

Safety Program

Need

To establish in the district a safety program to provide a high degree of safety for students, employees, and others on district property.

Purpose

The district is committed to providing a safe and healthful environment for all students, employees, and visitors. Students and employees need to feel safe in school if quality learning is to take place. The risk of injuries and illnesses can be minimized through the application of proper safeguards to processes and equipment, through the implementation and enforcement of safe practices and procedures, and by providing students and employees with education and training to perform their tasks safely.

Guidelines

1. The district safety and accident prevention program is to be implemented in all district departments and programs by directive of the superintendent. The objectives of the safety program are to:
 - a. Eliminate accidents;
 - b. Provide a safe and healthful environment;
 - c. Provide for preventative and emergency response;
 - d. Identify unsafe conditions and practices and make corrections to them;
 - e. Train all employees to work in a safe manner, warning them of the hazards of their environment.

2. In maintaining a safety program for the district:
 - a. The superintendent will establish a safety committee(s) advisory to the superintendent to implement and monitor the district safety program;
 - b. All employees will maintain safe and sanitary conditions in their teaching or work area of responsibility;
 - c. Principals and other designated staff will maintain safe and sanitary conditions in facilities under their jurisdiction according to state and local standards;
 - d. Principals will ensure that teachers instruct students in their classes in the general rules of safety;
 - e. Principals will attempt to make appropriate arrangements with local officials for sufficient traffic control to ensure the safety of students at crosswalks;
 - f. Principals will ensure student safety on school grounds;

- g. The district will be responsible for an ongoing program of school bus safety;
 - h. Principals or other designated staff will be responsible for providing that athletic experiences are as free from hazards as possible;
 - i. Principals or other administrative staff will be responsible for frequent assessment of high-risk areas;
 - j. Principals or other designated staff will be responsible for implementing the district safety program. They also will be responsible for developing, maintaining, and assessing a program for safe use of equipment and facilities unique to their building;
 - k. Principals or other designated staff and supervisors will be responsible for informing groups using school facilities of unusual or unique hazards;
 - l. Principals or other designated staff will be responsible for seeing that fire safety codes are followed.
3. Direct responsibility for in-building safety rests with the campus steward and the building principal. In order to assure that all facets of building safety are addressed, each site will have a safety committee. The safety committee will conform and abide by all rules and regulations established by OAR 437-40-0440 through 040, as well as Oregon Administrative Rules for Safety Committees.
4. Student Incident Reporting Procedures-The Student Incident Report form is to be used to report incidents meeting one or more of the following criteria:
 - a. Any accident that requires the student to leave school;
 - b. Any accident that requires the student to seek outside medical attention;
 - c. Any accident that requires notification of the students' parent, guardian, or other responsible adult;
 - d. Any accident that leads an administrator to conclude the district may be exposed to a liability claim, but especially any accident involving injury to the student's head, neck, eyes, ears, teeth, or nose.
5. Employee Accident Reporting Procedures-Accidents/incidents will be reported immediately to a supervisor.

An "Incident Report Form" will be completed and submitted within 24 hours to Risk Management on all accidents/incidents occurring on district premises, in district vehicles, at district-sponsored activities, or involving staff members who may be elsewhere on district business. In addition, accidents requiring medical attention must be reported on the current Workers' Compensation Department form 801. When completed, the above forms must be submitted to Risk Management. Reports will cover property damage as well as personal injury.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

The Board will receive reports on serious accidents/incidents and periodic statistical reports on the number and types of accidents/incidents occurring in the district, as well as on the measures being taken to prevent such accidents/incidents in the future.

6. OSHA Record Keeping Requirements-Under ORS 654.001 through 654.991 and OAR Chapter 437, Division 1, the district is required to complete all forms recording occupational injuries and illnesses. These forms are:
 - a. OSHA #300-Log of Work-Related Injuries and Illnesses:
 - b. OSHA #300A-Summary of Work-Related Injuries and Illnesses for calendar year;
 - c. OSHA #301-OSHA's Injuries and Illnesses Incident Report.

The above forms must be completed at the end of each calendar year and retained for a period of five years. These forms will be retained within Risk Management on the basis of reports submitted to it of accidents involving the students or employees.

In the event of an accident or injury resulting in an overnight hospitalization whereby medical treatment other than first aid is provided, Risk Management shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification of an accident or injury.

Fatal accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

7. Facility Inspections

- a. Fire prevention inspection-The district buildings will be regularly inspected by a member of the state fire marshal's office or the City of Corvallis fire department or both. If the inspector finds a deficiency, he/she will write an inspection notice leaving one copy with the principal.
- b. Other facility inspections-All other inspections will be conducted to meet all appropriate state regulations and Department of Education standards requirements (e.g., electrical, boiler, water, playground, Health Division). Records with regard to these inspections will be maintained by the physical plant and/or Risk Management.