

1 **4019**

2 **Workplace Injury Prevention and Safety Committee**

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4 The school district is committed to providing and maintaining a safe
5 work environment, and to taking reasonable precautions for the safety
6 of the students, employees, visitors, and all others having business with
7 this school district. Every employee district should show concern for the
8 safety of fellow employees, students, and members of the public. The
9 district shall have a safety committee as required by Nebraska law.
10 Members of the safety committee shall be established through the
11 collective bargaining process.

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13 The committee shall adopt and maintain a written injury prevention
14 program. The committee shall participate in the development of safety
15 education, training, and the establishment of safety rules, policies and
16 procedures pursuant to this policy, the district's written injury
17 prevention program, or as otherwise provided by law. Training for
18 employees shall be conducted annually.

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20 The workplace injury prevention and safety committee shall maintain
21 minutes of all meetings and file them in the district office. The
22 committee shall implement accident investigation, record keeping
23 procedures, safety rules, safety and health training, and policies. The
24 district shall maintain records for at least three years, or longer if
25 directed by the Department of Labor.

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27 The committee shall meet at least once every three months or more
28 frequently in the event of an employee complaint or of a job-related
29 injury or death. The workplace injury prevention and safety committee
30 shall keep written minutes of all meetings, and provide a copy to the
31 superintendent or designee who shall maintain the minutes in the
32 district's administrative offices for a period of at least three years, unless
33 otherwise instructed by the Department of Labor.

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35 The workplace injury prevention and safety committee shall develop an
36 injury prevention plan and present it to the board. The plan should be
37 developed and presented in the spirit of employees working together in
38 a cooperative, non-adversarial effort to promote safety at the work sites
39 within the district.

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41 The superintendent or designee shall assure that the safety training for
42 employees is reviewed annually or more frequently, if needed. He or
43 she shall provide the following, as set forth in the initial written
44 Employer's Injury Prevention Plan:

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1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: October 9, 2018
Revised on: _____
Reviewed on: _____