

ACCIDENT PREVENTION PROGRAM

TENINO SCHOOL DISTRICT

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II. RESPONSIBILITIES

An effective communication system between employees and administration needs to be established and maintained. To this end, all district supervisors and administrators need to evaluate and insure that their communication lines remain open. Specific safety and health responsibilities are as follows:

- A. Administration - Active participation in and support of the safety and health program is essential. The superintendent will demonstrate his/her commitment by posting of the safety and health policy and also by showing interest in safety and health matters of the school district. The superintendent or his/her designated administrative representative will participate in the district safety committee, accident investigations and work site inspections.

- B. Supervisors - Supervisors are responsible for the safety and health of their employees. To meet this obligation, supervisors will:
 - 1. Assure that all safety and health rules, regulations, policies, and procedures are understood and observed.
 - 2. Require the proper care and use of all needed protective equipment.
 - 3. Identify and eliminate job hazards expeditiously.
 - 4. Receive and take initial action on employee suggestions.
 - 5. Include on regular department work unit meeting agendas time to discuss safety and health topics.
 - 6. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary.
 - 7. Review accident trends and establish prevention measures.
 - 8. Attend safety meetings and actively participate in the proceedings.
 - 9. Participate in accident investigations and inspections.
 - 10. Promote employee participation in the safety program.
 - 11. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.
 - 12. Take appropriate disciplinary action to assure employees' 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, re-hires, and those transferred from another building or department within the District will begin the first day of employment on a new job. This program will provide an introduction of district policies and rules and will include a thorough safety briefing. The orientation should include a tour of the facilities to acquaint new employees with the entire operation. The employee should also be advised how his/her job is important to the healthy working environment of district.
- B. Procedure - The immediate supervisor of the employee will thoroughly instruct him/her in job safety requirements. The check lists must be completed by the supervisor by checking each item as it is covered, signing by the supervisor and employee, and returning it to the superintendent or his/her designee for placement into the employee's personnel file.

IV.

SAFETY COMMITTEE

- A. Purpose - To assist in the detection and elimination of unsafe conditions and work procedures. A district safety committee will be established with representation from employees and administrators.
- B. Procedure for Establishing the Safety Committee
 - 1. Employees shall elect fellow workers to represent them on the committee. Method of voting shall be optional.
 - 2. The terms of employee-elected members shall be one year. Should a vacancy occur on the committee, a new member shall be elected.
 - 3. The safety committee shall elect a chairperson.
 - 4. The frequency of meetings: Quarterly meetings unless more are needed.
 - 5. The date, hour, and location of meetings shall be determined by the safety committee.
 - 6. The length of meetings shall be determined by the safety committee.
 - 7. The attendance and subjects discussed shall be documented and maintained on file for a period of one year. Copies of the minutes must be provided to:
 - a. The superintendent or his/her designee
 - b. The members of the District Safety Committee
 - c. Each safety bulletin board
 - d. The ESD 113 worker's compensation trust

C. Scope of Activities -

1. Conduct in-house safety inspections with supervisor concerned.
2. Review accident reports to uncover trends.
3. Identify ways to reduce or eliminate hazards.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

D. Documentation - The following forms are available to assist in documenting activities of safety meetings:

Safety Committee Report Form (Appendix C)

V.

EDUCATION AND TRAINING

- A. Purpose - Ongoing safety education programs will be provided for all employees in an effort to increase awareness of accident cause factors, to improve employee morale by demonstrating administrator/safety committee concern for the individual worker, to promote acceptance of safety rules by presenting accident prevention as a positive, desirable and integral part of all activities.
- B. Procedure - The Safety Committee will provide or arrange employer safety training as needed.
- C. Types of Training - Specific training will be provided for certain jobs and kinds of equipment. Training programs will include but are not limited to:
1. First aid training for all supervisors and other individuals as necessary to insure students and employees can be afforded quick and effective first aid.
 2. Small tool safety
 3. Proper lifting techniques
 4. Office safety
 5. Hazard recognition

VI.

ACCIDENT INVESTIGATION AND REPORTING

- A. Definition and Purpose - ALL ACCIDENTS shall be reported PROMPTLY to the immediate supervisor and superintendent for evaluation/investigation (see Appendix E). During the supervisor's evaluation, he/she must determine the reason(s) the accident occurred and identify corrective actions, if any.
- B. Medical Emergency Procedure - An ambulance will be called by the immediate supervisor in the case where the employee needs immediate medical attention. In cases of serious injury, a district representative will accompany the individual to the hospital. In cases where no immediate attention is required, the employee can choose to transport himself/herself.
- C. Documentation Procedures -
1. Minor Injuries: (Requiring doctor/out-patient care) After the emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor to determine the causes. The findings of the investigation shall be documented on an accident investigation form. Copies of the completed form will be distributed as follows:
 - a. Superintendent and safety representative
 - b. School District Office files
 - c. ESD 113 Worker's Compensation Trust
- A. Major Injuries: (Fatality or multiple hospitalization)
- a. The superintendent or designee, immediate supervisor, and ESD 113 workers compensation trust administrator are to be notified by the person in charge. An investigation shall be conducted under the direction of the superintendent or designee. The inspection party may include the immediate supervisor of the injured person(s), a representative from the Safety Committee, the Department of Labor and Industries and the ESD 113.
 - b. Within 8 hours after the occurrence of an employment accident which results in an immediate or probable fatality to one or more employees, or which results in hospitalization of two or more employees, the employer of any employee so injured or killed shall report the accident either orally or in writing to the nearest office of the department of Labor and Industries and ESD 113 Worker's Compensation Trust. The reporting may be by telephone or fax. The reporting shall relate the circumstances of the accident, the number of fatalities, and the extent of any injuries. The director may

require such additional reports, in writing or otherwise, as deemed necessary, concerning the accident. NOTE: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and 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 superintendent or designee (if situation warrants), immediate supervisor or a Safety Committee representative. Documentation will be made on the "Report of Accident/Injury" form. A near-miss accident is defined as an unplanned event where damage resulted to equipment but there was no personal injury to employee; where damage did not result but the likelihood of personal injury to the employee was great or if the conditions which permitted the near-miss or "close-call" are not eliminated personal injury to the employee could result.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT (see Appendix E)

The Supervisor's Accident Investigation Report has been developed to act as a guide to the preparation of an investigation of an accident. The form shall be prepared by the supervisor, superintendent or designee.

A thorough investigation is to be made as soon as possible following the accident. If possible, the employee involved should be interviewed. In interviewing employees, fact (but not opinions as to cause) should be sought. In investigating the incident the supervisor may have to ask him/her self what he/she would have done under the same circumstances. Would this be a practical thing to expect of an employee? What did the employee do that was unusual? Did fellow workers do something that created an unsafe condition for the employee involved? Was there an unsafe condition? Often, the final question after a thorough investigation will be, "Why did the employee do what he/she did?"

Please note that a report must be filled out completely for every accident and injury. These would include: (a) accidents where no first aid was needed, (b) an accident which required first aid only, and, (c) an accident which required medical attention. Please send a completed copy of the Supervisor's Accident Investigation Report within 24 hours of every accident to the District Office once the Incident Report has been properly filled out by the employee and his/her supervisor.

VII.

OCCUPATIONAL INJURY AND ILLNESS RECORD KEEPING

- A. Purpose - In accordance with applicable requirements of the 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:(Provided by ESD 113)
 - 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 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 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, are acceptable alternatives for the OSHA 101 if they contain the information required by the OSHA 101.
- B. Responsibility - The individual responsible for maintaining records and ensuring proper posting is the District's Payroll Technician.

VIII.

SAFETY BULLETIN BOARD

- A. Purpose - In addition to the methods heretofore defined, a building bulletin board will be used to increase employees' awareness of safety and health and to communicate safety messages.
- B. Procedure - The following consideration should ensure bulletin board effectiveness:
 - 1. Placement in a spot where there is greatest employee exposure (lunch-room, break room, central part of the work-site, etc.).
 - 2. NOTICE - Self-Insured Industrial Insurance Poster (pink, F207-037-000), required.
 - 3. Citation and Notice, required.
 - 4. OSHA 200 Summary (posted at each facility during month of February), required.
 - 5. Job Safety & Health Protection (F416-081-000), required.
 - 6. Your Rights as a Worker and Family Leave Provisions (F700-074-000), required.
 - 7. Minutes of last Safety Committee meeting, required.
 - 8. Names of all Safety Committee representatives, required.
 - 9. Location of all first aid kits, recommended.

IX.

FIRST AID, TRAINING, KITS AND POSTERS

- A. Purpose - To afford the employee immediate and effective attention should an injury occur, the superintendent will ensure that a certified first aid providers will be available.
 - 1. To meet the above objectives, the following procedures will be followed:
 - a. All supervisors or persons in charge of units will be first aid trained unless their duties require them to be away from the job-site, whereby other persons will be designated to be the recognized first aid provider.
 - b. Valid first aid certificates are recognized as ones which are less than three years old. NOTE: Cardiopulmonary resuscitation (CPR) is required in addition to the regular first aid training, if a first aid course does not combine the two subjects.
 - 2. Posters listing emergency numbers, procedures, etc., will be strategically located, such as near the first aid kit, on the building safety bulletin board, beside the telephone, etc.

APPENDICES

The appendices following this page are intended as aids to the ESD 113 Accident Prevention Program. Use the samples to guide activities as appropriate. Appendices include the following:

- A. Employee Responsibility
- B. New Employee Orientation
- C. Safety Committee Report
- D. Building Inspection Procedures/Check Lists
- E. Employee Incident Report

APPENDIX A

EMPLOYEE RESPONSIBILITIES

As an employee of the District, I am responsible to:

1. Observe all 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 or business.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
11. Walk at all times on district premises (no running) and take no unauthorized short cuts.
12. Follow proper lifting procedures at all times.
13. Ride as a passenger on a vehicle, only if it is equipped with a rider's seat.
14. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
15. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
 - A. Wear seat belts while in any moving district vehicle.
17. Actively support and participate in the District's efforts to provide a safety and health program.

APPENDIX B
NEW EMPLOYEE ORIENTATION

EMPLOYEE'S NAME _____

JOB ASSIGNMENT _____ Date Hired _____

Circle One: New Employee Transfer Re-hire Part-Time

(Check when completed)

- _____ 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 aid's
- _____ 4. Potential hazards on the job and in the facility
 - A. Obtaining treatment
 - B. How to use safely
 - C. Care and use of personal protective equipment
 - D. Reporting unsafe conditions
- _____ 5. What to do in event of emergencies
 - A. Exits location and evacuation routes
 - B. Use of fire fighting equipment (extinguishers, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
 - D. Work place hazard identification
- _____ 6. The total safety program
 - A. Function of safety committees and meetings, frequency, date, hour, length, location
 - B. Introduce to safety committee representative - management & employee members
 - 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 procedure
- _____ 8. Vehicle safety

I have instructed this employee on the items checked and believe he/she can perform assigned duties safely.

Supervisor

Employee

Date

HEPATITIS B AND HIV EMPLOYEE TRAINING

CHECKLIST

INFECTION CONTROL PROGRAM FOR BLOODBORNE PATHOGENS

Written Infection control Program

1. Policy Includes:

- _____ Identifies all employee/job descriptions directly exposed or likely to be exposed to blood or other potentially infectious materials
- _____ Offered free HBV vaccinations to employees potentially exposed
- _____ Precautions to prevent injuries when handling needles and other sharps
- _____ Review of personal protective requirements (eye protection, masks, gowns, hand washing)
- _____ Addresses proper labeling and bagging procedures
- _____ Identifies operations involving substantial risk of direct exposure to body fluids
- _____ Addresses proper precautions to be taken while cleaning rooms for exposure to body fluids.
- _____ Addresses laundry practices involving risk of direct exposure to body fluids
- _____ Addresses disposal of potentially contaminated items
- _____ Addresses follow-up procedures after possible exposure to HIV/HBV
- _____ Addresses training responsibility and content
- _____ Addresses record keeping requirements
- _____ Addresses how and when to report exposure incident

2. Universal Precautions Observed:

- _____ Protective gloves (PVC or Latex) readily available
- _____ Gowns (spill resistant, closed front, long sleeve if indicated)
- _____ Hand washing following glove removal, before eating, drinking, and smoking
- _____ Addresses reporting of needle stick injuries and other potential exposure
- _____ Hand washing facilities readily accessible to employees
- _____ Antiseptic hand cleansers/towelettes available
- _____ Gloves used when exposure to potentially infectious material can reasonably be anticipated
- _____ Single use gloves disposed of when barrier is compromised or after one use
- _____ Reusable utility gloves inspected and decontaminated effectively

3. Housekeeping

- _____ Worksite is in a clean and sanitary condition
- _____ A policy to assure prompt disinfecting of contaminated surface coverings and receptacles is in effect

4. Regulated Waste

_____ Contaminated sharp containers are:

- _____ Closable
- _____ Puncture resistant
- _____ Leak proof as biohazard
- _____ Labeled as biohazard
- _____ Easily accessible to users
- _____ Maintained upright throughout use

_____ Other regulated waste containers are:

- _____ Closable
- _____ Able to contain contents
- _____ Leak proof
- _____ Labeled as biohazard
- _____ Closed prior to removal
- _____ Disposed of in accordance with applicable regulation

5. Laundry

- _____ Minimal handling and agitation
- _____ Bagged/containerized at the location where it is used
- _____ Labeled appropriately
- _____ Bags/containers are leak proof
- _____ Contaminated laundry is handled with gloves and other appropriate Personal Protective Equipment (PPE).

6. Information and Training

- _____ Training is provided to all "at-risk" employees
- _____ Training is provided at time of initial assignment
- _____ Training is provided at least annually thereafter
- _____ Training is provided when changes in tasks or procedures occur
- _____ Training is provided at a level appropriate for the employees education level and language
- _____ The training includes the following:

- _____ Accessible copy of the standard and explanation available
- _____ A general explanation of epidemiology and symptoms of bloodborne diseases
- _____ Modes of transmission
- _____ Explanation of and availability of the employer's exposure control plan
- _____ Potential exposure task recognition
- _____ Explanation of use and limitations of controls and PPE
- _____ All phases of handling PPE
- _____ Explanation of PPE selection
- _____ Information on HBV vaccination
- _____ Emergency actions and procedures
- _____ Procedures for an exposure incident

- _____ Procedures for post-exposure evaluation
- _____ An explanation of signs and labels and/or color coding
- _____ An opportunity for interactive questions

7. Record keeping

- _____ Medical records are kept for each exposed employee
- _____ The records include the following:
 - _____ Name and social security number of the employee
 - _____ A copy of the employee's HBV vaccination status and related information
 - _____ Follow-up information when applicable
 - _____ Healthcare professional's written opinions
 - _____ A copy of information provided to the healthcare professional
- _____ The employer has procedures to insure confidentiality
- _____ The training records include the following:
 - _____ Dates of the training sessions
 - _____ A summary of the contents of the training sessions
 - _____ The names and qualification of the persons conducting the training
 - _____ The names and job titles of all persons trained
- _____ Training records are maintained for 3 years
- _____ All medical and training records are available upon request to the Washington State Department of Labor and Industries.

APPENDIX C
SAFETY COMMITTEE REPORT

District:_____ School:_____

Date:_____ Time:_____ No. Safety Committees:_____

Members Present:

Members Absent:

Guests:

New Business:

Old Business:

Date & Time of Next Meeting:

Note: 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 corrections, thereby reducing accidents. 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 12 calendar months.

APPENDIX D

SCHOOL DISTRICT BUILDING INSPECTION PROCEDURES

		<u>YES</u>	<u>NO</u>	<u>NA</u>
A	<u>ADMINISTRATIVE COMPLEX</u>			
1.	Are all machines in safe working order?	_____	_____	_____
2.	Are all electrical outlets in a safe condition?	_____	_____	_____
3.	Are there complete first aid materials available and plainly marked?	_____	_____	_____
4.	Is there any improper use of extension cords?	_____	_____	_____
	Other _____			
B.	<u>HALLS AND STAIRWAYS</u>			
1.	Are halls, stairways, and ramps kept reasonable clear of stored objects?	_____	_____	_____
2.	Are halls, stairways and ramps well lighted where needed?	_____	_____	_____
3.	Are halls, stairways and ramps kept clean and dry so there will be no slippery spots?	_____	_____	_____
4.	Are objects projecting into halls, stairways and ramps well marked or protected?	_____	_____	_____
5.	Are adequate fire extinguishers provided?	_____	_____	_____
6.	Are all fire escapes in satisfactory condition?	_____	_____	_____
7.	Other _____			
C.	<u>BUILDING ENTRANCES.</u>			
1.	Are outside entrances well lighted?	_____	_____	_____
2.	Are steps and walks in good repair?	_____	_____	_____
3.	Are exit doors well marked and exit signs in good working order?	_____	_____	_____
4.	Are areas inside entrances kept clear?	_____	_____	_____

- | | | | | |
|----|--|-------|-------|-------|
| 5. | Are entrance doors which are principally of glass clearly marked by a crash bar or other adequate marking? | _____ | _____ | _____ |
| 6. | Are all trips hazards painted? | _____ | _____ | _____ |
| 7. | Other_____ | | | |

D. CLASSROOMS AND ENTRYWAYS

- | | | | | |
|----|--|-------|-------|-------|
| 1. | Do the doors and windows operate properly? | _____ | _____ | _____ |
| 2. | Are windows free of cracked glass? | _____ | _____ | _____ |
| 3. | Are dangerous projections adequately marked? | _____ | _____ | _____ |
| 4. | Are the chairs and desks in good condition? | _____ | _____ | _____ |
| 5. | Are electrical connections and devices safe? | _____ | _____ | _____ |
| 6. | Are fire routes and fire exit directions posted? | _____ | _____ | _____ |
| 7. | Other_____ | | | |

E. CUSTODIAL AND MECHANICAL ROOMS

- | | | | | |
|----|---|-------|-------|-------|
| 1. | Are the individual rooms neat and clean? | _____ | _____ | _____ |
| 2. | Are all flammable materials stored safely?. | _____ | _____ | _____ |
| 3. | Is the heating plant for each individual building operating efficiently and safely with the appropriate inspection sheets posted? | _____ | _____ | _____ |

F. INSTRUCTIONAL AIDS

- | | | | | |
|----|---|-------|-------|-------|
| 1. | Are all projection carts in good operating condition? | _____ | _____ | _____ |
| 2. | Are proper types of carts being used? | _____ | _____ | _____ |
| 3. | Is electrical equipment being used in a safe manner? | _____ | _____ | _____ |
| 4. | Is all instructional equipment stored properly? | _____ | _____ | _____ |

