

SAFETY & HEALTH PROGRAM

Buncombe County Schools

SAFETY & HEALTH PROGRAM

Buncombe County Schools

Management Commitment

Safety Policy

Buncombe County Schools (BCS) places a high value on the safety of its employees. **BCS** is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this district that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety/Health Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

Employees are required to comply with all Buncombe County Schools safety rules and are encouraged to actively participate in identifying ways to make our district a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to ensure that Buncombe County Schools safety policies are followed.

The Safety/Health Coordinator for BCS is by department/location see attached list with an oversight Health and Safety Committee.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

Superintendent: _____
Title _____ Date _____

Safety and Health Responsibilities

Administration/Management Responsibilities:

1. Insure that a system wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.
8. Unsafe tools, materials or equipment shall be tagged, locked or removed from the workplace to prevent their use.
9. Instruct supervisors on how to recognize and avoid unsafe conditions, unsafe work practices and the regulations and/or standards applicable to their work environment to control or eliminate any hazards.

Supervisor/Principal/Designee Responsibilities:

1. Insure that each employee you supervise has received an initial **department/site** orientation.
2. Insure that each employee you supervise is competent (prior experience and/or certification) or receives on-the-job training on safe operation of equipment or tasks *before* starting work on that equipment.
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project or tasks requiring PPE, and that he/she is trained on any new PPE.
4. Remind employees to report hazards and ensuring that safe working conditions are present for employees. Promptly correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document on employee annual evaluations as needed.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area. Investigate near hits, property damage, incidents, and injuries as soon as possible, first determining whether a hazard is still present that could injure others. Eliminating or guarding against the hazard is a first priority after providing medical attention to the employee (if injured).
8. Send the completed investigation report to the supervisors' manager, the manager of the work area the incident occurred in (if area was under another manager's area of control), worker's compensation administrator and the Safety and Health Committee Chair(s). Review the completed investigation report with the employee.
9. Inform other employers/subcontractors of our safety/health program requirements prior to commencing work. Inform the Safety Coordinator Director of Facilities/Maintenance/Technology/School Nutrition will inform building Supervisors/Principals whenever outside contractors will have employees on site.
10. Talk to management about changes to work practices or equipment that will improve employee safety.

Employee Responsibilities:

1. Follow safety rules described in this program, OSHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries, including minor first aid treatment, occurring on the job. Any illness associated with the

job shall be reported promptly and in writing to your supervisor. Questions concerning medical treatment of these injuries/illnesses should also be addressed to the supervisor and your Worker's Compensation Administrator.

4. Report all near-miss incidents to your supervisor promptly.
5. Always wear prescribed/required personal protective equipment that is clean and properly maintained. Always use personal protective equipment (PPE) where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Properly dispose of all hazardous materials in an acceptable and lawful manner. Your supervisor and/or your Safety and Health Leader can advise you of the required disposal method and practice.
9. Working while impaired by alcohol or drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, must be reported to your supervisor prior to beginning work.
10. Failure to comply with or enforce Safety and Health Rules and Regulations may result in disciplinary action up to and including dismissal. Violation of work rules is a job performance issue and shall be dealt with through job performance disciplinary process.
11. Good conduct is expected- "horseplay" that endangers others or creates harm will not be tolerated.
12. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

Hazard Hint: Report injuries, near hits, hazardous conditions, burning odors, fires, damage to property, BCS vehicle accidents, hazardous material spills and unsafe behaviors or violations of procedures to your supervisor immediately.

Safety and Health Committee

We have formed a safety/health committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety/health program—all in accordance with NCGS 95-251 and 252.

Half the committee is made up of non-management employees and in representative numbers as required by the Statute.

Employee representatives will serve for at least one year and shall not be allowed to succeed themselves in the same position more than once. Terms may be staggered. Vacancies shall be filled in accordance with one of the procedures in the Statute under .0604.

The Safety/Health Committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:

- Review the safety/health program upon establishment and yearly thereafter.
- Review incidents involving work-related fatalities, injuries/illnesses, near-miss incidents and safety/health complaints.
- Review district work injury/illness records (other than personally identifiable medical information), and other reports/documents relating to occupational safety/health.
- Conduct inspections as needed/required and in response to employee/committee complaints.
- Conduct interviews with employees during inspections.
- Conduct meetings at least quarterly and keep written minutes.
- Observe the measurement of employee exposure to toxic materials and harmful physical agents.
- Establish procedures for exercising the rights of the committee.
- Make recommendations on behalf of the committee.

The regularly scheduled meeting time is 10:30 a.m. on the first Tuesday of every month, at the Maintenance Conference room. This may be changed by a vote of the committee.

A committee member will be designated at each meeting to keep minutes, the minutes will be maintained for two years by the Safety Coordinator.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work-related illness to their immediate supervisor/site safety coordinator, regardless of how serious. The employee must use an "Employee's Work Injury Report Form" to report all injuries.

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Incident Investigation Report" form.
- Give the "Employee's Injury Report" and the "Incident Investigation Report" to Central Office, Workers' Compensation Coordinator.

Central Office, Workers' Compensation Coordinator will:

- Determine from the Employee's Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within seven days after the district becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

Central Office Workers' Compensation Coordinator/Site Designee will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, Human Resources Director/Designee will contact the North Carolina Department of Labor-OSHA within 8 hours after becoming aware of the incident. The toll-free notification number is: 1-800-NCLABOR. Human Resources Director/Designee must talk with a representative of the Department of Labor. Human Resources Director/Designee must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

- **DO NOT DISTURB the scene except to aid in rescue or make the scene safe.**

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to **Central Office Workers' Compensation Coordinator**. Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to Central Office Workers' Compensation Coordinator to record on the incident log.

Safety Inspection Procedures

Buncombe County Schools (BCS) is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey & Audit -- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular quarterly safety inspections and as part of the annual review of the effectiveness of our accident prevention program. All written programs will be reviewed, and a written statement of findings and remedial actions shall be kept for two years.

Periodic Change Survey -- The Safety Coordinator (or a team) will look at any changes we make to identify safety issues. Changes include new equipment, new PPE, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Quarterly Safety Inspection -- Each quarter, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area for one month and a copy filed for two years. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task with the Safety Coordinator and/or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will

be reported to the safety committee. Each job task will be analyzed when any changes occur in job duties/functions/tasks and responsibilities, or if there is an injury while performing the task.

Hazard Prevention and Control

Eliminating Workplace Hazards

Buncombe County Schools (BCS) is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our district a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules may result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto school property.
- Smoking/vaping is not permitted on any school system property.
- Horseplay that endangers others, running and fighting are prohibited.
- Loose clothing and jewelry shall not be worn around moving machinery and hair longer than shoulder length shall be pulled back.
- Clean up spills immediately. Ensure proper signage is displayed until resolved. Replace all tools and supplies after use.
- Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same/similar rule or the same/similar unacceptable behavior:

First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance --written reprimand, and instruction on proper actions

Third Instance – 1-5 day suspension without pay, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

Emergency Planning

What will we do in an emergency?

In case of fire

An evacuation map for the building is posted, it shows the location of exits. A copy of the map is posted in each location.

All employees will receive training on how to use fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted as required.

If you discover a fire:

- Tell another person immediately.
- Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.

If the fire grows or there is thick smoke, do not continue to fight the fire. Tell other employees in the area to evacuate. Go to the designated assembly point outside the building.

If you are a supervisor notified of a fire in your area:

- Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building!
- Notify the responding fire personnel that an employee is missing and may be in the building.

If an injury occurs

A first aid kit is kept at each location. Also, district vehicles may be equipped with a first aid kit as required. If you are injured, promptly report it to any supervisor. Supervisors and other employees may be first-aid/CPR certified.

In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training and authorization. Call for help. If there is no response, call 911.

- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated.

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe workplace at **Buncombe County Schools (BCS)**. The Safety Coordinator is responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) by his/her supervisor, has received any training needed to do the job safely, and the training is documented. The Safety Coordinator will make sure that an outline and materials list is available for each training course we provide and that written compliance plans are in place and current:

Monthly Required Reporting:

- *Principal's Monthly Fire Drill and Inspection Report (G.S. 115C-288 (d))
- North Carolina State Board of Education School Sanitation Report
- Boiler Room Inspection Report (One per Boiler Room)
- Fire Extinguisher Report
- Inside Emergency and Exit Light Report
- Outside Light Report
- Playground Inspection Checklist (One per Playground)
- Elevator Phone Report (One per Elevator)

*Report submitted to Asst. Superintendent's Office

All other reports submitted to the Maintenance Dept.

Addendum A: Safety Coordinator List

Safety Coordinator	Safety Coordinator Email	Location
Denise Montgomery	denise.montgomery@bcsemail.org	Avery's Creek Elem. School
Jason Miller	jason.miller@bcsemail.org	Barnardsville Elem. School
Danny Fusco	danny.fusco@bcsemail.org	Bell Elem. School
Nicole Roberts	nicole.roberts@bcsemail.org	Black Mtn. Elem. School
Malorie McGinnis	malorie.mcginnis@bcsemail.org	Black Mtn. Primary School
Charlotte Hipps	charlotte.hipps@bcsemail.org	Candler Elem. School
Bonnie Johnston	bonnie.johnston@bcsemail.org	Cane Creek Middle School
Janet Greenhoe	janet.greenhoe@bcsemail.org	Community High School
Donna Lanahan	donna.lanahan@bcsemail.org	Early College/Middle College
Jeremy Stowe	jeremy.stowe@bcsemail.org	Eblen Intermediate
Carla Shipman	carla.shipman@bcsemail.org	Emma Elem. School
Tonya Robinson	tonya.robinson@bcsemail.org	Enka High School
Travis Collins	william.collins@bcsemail.org	Enka Intermediate
Karen Barnhill	karen.barnhill@bcsemail.org	Enka Middle School

Greg Bailey	gregory.bailey@bcsemail.org	Erwin High School
Steve Molinari	steven.molinari@bcsemail.org	Erwin Middle School
Paula Pinkerton	paula.pinkerton@bcsemail.org	Estes Elem School
Angie Jackson	angie.jackson@bcsemail.org	Fairview Elem. School
Kristina Specht	kristina.specht@bcsemail.org	Glen Arden Elem. School
Jay Dale	jay.dale@bcsemail.org	Haw Creek Elem. School
JoAnne Walker	joanne.walker@bcsemail.org	Hominy Valley Elem. School
Anna Austin	anna.austin@bcsemail.org	Johnston Elem. School
Reginald Bright	reginald.bright@bcsemail.org	Koontz Intermediate
Chad Upton	christopher.upton@bcsemail.org	Leicester Elem. School
Heather Brookshire	heather.brookshire@bcsemail.org	Nesbitt Discovery Academy
Deborah DeVane	deborah.devane@bcsemail.org	North Buncombe Elem. School
Samantha Sircey	samantha.sircey@bcsemail.org	North Buncombe High School
Jamie Johnson	jamie.johnson@bcsemail.org	North Buncombe Middle School
Brent Wise	brent.wise@bcsemail.org	North Windy Ridge Intermediate
Dana Haney	dana.haney@bcsemail.org	Oakley Elem. School
Meg Turner	margaret.turner@bcsemail.org	Owen High School

Jim Lewis	jim.lewis@bcsemail.org	Owen Middle School
Jeanann Yates	jeanann.yates@bcsemail.org	Pisgah Elem. School
Melanie Ramsey	melanie.ramsey@bcsemail.org	Progressive Education Program
Doris Sellers	doris.sellers@bcsemail.org	Reynolds High School
Stanley Wheless	stanley.wheless@bcsemail.org	Reynolds Middle School
Amy Dupree	amy.dupree@bcsemail.org	Sand Hill Venable Elem. School
Nathan Allison	nathan.allison@bcsemail.org	TC Roberson High School
Benjamin Alexander	benjamin.alexander@bcsemail.org	Valley Springs Middle School
Caroline Lynch	caroline.lynch@bcsemail.org	WD Williams Elem. School
Heidi Allison	heidi.allison@bcsemail.org	Weaverville Elem. School
Steve Chandler	stephen.chandler@bcsemail.org	Weaverville Primary
Brian Chandler	philip.chandler@bcsemail.org	West Buncombe Elem. School
April Wright	april.wright@bcsemail.org	Woodfin Elem. School
Lisa Payne	elizabeth.payne@bcsemail.org	BCS School Nutrition
Clark Wyatt	clark.wyatt@bcsemail.org	BCS Maintenance
Barry Pace	barry.pace@bcsemail.org	BCS Technology
Tim Fierle	tim.fierle@bcsemail.org	BCS Facilities
David Rhoney	david.rhoney@bcsemail.org	BCS Transportation

Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Task specific spreadsheet -TBD

Addendum B: Required Safety Training by Job Category

<u>Training Course</u>	<u>Who must attend</u>
Asbestos	Maintenance, Custodial, Facilities, Technology
Accident/Incident Investigation	Safety/Health Committee , Supervisors
Basic Orientation Fire Extinguisher Emergency Response Plan Evacuation and Means of Egress Slips, trips and falls	All Employees (given by employee's supervisor)
Bloodborne Pathogens	Employees potentially exposed to BBP
Chemical Hygiene Plan	Employees who work in laboratories-Existing NC state policy
Common on-the-job accidents	Safety/Health Committee , Supervisors
Common Safety Violations	Safety/Health Committee , Supervisors
Confined Space Entry	Employees involved in confined space entry
Electrical Safety	Employees who face risk of electrical shock
Excavation/Trenching	Employees involved in excavation and trenching
Forklift Training	Employees who operate a forklift
Hazard Communication (SDS Label Use)	All employees
Hazard Identification Survey	Safety/Health Committee , Supervisors
Hearing Conservation	Employees exposed to >85 decibels
Lockout Tagout Training	Employees who service/repair energized equipment/machinery
Ladder Safety	Employees who use ladders; include fall protection

Machine Guarding	All employees using machinery
Personal Protective Equipment Training	Employees who use PPE (e.g. safety glasses, safety-toe shoes, non-skid shoes)
Powered platforms, Manlifts and Vehicle mounted work platforms	Employees who operate an aerial lift
Recordkeeping	Safety/Health Committee , Supervisors, Management
Respirator Training	Employees who use a respirator
Rights/Responsibilities	Safety/Health Committee , Supervisors, Management
Safe Lifting	Any employee who lifts more than 20 pounds
Scaffolding	Employees using scaffolding
Silica Dust	Maintenance and Technology Departments
Voluntary Respiratory Protection	Employees using respirators voluntarily
Welding, Cutting and Brazing	Employees who operate welding, cutting and brazing equipment

Adopted: November 7, 2019