

NONINSTRUCTIONAL OPERATIONS

District Safety/Loss Control Program

The district safety and loss control program is an integrated system for the prevention or reduction of losses which result from accidents, injuries, fires and similar unplanned and unwanted occurrences.

The expressed objective is the control of physical conditions and operating practices and the elimination of those factors which are known or predicted to result in losses which involve employees, students, property, service providers, and the general public.

This program is designed to build safety/loss control into the district's operation through established principles, and to ensure compliance with the program through:

1. Proper utilization of the district's facilities, equipment, personnel and materials.
2. Improvement in techniques and operations which are designed to prevent controllable loss.
3. Motivation of all levels of management to encourage the highest level of employee compliance.
4. Motivation of employees to cooperate with and actively promote the essentials contained in the district's program.

The attainment of these objectives is a basic responsibility of all employees. Incidents which can be foreseen or predicted can be prevented through a planned program with support from management and employees.

The principal of each school and executive director of each work site in the district is responsible for:

1. General Safety
 - a. Reporting all recordable occupational injuries and illnesses occurring at the work site (a recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, 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 which 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, which shall 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 shall be recorded and shall be retained for one year.)
 - e. Maintaining a safety bulletin board sufficient in size to post and display.
 - f. Assuring that a person who holds a valid certificate of first aid/CPR training is present or available at all times.
 - g. Maintaining a well-marked first aid kit.
 - h. Furnishing a workplace free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.
 - i. Providing emergency preparedness training for all employees; posting emergency evacuation maps throughout the building; maintaining a 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 and distributing to custodial coordinator.
 - f. Maintaining easily accessible MSDS files, and making MSDS's available to staff members.
3. The executive director of operations or designee (custodial coordinator) will be responsible for:
- a. Obtaining and maintaining MSDS sheets for the district.
 - b. Reviewing copies of MSDS's for all hazardous chemicals to which employees may be exposed and make available to building/department supervisors.

- c. Updating MSDS manuals, which will be located in each school building office.
 - d. Initiating the training of staff members at the time of initial assignment or whenever a new hazard is introduced.
 - e. Maintaining a training manual which the immediate supervisor can use to create training sessions specific to their sites.
 - f. Providing records which show that employees have received training and information.
4. The executive director of operations or designee (safety officer) will be responsible for:
- a. Developing, implementing, and monitoring the employee training and information programs.
 - b. Reporting to his/her immediate supervisor any/all non-compliance of the safety and loss control program.

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