefully and follow them daily. A common thread in preventing accidents is: “Be prudent and use good judgment”.

General safety rules, guidelines and suggestions may be distributed periodically.

First aid kits are on hand in the elementary, middle school and central office. Note, these locations are also indicated on each room’s evacuation procedure building map.

### **SAFETY IS EVERYONE’S BUSINESS**

As an employee of Lolo School I am responsible to:

1. Observe all school safety and health rules and apply the principles of accident prevention in day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly. Accident/injury report forms are available in the elementary, middle school and administration offices. (Copy page 8)
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or safety committee representative promptly.
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 extinguisher, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
8. Refrain from fighting, horseplay or distracting my fellow workers.
9. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
10. Walk at all times on school premises (no running).
11. Be alert so that all guards and other protective devices are in their proper places prior to operating equipment.
12. NOT wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.

13. When driving a school vehicle or my own vehicle on school property, use caution under all weather conditions. I am responsible to wear my seat belt at all times and obey all county and state driving laws and regulations.
14. Clean up spills of any kind immediately, and report any potentially hazardous spills to my supervisor.
15. Store materials in a safe manner. Also, to keep my work area(s) as clean and uncluttered as possible.
16. Avoid carrying sharp-edged tools in my pockets.
17. Be sure all extension cords are grounded.
18. Not to attempt to operate dangerous equipment without special permission, unless it is part of my regular duties.
19. Know where the closest fire extinguisher is located and see that the path to it is kept clear at all times. Notify my supervisor immediately when a fire extinguisher is used so it may be replaced.
20. Know where the closest first aid kit is located. Notify my supervisor immediately when supplies in the first aid kit are low so that they may be replenished.
21. Not to be under the influence of alcohol and/or drugs while on the job. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor, or contact our employees' assistance program – 1-800-854-1446..
22. Not operate a vehicle if my ability or alertness is so impaired by fatigue, illness or other causes that might unnecessarily expose myself or others to injury or health problems.
23. To bend my knees and use the large muscles of the leg instead of the smaller muscles of the back when lifting heavy objects. Back injuries are the most frequent, and the most persistent and painful type of workplace injury.
24. Actively support and participate in the school's efforts to provide a safety and health program.

Current accident reporting form available at any school office and through the Business Manager/Clerk.



## BACK CARE

### Tips for Preventing Back Injuries

- ❑ Size up the load. There are several ways that you can do this. You could look at the weight label on the carton or package, or you could lift one corner to gauge the weight. If the package is too heavy or bulky, get assistance either from a co-worker or some type of mechanical assistance, such as a cart or hand truck.
- ❑ Stretch and warm up your back, arm and leg muscles. Cold, stiff muscles can be easily injured.
- ❑ Plan your route. Make sure you know where you are going with the object and check the route for obstacles. If you have to walk quite a distance with your load, pre-plan spots where you can easily stop for a short rest. A better solution is to use a hand truck for long distances.
- ❑ Protect your hands. Examine the load for sharp edges, metal staples or leaks. Wear gloves if necessary, especially for protection from excessively hot or cold objects.
- ❑ Lift the object right. Get close to the article and center your body over your feet. Bend your knees, and keep your spine straight. Grasp the package. Use your stronger leg muscles to push yourself upright.
- ❑ As you start the lift, raise your eyes and look ahead. This will keep your spine in correct alignment.
- ❑ Keep the load close to your body to exert less force on your back.
- ❑ Make sure you can clearly see over the load. If your vision is blocked you may trip and fall.
- ❑ Always move your feet rather than twisting your body to change directions.
- ❑ Plan ahead for unloading. An ideal spot would be at waist height to prevent unnecessary bending.
- ❑ To unload, repeat the lifting process in reverse. Crouch down and use your thigh muscles to lower the object. Keep your back straight and the article held close to your body while unloading.

## **AVOIDING BACK INJURIES**

Back injuries are one of the most frequent and serious injuries that occur. Some estimates have predicted that 80% of the adult population will have a significant back injury or backache during their working life.

Job related activities that involve prolonged sitting and standing and individuals with jobs that require repeated lifting, bending, twisting or pulling are at risk. In addition, personal behaviors, such as poor posture and obesity, increase an individual's risk of back injury.

There are things that can be done to reduce the possibility of a back injury in the future. Included in this are:

- ❑ Correct lifting and carrying techniques
- ❑ The importance of being physically fit and “warming up” prior to heavy lifting
- ❑ Reducing twisting motions and over-reaching
- ❑ Correct posture at work stations.

Why is it so important to do these things now? Three reasons:

1. Lower back pain may develop gradually over a period of time and cannot be related to any specific incident.
2. Once a worker injures their back, they are 4 times as likely to re-injure it.
3. A back injury doesn't just affect you 8 hours a day while you work. It goes home with you.

## **RULES FOR SAFE LIFTING**

The following guidelines are suggested:

- ❑ Be in good physical shape. If you are not accustomed to lifting or other vigorous exercise, do not attempt difficult lifting tasks.
- ❑ Think before acting. Place the material conveniently. Make sure there is adequate space.
- ❑ Bend the knees verses bending forward from the waist.
- ❑ Get a good grip on the load. Use the palms of the hands.
- ❑ Get the load close to the body. Pull the load in before lifting. This is one of the more important rules in lifting.
- ❑ Test the weight before handling it. If it appears to be too heavy or bulky, get help or some mechanical aid.
- ❑ Place the feet close to the load. The feet should be far enough apart for stability; have one foot ahead of the other and pointed in the direction of movement.
- ❑ Lift primarily by straightening your legs and by slightly un-bending your back.

**DON'T twist the back or bend sideways while lifting.**

**DON'T do awkward lifts.**

**DON'T lift at arm's length.**

**DON'T hesitate to get help.**

**DON'T lift an object above shoulder level.**

## **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.
5. Tuck in chin and neck. Draw object close; tuck in arms and elbows.
6. Don't twist your body or jerk the load.





## **PART II**

### **SAFETY COMMITTEE**

A. Purpose: To assist in the detection and elimination of unsafe conditions and work procedures. A safety and health committee has been established with representation from employees and management.

B. Procedure: The following guidelines will be followed:

1. The frequency of meetings shall be every 3 months.
2. The date, hour and location of meetings shall be determined by the administration.
3. The length of each meeting shall be appropriate for addressing needs/concerns.
4. The attendance and subjects discussed shall be documented and maintained on file by the Lolo School District for a period of three (3) years. Copies of the minutes may be made available upon request. t

C. Scope of Activities:

1. Assessing and communicating hazards.
2. Communicating with employees regarding safety committee activities.
3. Educating employees on safety related topics.
4. Motivating employees to create a safety culture in the workplace.
5. The safety committee will assist Lolo School District by gathering information for:
  - a. the development of safety rules, policies and procedures
  - b. the control of hazards
  - c. the periodic evaluation of the safety program
  - d. the inspection of the workplace
  - e. the development of safety training and awareness topics
  - f. keeping job specific training current.

## SAFETY COMMITTEE REPORT - **SAMPLE**

Date and Time of Committee Meeting:

Date and Time of Next Committee Meeting:

Presiding Officer:

Members of the Safety Committee present and absent:

Employee Representatives	Employer Representatives	Visitors

Detail/Comments:

Do not limit this report by saying no accidents happened last month. The purpose of the safety committee is to expose and reduce potential hazards that could cause accidents and make recommendations for correction, thereby reducing accidents.

List visitors, discussions and recommendations presented at the meeting. Use the reverse or additional sheets if necessary. List new and old items separately, using the original sequence numbers, etc., on succeeding reports until corrected. Self inspection items, education and training activities should be listed if they are discussed or monitored by the committee. A copy of this report should be kept on file available for review for at least three (3) years. Record minutes of the safety meeting on reverse side.

# **SAFETY COMMITTEE**

## **1. SELF-INSPECTION**

A. Purpose: Accident prevention activities need to be reinforced by a systematic way of minimizing physical hazards within the workplace. The school district feels that the best way to eliminate exposures to these hazards is through a plan of self-inspection.

B. Procedure: The following guidelines may be followed:

1. Members of the safety committee will conduct a regularly scheduled committee meeting to conduct an inspection of their work areas. A safety inspection check list will be utilized.

2. Findings of the inspection will be reviewed and discussed at the next scheduled safety committee meeting. Unresolved problems resulting from this inspection will be forwarded through the safety committee organizational process.

3. Follow-up to committee recommendations may be accomplished by one of the following options:

- a. carrying out the recommendations
- b. explaining why no action can be taken
- c. proposing an alternative



## **SAFETY INSPECTION CHECK LIST**

This is intended only as a reminder to look for unsafe practices, near accidents and accidents.

### **UNSAFE PRACTICES**

- Excessive speed of vehicles
- Improper lifting
- Removing machine guards
- Leaving file cabinet drawers open
- Hill – winter time

### **FIRST AID**

- All injuries reported

### **FIRE PROTECTION**

- Extinguishing equipment
- Exits, stairs and signs
- Storage of flammable material

### **OTHER AREAS OR CONCERNS**

- Playground equipment
- Gymnasium/Multi-purpose gym

OTHER\_\_\_\_\_

OTHER\_\_\_\_\_

OTHER\_\_\_\_\_

## SAFETY STANDARDS CHECK LIST

This check list has been compiled to help us maintain a safe place to work.

ADMINISTRATIVE	YES	NO	COMMENTS
1. Recordkeeping			
a. Are occupational injury and illness records current?			
2. First Aid Requirements, kits & backpacks			
a. Are physician-approved first aid supplies on hand?			
b. Are these supplies replenished regularly?			
WALKING AND WORKING SURFACE	YES	NO	COMMENTS
1. Are floors clean and dry?			
2. Are permanent aisles and passageways appropriately marked and kept clear?			
3. Is adequate lighting provided in all work areas?			
4. Are stairways provided with a railing on at least one side?			
5. Are all fixed stairways with a width in excess of 88" provided with a center stair railing?			
6. Is seven feet vertical clearance maintained above any stair tread?			
7. Are parking & sidewalk areas well lit and the surfaces maintained in accordance with prevailing weather conditions and ordinary care practices?			
EGRESS (OR EVACUATION)	YES	NO	COMMENTS
1. Is the evacuation plan practiced periodically?			
2. Has the evacuation plan been reviewed with each employee?			
3. Are exits marked by a readily visible sign with letters at least 6" high and ¾ inches wide?			
4. Where exits are not readily visible are the accesses to the exits marked by readily visible signs?			
5. Where an emergency action plan is required has the employer reviewed the plan with each employee covered?			
6. Where an emergency action plan is required, has an employee alarm system been established?			
7. Are means of egress continually maintained free of all obstructions or impediments?			
FIRE PREVENTION AND PROTECTION	YES	NO	COMMENTS
1. Have procedures been established for sounding emergency alarms in the workplace?			
2. Are portable fire extinguishers provided, mounted, located and identified so that they are readily accessible to employees?			
3. Are fire extinguishers selected and distributed based on the classes of anticipated fires and the size and			

degree of hazard?			
4. Where portable fire extinguishers are provided for employee use is an educational program to familiarize employees with principles of use and hazards involved?			
6. Are portable fire extinguishers visually inspected monthly?			
7. When portable fire extinguishers are removed from service for maintenance or recharging is alternate equivalent protection provided?			
8. Are fixed extinguishing systems inspected annually to assure that the system is maintained in good operating condition?			
	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>GENERAL ENVIRONMENTAL CONTROLS</b>			
1. Are waste containers emptied regularly? Do they have tight fitting covers where needed?			
2. Is the area free of rodents, insects and vermin?			
3. Are toilet facilities clean and accessible?			
<b>MATERIALS HANDLING AND STORAGE</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Are aisles and passageways in good repair, kept clear and properly marked?			
2. Are materials securely stacked when stored?			
3. Is good housekeeping maintained in storage areas?			
4. Are all upright cabinets secured or otherwise posted to prevent "tip over"?			
<b>SPECIAL HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Are employees properly instructed as to the hazards of their work and instructed in safe practices by bulletins, printed rules and verbal instructions?			
2. Are frayed or damaged cords and plugs replaced when identified?			
3. Is extension cord use as a substitute for fixed wiring of a structure prohibited?			
<b>EMERGENCY RESPONSE OPERATIONS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Is there an emergency response plan for the facility?			
2. Has an incident command system (ICS) for handling emergency response been developed?			
3. Have company personnel been trained for any duties they might perform in the course of an emergency response?			
4. Is refresher training being performed at least annually?			

## **PART III**

### **ACCIDENT INVESTIGATION AND REPORTING**

It is our practice to report all accidents and near accidents to your immediate supervisor regardless of the seriousness of the incident. Report the injury to your supervisor as soon as possible. Do not move a victim except to prevent further injury. Render first aid to keep the person alive, staying with the victim. Send or call for emergency assistance.

A. Definition and Purpose: ALL ACCIDENTS, no matter how minor, shall be reported PROMPTLY to the immediate supervisor, using the Injury/Occupational Disease Report Form, for evaluation of investigation (copy attached). 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. The removal of just a single cause can prevent a recurrence. During the supervisor's evaluation he/she 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.).

B. Medical Emergency Procedure: An ambulance will be called in the case where the employee needs immediate medical attention. The telephone number is 9-1-1.

C. Documentation Procedures:

1) 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 on an accident investigation form (copy attached). The completed form will be submitted to the business office.

2) Near Misses - no personal injury but likelihood of great property damage. To the greatest extent possible, all "near miss" accidents shall be investigated by the supervisor and possibly a safety committee representative. Documentation will be made on the district's investigation form (copy attached).

A near-miss accident is 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.



## NEAR MISS ACCIDENT INVESTIGATION FORM

1. Describe the near accident in your own words. Describe the surroundings of setting. Describe the steps in proper sequence leading to the near accident. If possible, attach a picture or make a drawing.

2. Describe any other near accidents you have observed in the past week.

3. What suggestions might you have to alleviate this situation?

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Submit to supervisor, who will submit to main office.**

## **OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING**

A. Purpose: In accordance with applicable requirements Lolo School will ensure the appropriate records are kept as follows:

1. Maintain a log and summary of occupation injuries and illness.
2. Keep copies of all reports generated when an employee is injured on the job.
3. Maintain records for three (3) years following the year to which they relate.

**Give completed report form to immediate supervisor.**

## SELF-INSPECTION REPORT

\_\_\_\_\_ by \_\_\_\_\_

Area of Inspection \_\_\_\_\_ Date \_\_\_\_\_

Location/Equipment

Identified Hazard

Recommendation

**Submit to supervisor upon completion.**



## **SAFETY DEPARTMENTAL MEETING RECORD**

Date:\_\_\_\_\_

Conducted By:\_\_\_\_\_

Subject:

Follow UP:

Refer to Action Plan:

Signature of Employees:

**Supervisor to maintain a copy and give a copy to main office.**