

## Safety Program

### I. Organization

#### A. Board of Education:

1. Reviews and approves District safety and emergency plans as necessary.
2. Hears regular reports on safety and emergency operations.
3. Accepts responsibility for providing for the financial needs of the safety and emergency programs.

#### B. Superintendent:

1. Has full responsibility for safety and emergency operations.
2. Holds principals and supervisors responsible for the safety of all employees and students under their supervision.
3. Authorizes necessary expenditures for safety and emergency needs.
4. Reviews all safety policies as formulated by the Safety Committee and makes recommendations to the Board.
5. Participates in the safety program as recommended by the Safety Committee.

#### C. Safety Officer:

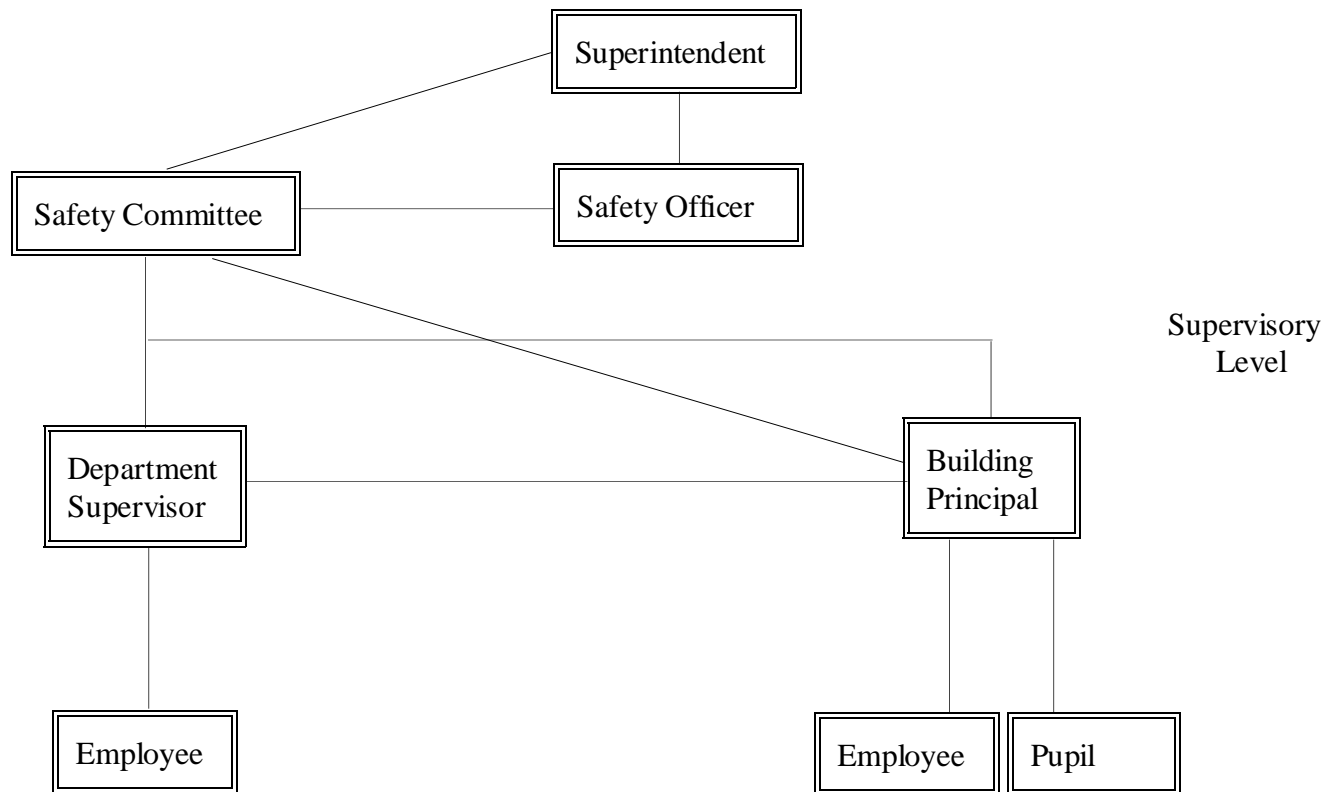
1. Coordinates safety and emergency activities.
2. Keeps and analyzes accident records.
3. Conducts and facilitates training activities for supervisors.
4. Organizes activities for stimulating and maintaining interest of employees and students in safety and emergency activities.
5. Is responsible for employee and student safety education program.
6. Serves as Chairman of Safety Committee.
7. Supervises and appraises accident investigations.
8. Plans and directs a regular program of safety inspections.
9. Checks for compliance with applicable safety laws and codes.
10. Issues regular reports showing safety performance, accident trends, and the handling of emergencies.

#### D. Building Principal:

1. Coordinates safety and emergency activities within his/her building.
2. Is responsible for compliance with safety rules within his/her building.

3. Works closely with teachers and maintenance, custodial, and cafeteria workers to assure safe practices.
  4. Is responsible for conducting regularly scheduled inspections as directed by policy, submitting them to Safety Director.
  5. Maintains file on accidents and inspection reports.
- E. Department Supervisors (Maintenance, Custodial, Transportation, and Business Office):
1. Inspects for compliance with safe work practices and safety rules.
  2. Trains employees to work safely.
  3. Is responsible for safety of his/her crews.
  4. Is responsible for safe work place, good housekeeping, proper light and ventilation, safe piling. Also enforces the wearing of protective clothing and equipment.
  5. Is responsible for obtaining prompt first aid to injured.
  6. Reports and investigates all accidents and corrects cause.
  7. Serves on Safety Committee.
  8. Holds crew safety meetings.
  9. Discusses safety with individual employees.
  10. Coordinates safety activities with building principal.
  11. Maintains file on accident and inspection reports.
  12. Conducts regularly scheduled safety inspections and submits them to the Safety Officer.
- F. Business Office
1. Responsible to take every precaution possible to insure that safety is a factor considered in the selection and purchase of equipment and materials.
  2. Reviews compensation insurance claim costs and reports to the Safety Committee on a quarterly basis.
- G. Employees:
1. Works in accordance with accepted safe practices.
  2. Reports unsafe conditions and practices.
  3. Observes safety rules and regulations.
  4. Makes safety suggestions.
  5. Is responsible for obtaining prompt first aid to injured.

H. Diagram of Safety Organization:



II. Safety Committee:

A. Organization

One representative from each area:

1. Administration/school principals
2. Teacher
3. Transportation, maintenance, custodial, cafeteria

B. Function

1. To meet once a month.
2. See that a complete set of minutes is kept of every meeting. Such minutes should include all discussions and the dispensation of the safety recommendations submitted by inspection.
3. Conduct safety inspections as deemed necessary.
4. Conduct accident investigations.
5. Submit recommendations for corrective action of unsafe conditions and acts.
6. Assist in compilation and composition of departmental safety and emergency rules.

7. Check for compliance with local, state, and federal safety codes and regulations.
8. Assist in safety and emergency indoctrination of new employees.
9. Properly use current statistics on accident frequency and severity.
10. Attend safety meetings as delegated.

III. Safety Inspection and Accident Reporting System:

- A. Building principals, maintenance, and grounds supervisor will be responsible for:
  1. Conducting monthly inspections, utilizing forms provided by the district. One copy will be submitted to the Safety Officer, due the last working day of each month during the school attendance.
  2. Report accidents which happen to employees under your jurisdiction within 24 hours, utilizing the Supervisor's Report of Accidents, regardless whether injury occurs.
  3. Custodians will not be responsible for building inspection but will be of assistance to the building principal.
- B. The Safety Officer will report to the School Board any accidents, fires, bomb threats, or any other emergency occurring.
- C. Safety Officer:
  1. Is responsible for reviewing inspection forms, accident reports, and assisting with investigations in some cases.
  2. Maintains files on monthly inspection reports and injury reports.
  3. Maintains the Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses.
  4. Makes reports to the Safety Committee on investigation and accident reports.
- D. Safety Committee:
  1. Responsible to present to the Superintendent and School Board a written annual report of the district safety program. This report will consider, but not be limited to, accidents, trends, costs, policy, and budget for safety programs.

IV. Medical Program:

- A. Each individual hired will verify their condition of health and will be subject to medical examination if deemed necessary.
- B. Every effort will be made to place individuals in a position which will not jeopardize or further complicate a previous medical ailment.

- C. Each school and separate building where employees work will have a room designated for emergency treatment with first aid equipment and supplies available.
- D. Two people in each building will be designated by the supervisor as responsible for emergency first aid treatment. These designated persons will be certified by the Red Cross as having first aid training.

V. Safety Education

- A. Each supervisor is responsible to insure that new employees receive appropriate safety and emergency instructions.

VI. Safety Promotion

- A. The Safety Committee will be responsible for development of a promotional program, with implementation the responsibility of the Safety Officer.
- B. Bulletin boards will be maintained at each district building where employees report. The supervisor responsible for that building will maintain the following minimum items on display:
  - 1. State of Oregon Notice of Compliance issued by the Workers' Compensation Department.
  - 2. Summary of occupational injuries and illnesses, which must be posted by February 1 of each year.
  - 3. Minutes of Safety Committee meetings.
  - 4. Copies of citations for 15 days or until correction is made.

VII. Emergency Action

- A. Supervisors and Principals shall be responsible to see that:
  - 1. Emergency telephone numbers and procedures are posted and/or printed on decals affixed to telephones in all work locations (fire, police, ambulance).
  - 2. New employees are informed of actions to take in time of emergency. This includes knowledge of fire exit routes, location of fire alarms, and similar special instructions.
  - 3. First aid supplies are provided in all work locations.
  - 4. Fire drills are conducted in work locations when recommended by the local or state fire marshal authority.
  - 5. Provisions are made for sources of contact in the event of mechanical failures or damage to facilities or equipment.

Cross Reference(s):

EB - Safety Program

Notes: See Workers' Compensation Claim Control Procedures