

ABERDEEN SCHOOL DISTRICT #58

Safety Policy/Handbook

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MANAGEMENT POLICY DIRECTIVE

At Aberdeen School District #58 we know that Safety is essential to you, your family, and your fellow employees. Remember; always think about the safe way to do your job BEFORE you start. No work is so important that it should be undertaken in an unsafe manner. An accident-free workplace is of paramount importance.

Only by your active participation can we maintain a safe work environment. We welcome your participation, suggestions, and questions. Most importantly, if you observe an unsafe work condition or practice, or know of faulty equipment or tools, DO SOMETHING ABOUT IT! We will fully support your efforts. With the help of every one of us, we feel that accidents and injuries on the job can be eliminated.



Superintendent

Aberdeen School District #58

GOALS AND OBJECTIVES

The following are goals of Aberdeen School District #58:

- Involvement of every employee Certified and Classified of Aberdeen School District #58
- Elimination of hazards that expose or create unsafe conditions and behaviors.
- An ongoing effort to reduce injuries and illnesses of all employees at Aberdeen School District #58
- An increased awareness of overall safe operations and safe behaviors.
- An increase in morale of all employees from knowing their work environment is safe and free from recognized hazards.

The following objectives have been established and will be instrumental in achieving the goals set forth by Aberdeen School District #58:

- Commitment for ongoing support from each and every level of management including the administrators and supervisors.
- Assigned responsibilities and accountability for implementing and maintaining the safety program and culture.
- Allocation of resources to the safety program and training.
- Establish communication lines between all levels, including Administrators/Supervisors and employees for safety and health concerns.
- Completion and documentation of training, procedures, and inspections.
- Effective new employee orientation and continuous training programs for all employees.
- Providing appropriate equipment and tools to complete the job safely.
- Regular safety program review and revision.

COMMITMENT AND RESPONSIBILITIES

Aberdeen School District #58 recognizes the success of any school-wide endeavor is largely dependent upon the commitment of all employees to work safely and participate in a positive safety culture. The superintendent is committed to the safety of all employees. The superintendent solicits from all employees the assistance and commitment to a safe and healthy work environment.

District Administration:

School safety begins with the commitment and support of the district administration.

The district administration will:

- Communicate the importance of employee safety
- Promote safety policies and procedures
- Provide support for Administrators/Supervisors, employees, and Safety Committee

Administrators/Supervisors:

Principals and supervisors are directly responsible for the safety of their facilities, students and employees. They are required to integrate safety into the work process and to monitor potential safety and health concerns.

Principals and supervisors will:

- Lead by example
- Enforce safety policies and procedures
- Train new employees
- Promptly and properly investigate accidents and near misses
- Conduct periodic safety inspections
- Correct unsafe acts and conditions

All Employees:

Employees must recognize the hazards inherent in their jobs and abide by safety rules and safe work methods. All employees are expected and required to adhere to the safety and health program of Aberdeen School District #58. Involvement on the part of all employees is critical to the success of the safety effort.

Employees will:

- Perform job duties in a manner that is safe to themselves as well as those around them
- Become involved in all aspects of a safety conscious work environment and are encouraged to provide suggestions
- Abide by all safety and health policies, procedures, and rules established by Aberdeen School District #58
- Promptly report unsafe conditions to their principal/supervisor
- Are asked to make suggestions to improve safety in the work environment
- Use all personal protective equipment (PPE) as trained and required based on task
- Attend safety training meetings

Contractors, Sub-Contractors, Vendors:

The safety of everyone, every operation and every facility at ABERDEEN SCHOOL DISTRICT #58 is of paramount importance. Contractors, sub-contractors, vendors and their employees are responsible for knowing and complying with all federal, state, and local agencies.

EMPLOYEE PARTICIPATION

Employee participation is key to the success of the safety and health initiatives for Aberdeen School District #58. Each employee is encouraged to participate and be responsible for safety in their department.

Departmental Safety Meetings

Every employee has access to safety programs designed to Aberdeen School District #58. Meetings to discuss safety topics and employee concerns and department meetings are held to

discuss employee concerns and to increase employee awareness of all safety programs available. These meetings will be documented.

Safety meetings help ensure that employees receive additional specific safety information, required certifications and training for hazardous operations and tasks. It is the responsibility of the employee to actively participate in safety training and put such knowledge into practice.

Safety Committee

Aberdeen School District #58 holds yearly safety committee meetings that emphasize employee safety. This safety committee works in conjunction with student-focused safety committee. Safety concerns should be shared between both committees. Administrators/Supervisors will lead the safety committee. The Safety Committee makes safety and health recommendations for the school district. Responsibilities include:

- Responding to safety concerns or suggestions
- Reviewing near-misses and employee injury reports
- Conducting and reviewing workplace inspections
- Promoting accident prevention activities such as safety meetings and training
- Reviewing yearly safety goals and progress
- Reporting of findings and making recommendations to the superintendent

Reporting of Hazards and Unsafe Conditions/Behaviors

All employees are required and encouraged to report unsafe behaviors and conditions to their administrators/supervisors at Aberdeen School District #58. The principal/supervisors will review all reports immediately. If it is determined that a hazard exists, immediate corrective action will be taken to ensure the safety of all staff. If a permanent corrective action is not possible, temporary protective measures will be provided until the hazard can be permanently corrected.

If practical, the information on corrective action will be shared with all employees of the school or department. At the least, the information will be submitted to the Safety Committee.

Safety Suggestions

All employees are encouraged to make suggestions and/or recommendations concerning employee safety by using the Safety Suggestion Form. These should be submitted to Administrators/Supervisors. These may be submitted anonymously. All suggestions will be reviewed at the Safety Committee meeting.

Documentation

All reports of hazards and corrective measures/actions taken will be documented and recorded. Documentation will be reviewed by Administrators/Supervisors.

WORKPLACE INSPECTIONS

Purpose & Intent

Aberdeen School District #58 has developed an inspection form to aid in the process of performing routine workplace safety inspections. The primary purpose for completing routine inspections is to identify, correct, and eliminate/control workplace hazards.

Responsibility

The administrator or supervisor at each location within Aberdeen School District #58 jurisdiction will be responsible for ensuring inspections are completed quarterly.

Procedure

Identifying Workplace Hazards

Supervisors will manage inspections, corrective actions, and proposed timeline for completion of corrective measures. These records will be provided to the Aberdeen School District #58 office.

Notification

Employees working in hazardous areas will be advised of the hazards that pose an immediate threat of injury and measures to eliminate or control the hazard.

Eliminating Workplace Hazards

It is the philosophy of the Aberdeen School District #58 that when feasible, hazards will be corrected by eliminating the hazard at the source. This may include completely removing the hazardous equipment. Employees who are expected to correct the hazard shall be properly trained and provided necessary safeguards. While any hazard is being mitigated, actions shall be taken immediately to protect employees from injury or illness.

Controlling Workplace Hazards

If a hazard cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, and personal protective equipment. PPE is the control of last resort and is only to be used when all other control options are not adequate. Employees will be trained on control methods prior to use.

ACCIDENT REPORTING, MODIFIED DUTY AND INVESTIGATIONS

All work-related accidents and near-miss incidents will be investigated by the administrator/supervisor. These investigations will aid in developing preventive and corrective measures.

Employee Reporting

All employees at Aberdeen School District #58 are required to report any of the following to their principal/supervisor immediately:

- Any accident or incident resulting in an injury or illness, even if an employee only received first-aid treatment.
- Any accident or incident resulting in property or equipment damage.
- Any near-miss incident that could have resulted in injury or illness to an employee or Aberdeen School District #58'S property.

Medical Treatment

In the event that an employee is injured while at work, the administrator/supervisor, will evaluate and ask the injured employee whether they would like to seek medical treatment.

- In emergency situations and if the employee appears to be in a condition where they should not be moved, call 911 immediately.
- If the injured employee would like to seek medical treatment, employees will obtain treatment from the individual's medical provider. If the employee would like assistance, in transporting them to the medical provider a school employee will be allowed to assist.

In the event that the employee injury requires treatment outside of regular work hours:

- Emergency Situation – The employee shall seek treatment with the Emergency Room.
 - Contact the administrator/supervisor to report the treatment
 - If unable to contact the administrator/supervisor, call and leave a message to District Office and then follow up with the principal/supervisor the next work day.
- If the injured employee chooses to not to seek medical care, an Accident Investigation Report will be completed.

Return to Work and Modified Duty Program

The purpose of the Return to Work and Modified Duty Program is to retain employees recovering from work-related injuries while they have medical restrictions and may not be able to perform their regular duties. The employee will be assigned to modified duty whenever possible. The return to work guidelines are as follows:

- The administrator/supervisor will assign modified duty tasks which meet the restrictions of the physician.
- When modified duty is available and meets the medical restrictions, the employee will be expected to work.
 - The modified duty tasks will be within the physician's restrictions and care will be taken to ensure the work activities will not result in further aggravation to the injury.
 - An employee returning to a modified duty must not exceed the restrictions set forth by the physician.
 - The employee must attend all medical appointments. The employee shall provide the Activity Status Report after each appointment to the district office.
 - If there are concerns with the modified duty assignment, the employee must immediately report to the administrator/supervisor.
- During a modified duty assignment, the employee will be paid their wages.
- Each case will be examined on its own merit, as each situation is unique and each employee's requirements will vary.

While assigned to the Return to Work and Modified Duty Program, all district rules as noted in the Employee Handbook will remain in effect, and compliance must continue. If there are any questions or concerns, speak with the district office staff.

Accident Investigation

The administrator/supervisor is responsible for conducting an accident investigation. Upon notification of an accident or near-miss, the administrator/supervisor will begin investigative proceedings to determine the following:

- How the accident occurred
- Where and when the accident occurred
- Any direct or underlying causes including unsafe behaviors and conditions
- Corrective actions to be taken

Documentation

All activities and findings, as well as corrective actions of the investigation, will be documented and provided to the district office.

RECORD KEEPING & ANALYSIS

Aberdeen School District #58 is committed to implementing and maintaining active, up to date records to identify accident/injury trends.

The District Office will review injury records and accident investigation reports to identify trends and implement corrective actions. Inspection and hazard reports will be reviewed to analyze hazard trends and safety program deficiencies. Trend analysis identifies recurring accidents and near-miss incidents. The analysis will also recognize what hazards exist and identify the program to be reviewed.

SAFETY AND HEALTH TRAINING

Aberdeen School District #58 is committed to providing safety and health related orientation and training to employees at all levels of the school district.

Aberdeen School District #58 will develop, implement, and maintain safety and health orientation and training programs to educate employees on safety and health procedures, rules, and practices. Aberdeen School District #58 will encourage and require involvement and participation of all employees.

Upon-Hire: New Employee Orientation

An orientation to the district and safety procedures will be provided to all new employees. The orientation will consist of reviewing safety programs, discussing any questions, and completing training to cover safety requirements. New employees will be provided hands-on training for specific equipment.

Documentation

All safety and health related trainings will be documented.

GENERAL SAFETY RULES

General Safety Rules are intended to protect and safeguard the welfare of employees, students and visitors. Violations of Safety Rules will be grounds for immediate disciplinary action, up to and including termination of employment.

- No employee is expected to undertake a job until they have received training on how to do it properly and are authorized to perform the job. No employee should undertake a job that appears unsafe.
- Report all work injuries and near-miss incidents to your principal/supervisor immediately.
- All employees are responsible for reporting unsafe acts or unsafe conditions to their administrator/supervisor.
- Horseplay, throwing objects, scuffling, fighting, etc. will not be tolerated.
- Keep work areas clean and aisles clear from open drawers, boxes, furniture, extension cords, supplies etc. Do not block emergency equipment, electrical panels or exits (such as fire extinguishers, fire hoses, sprinkler heads, eye wash stations, etc.)
- Walk, do not run, watch your step, keep firm footing and balance at all times. Correct or report and always warn others of slip, trip and fall hazards immediately. (signage/cones)
- Use each step going up and down the stairs. Use handrails.
- Ladders may be used by trained employees; training includes the proper use, selection, inspection, and storage. Defective ladders shall not be used. Use appropriate equipment to reach higher areas, boxes, crates, chairs, desks or other improvised stands will not be utilized to stand on.
- Carry only what you are capable of safely handling. Employ a team lift with two or more employees, make multiple trips or use mechanical devices whenever feasible.
- Wear PPE, such as hard hat, safety shoes, safety glasses, face shields, respirators, etc. as directed by the supervisor and as appropriate to the task being performed. Specialized training may be required.
- No employee shall handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties.
- Power cords and power strips must not be used as permanent wiring or beyond their rated capabilities. Do not connect multiple cords to a power device (such as daisy chaining)
- Only authorized and trained employees may perform preventive maintenance or adjustments beyond normal operational needs on equipment/machinery. Lockout/Tagout procedures must be followed prior to removing guards or performing maintenance or repairs.
- Equipment/machinery is not to be operated without safety guards in place and functional. Report to your administrator/supervisor all damaged or missing guards prior to operation.

- Any tool that appears to be damaged or worn beyond a safe service life is to be removed from service and reported to the administrator/supervisor immediately.
- All facility/grounds modifications, additions or improvements are to be coordinated through Supervisors.
- Only authorized and trained employees may dispense or use chemicals. Employees will be training on the location of the Safety Data Sheets (SDSs).
- Spills must be reported, and cleaned up immediately. Employees will be trained on the emergency procedures including phone numbers, fire extinguishers, drill procedures.
- Seat belts will be worn at all times when on District business in any vehicles, including personal vehicles.
- Cell phone use when operating any vehicles, including personal vehicles, for District business is prohibited.

DISCIPLINARY ACTION

ABERDEEN SCHOOL DISTRICT #58 is committed to providing a safe and healthy work environment and strives to treat all employees in a respectful and fair manner. Working together has an impact on each other's performance, effectiveness, and satisfaction in their responsibilities. All employees are expected to adhere to the safety and health policies established.

Not adhering to the safety and health policies is considered a serious violation and could result in termination.

Documentation

ABERDEEN SCHOOL DISTRICT #58 will document the violation, including a brief description of the behavior and the corrective action required. The employee will read and sign the notice acknowledging that they understand the seriousness of the violation.

REVIEW AND REVISION

The Administrator/Supervisor will review and revise the components of the safety handbook for effectiveness and implementation as needed. It is imperative for the district to make the necessary changes to continue to reduce hazards that can cause employee injury or illness. Corrective measures will be taken as needed to reemphasize or restructure the safety program.

Aberdeen School District #58

SAFETY HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of and have read all of the information in the Aberdeen School District #58 #58 Safety Handbook. I understand and agree that it is my responsibility to abide by the policies and procedures in the Aberdeen School District #58 Safety Handbook.

I understand that Aberdeen School District #58 reserves the right to modify, revoke, suspend, or terminate any or all of the policies and procedures in whole or in part at any time, and I accept responsibility for reading and understanding the updated changes.

I understand that the Safety Handbook does not constitute an employment contract for at-will employees or a promise of continued employment beyond the current contract (if any). If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

I understand that this Safety Handbook supersedes any and all prior verbal and written communications regarding Aberdeen School District #58 safety policies and procedures.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINT)