

Safety Program

1. Safety - General

It is the goal of Pleasant Hill School District to maintain a safe and healthful school environment that depends upon the “safety consciousness” of school employees and students. Employees and students are reminded to be alert to safety and health hazards. They should be alert and aware of preventive measures to reduce hazards and be ready for problems and accidents with emergency actions to be used that are appropriate to the incident. Safety is everybody’s responsibility. Employees and students should be aware of:

- a. The district’s safety policies, and the general procedures that are appropriate;
- b. The district’s emergency procedures;
- c. The location of fire extinguishers, fire alarm and earthquake signaling devices, first-aid kits or supplies, telephones and telephone numbers for securing assistance;
- d. Safeguards provided and avoid operating equipment when safeguards are not in place or in good working condition;
- e. Use of protective equipment (headgear, eye wear, clothing, etc.) when required by the school district or appropriate safety codes;
- f. Any warning or danger sign; signs should not interfere with any form of accident-prevention device or practice;
- g. Reporting unsafe conditions to supervisors or take immediate corrective action when situations require it.

2. Program Responsibilities

The superintendent or his/her designee is the district’s safety officer and has responsibility for the district’s comprehensive safety program including emergency plans. He/She has delegated the responsibility for safety to the principals of the high school, junior high, Pleasant Hill Elementary and Trent Primary School for each of their facilities and student and employee behavior.

The maintenance lead has the overall responsibility for the safety for all of the district’s physical plant and should work in concert with all of the principals and the transportation supervisor. The transportation supervisor is in charge of the safety of the buses and the bus facility as well as for emergency evacuation.

Building administrators are expected to maintain emergency procedures for each of their buildings and have specific procedures for actions in case of a bomb threat.

The safety and care of the buildings is also part of each principal's job description as well as part of the job descriptions of the supervisor of the transportation and custodial/maintenance departments.

All staff will be responsible to help maintain a safe and healthful environment.

3. Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation.

4. Classroom Safety Instruction

Each teacher is instructed to teach about safety and safety education should be incorporated within the school activities whenever possible.

Specific instruction is given in the areas of transportation, (including driver and traffic safety education), home, fire, earthquake, recreation, self-help and emergency preparedness in order to assist students identify hazards, assess risks and make appropriate decisions regarding safety.

The K-12 curriculum program will include but not be limited to:

- a. Emergency preparedness;
- b. First aid;
- c. Fire safety;
- d. Traffic safety;
- e. Bloodborne pathogens safety;
- f. School bus safety;
- g. Playground safety;
- h. Earthquake safety;
- i. Pedestrian safety;
- j. Water safety;
- k. School safety;
- l. Seasonal and vacation safety.

Supplementary safety education should be encouraged outside the school environment.

5. Safety for the Disabled

Students with disabilities should be given special help to learn what appropriate safety and emergency procedures are available to them.

6. Fire and Earthquake Drills and Emergency Procedures

The supervisors will conduct periodic fire and earthquake drills throughout the district and will provide 30 minutes of fire, safety and earthquake instruction each month. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. At least two drills on earthquakes shall be conducted each year. Drills and instruction on fire emergencies shall include methods of “duck, cover and hold” during the earthquake. Employees and students should be familiar with the district’s Safety and Emergency Procedures Manual including:

- a. Proper procedures for summoning fire assistance;
- b. Location and operation of the nearest fire extinguishers or other firefighting equipment;
- c. Proper emergency exit routes;
- d. Proper earthquake safety procedures;
- e. Procedure for summoning emergency medical aid.

7. Safety Committee

Site Safety Committees

Site safety committees shall be established at the district office, each school site and such other locations as deemed appropriate by the superintendent to represent the safety and health concerns of district employees and students.

The site safety committee shall be composed of an equal number of employer and employee representatives. When agreed upon by employees and the district, the number of employees on the committee may be greater than the number of district representatives. The committee will consist of no fewer than 2 members for districts with 20 or less employees.

A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food service worker, administrator).

Employee representatives shall be volunteers or elected by their peers. Members of the committee shall serve at least a continuous one year term. Terms shall be staggered to provide continuity. There shall be a chairman elected by the site safety committee.

The site safety committee is authorized to make written suggestions to the district safety officer, based on its experiences, inspections and input from other employees, students and district patrons as appropriate.

The site safety committee will:

- a. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from site safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee’s sole area of responsibility involves low hazard work environments such as the district office;
- b. Provide written agendas for each meeting which shall set the order of business;

- c. Make written minutes of each meeting which the district shall review and maintain for three years for inspection;
- d. Post minutes or make available to all employees and send copies to committee members;
- e. Assist in creating a hazard-free work environment by:
 - i. Recommending to the district how to eliminate hazards and unsafe work practices in the workplace and promoting employee adherence to safe work practices; and
 - ii. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.
- f. Establish procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
- g. Establish procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
- h. Evaluate district policies which may affect safety and health in the workplace and make recommendations for changes to existing policies or adoption of new policies;
- i. Evaluate all the accident and illness prevention programs brought to the committee's attention and make recommendations necessary to make the programs more applicable to the workplace;
- j. Establish a system whereby the safety committee can obtain information, that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
- k. Establish procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
- l. Establish procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
- m. Make all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee;
- n. Evaluate employee/supervisor training needs.

8. Emergency Transportation Plan for Evacuation of Schools

Under the direction of the transportation supervisor, an emergency evacuation plan will be established.

9. Periodic Safety Inspections

Periodic safety inspections will be conducted to include, but not be limited to, the following:

- a. Fire prevention - During fire prevention inspections the following may be reviewed to ensure:
 - i. Extinguishers are available;
 - ii. Exits are marked and unobstructed;

- iii. Alarms are functioning;
 - iv. Stairways are clear and properly lighted;
 - v. Electrical wiring is in good condition;
 - vi. Emergency lighting is functioning;
 - vii. Flammable liquids are properly stored;
 - viii. Fire and earthquake drills are conducted as required;
 - ix. Board policies and building procedures are provided for all new employees.
- b. Chemicals - Be sure that chemicals are stored and identified properly. Make appropriate protective equipment available; review safety procedures with employees;
 - c. Atmospheric conditions - Check for potential hazards involving fumes, toxic dust or other dangerous conditions;
 - d. Containers - Check for safe storage of materials; i.e., storage racks, shelving, file cabinets, tool racks;
 - e. Electrical conductors and apparatus - Be sure that switches, wires, cables, controls, plugs, connectors and electrical grounding are in good condition;
 - f. Machine guards and safety devices - Be sure that all removable and fixed guards and safety devices and attachments are functioning properly;
 - g. Hand tools - Check to be sure hand tools are in safe operating condition;
 - h. Building modifications - Any building modification should be planned with safety in mind. Such modifications as creating or closing openings, moving walls, changing stairs or hardware on windows and doors, redecorating, etc., should be made only after proper authorization that such modification will not adversely affect the safety of the occupants. District and school administrators should expect that authorities who are responsible for approving building plans will require strict compliance with safety codes;
 - i. Laboratory safety - A laboratory-subject teacher is responsible for safety at all times;
 - j. Playground safety - The following playground safety procedures will be observed:
 - i. Equipment checks - Equipment should be checked carefully for hazards which may be the result of design features, such as sharp edges and points, pinch and crush points, protruding bolts, suspended hazards (e.g., swing seats), entrapment dangers at openings or angles and excess height;
 - ii. Maintenance checks - On swings, chains should be checked for links nearly worn through, opened "s" hooks and damaged seats.

Peeling paint and rust spots should be sanded and repainted promptly.

Wooden equipment should be checked for splinters, breaks and splits, deficiencies should be repaired or replaced.

Eroded soil around equipment should be replaced, preferably with approved surface materials at recommended depths.

All rungs, handholds and footholds should be checked for loosening. All bolts should be tightened periodically.

- iii. Concepts in playground safety - Playground equipment should be positioned and developed to maximize safety. Students should be taught about the safe use of playground equipment and reminded about the safe use of playground equipment by the staff of his/her school.

10. Reporting of Hazards/Training

Through routine inspection of all facilities, materials and equipment, as well as through staff training, all hazardous or potentially hazardous conditions will be identified, reported and acted upon appropriately.

All personnel who, during the performance of their duties, or in an emergency, may be exposed to hazardous chemicals will be informed and trained to deal appropriately with these chemicals.

11. Vehicle Safety Inspection Procedures

The district administrator should require regular safety inspection of all district vehicles. These inspections should be made and reports completed not less than annually by personnel responsible for all district vehicles.

Any employee using a district vehicle should report all operating irregularities to the person responsible for vehicle maintenance or to the district safety officer. All vehicle safety deficiencies should be corrected immediately.

Personnel responsible for district vehicles should verify by personal observation that employees using district vehicles are properly licensed and have the necessary skills for operating the type of vehicle used. Circumstances may require a school bus driver's certificate, a commercial driver's license or other such certification or training as may be required by law and rule. The district should provide in-service instruction to all operators of district vehicles.

An employee involved in an accident while using a private or district-owned vehicle on district business should comply with the following procedure:

- a. Complete an on-the-spot accident report form and forward it to the district safety officer within 48 hours following the accident;
- b. Notify the district safety officer as soon as possible after the accident.

12. Accident Prevention

The superintendent shall recommend to all of the aforementioned administrators and to all staff members to be involved in an accident prevention program. Each administrator should talk about accident prevention procedures with the employees under his/her direction and each employee should talk about accident prevention to persons under his/her direction.

13. Safety Devices

The district will recommend that safety devices and operating procedures that promote safety will be used. Specific safety areas that will be examined and properly maintained are as follows:

- a. Fire extinguishers adequately supplied, properly located and regularly inspected;
- b. Proper kinds of safe wearing apparel to be worn in the manner specified for the job being done (protective devices for hair and feet, aprons, etc.);
- c. A well-stocked first-aid cabinet in laboratories;
- d. An examination of exits and hardware for them;
- e. Safety guards in place on all equipment;
- f. Safe storage of flammable liquids in buildings.

Note: All staff and students should use safety devices at all times in all places. Not only may accidents be avoided, but insurance rates may be lowered.

14. Accident Reporting System

Accidents occurring to the district staff, students and visitors on district premises or to staff and students in district vehicles, at a district-sponsored activity or while engaged in other district business must be reported at the time of the accident or as soon after as practical, including identification of witnesses, if any.

Accident reporting will include:

- a. Proper SAIF forms to be completed by affected employees for any occupational injury or illness involving loss of time or medical care beyond that of first-aid;
- b. A report to be completed for any student accident;
- c. A report to be completed for any employee accident.

In the event of an accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the safety officer 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 shall be reported within eight hours.

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