

Management Support

Staff Safety Procedure

The principal of each school or supervisor of each work site in the district is responsible for:

1. General Safety

- a. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site (a recordable occupational injury or illness is any injury or illness that results in an occupational fatality, lost workdays, need for transfer to a new job, or medical treatment beyond first aid.)
- b. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
- c. Implementing an accident prevention program that describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
- d. Forming a safety and health committee composed of representatives of management and employees, that will review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed (minutes of the committee will be recorded and will be retained for one year.)
- e. Report any safety concerns using form 6511F1.
- f. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
- g. Assuring that a person who holds a valid certificate of first aid/CPR training is present or available at all times.
- h. Maintaining a well-marked first aid station
- i. Furnishing a workplace free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

- j. Providing emergency preparedness training for all employees; posting emergency evacuation maps throughout the building; maintaining an emergency/disaster preparedness plan.
2. Worker's Right to Know (chemical hazards)
- a. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.
 - b. Labeling hazardous chemicals at each site.
 - c. Photocopying or purchasing any required hazard warnings.
 - d. Replacing missing, unreadable, or incorrect labels.
 - e. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
 - f. Updating MSDS files and distributing them to supervisors. A current copy of the MSDS files will be located in each school building office.
 - g. Maintaining easily accessible MSDS files and making MSDS's available to staff members.
 - h. Training staff members at time of initial assignment or whenever a new hazard is introduced.
 - i. Preparing a training manual that immediate supervisors can use to create training sessions specific to their site.
 - j. Maintaining records that show employees have received training and information.

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