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**ACCIDENT**

**PREVENTION**

**PROGRAM**

**DRAFT/TEMPLATE**

TABLE OF CONTENTS

[**SAFETY AND HEALTH POLICY 4**](#_Toc515537960)

[**PROGRAM OVERVIEW 5**](#_Toc515537961)

[**RESPONSIBILITIES 6**](#_Toc515537962)

[**SAFETY & HEALTH COMMITTEE 7**](#_Toc515537963)

[**SAFETY BULLETIN BOARD 8**](#_Toc515537964)

[**SAFETY ORIENTATION 9**](#_Toc515537965)

[**ACCIDENT INVESTIGATION AND REPORTING 10**](#_Toc515537966)

[**SAFETY AND HEALTH EDUCATION TRAINING 11**](#_Toc515537967)

[**OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING 13**](#_Toc515537968)

[**HAZARD REPORTING 14**](#_Toc515537969)

[**HAZARD COMMUNICATIONS PROGRAM 15**](#_Toc515537970)

[**FIRST AID 20**](#_Toc515537971)

[**BLOODBORNE PATHOGENS PROGRAM 22**](#_Toc515537972)

[**LOCKOUT TAGOUT PROGRAM 24**](#_Toc515537973)

[*APPENDIX A: SITE SPECIFIC PROGRAMS* 26](#_Toc515537974)

[CHEMICAL HYGIENE PLAN 27](#_Toc515537975)

[PERSONAL PROTECTIVE EQUIPMENT 30](#_Toc515537976)

[FALL PROTECTION PROGRAM 32](#_Toc515537977)

[PEST MANAGEMENT PROGRAM 34](#_Toc515537978)

[Respirator PROGRAM 35](#_Toc515537979)

[HEARING CONSERVATION PROGRAM 37](#_Toc515537980)

[HAZARDOUS WASTE MANAGEMENT 38](#_Toc515537981)

[OUTDOOR HEAT EXPOSURE PREVENTION PLAN 39](#_Toc515537982)

[CONFINED SPACES PROGRAM 40](#_Toc515537983)

[*APPENDIX B: EXAMPLE FORMS* 43](#_Toc515537984)

[EMPLOYEE INCIDENT REPORT (EIR) 44](#_Toc515537985)

[RECORD OF HAZARD OBSERVED 46](#_Toc515537986)

[SUPERVISOR'S REPORT OF INVESTIGATION 47](#_Toc515537987)

[ACCIDENT CAUSATION GUIDE 48](#_Toc515537988)

# SAFETY AND HEALTH POLICY

It is the policy of this district to promote and provide safe, healthful working conditions and practices for all district employees. Safety and health are among our principle responsibilities.

In order to fulfill the conditions of this policy, the district will provide safety information, safety orientations, and appropriate safety training as a means of protecting employee welfare. We aim to resolve safety and health problems through prevention.

Administration is wholly responsible for developing an effective safety and health program.

The district has adopted rules and regulations governing the safe performance of assigned work and the use of district equipment. By accepting the mutual responsibility of safe operating practices, we all contribute to the wellbeing of our personnel and subsequently the best interest of the district.

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 Superintendent Date

# PROGRAM OVERVIEW

This accident prevention program was developed in order to fully implement the district's safety and health policy. The elements of this program cover a broad spectrum of areas and are designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect. As an integrated program, and with the support of employees at all levels, the accident prevention program can reduce the number and severity of job related injuries to district employees.

# RESPONSIBILITIES

The School District is required by WAC 296-800-140 to develop a formal, written Accident Prevention Program (APP) tailored to the needs of our particular workplace and to the types of hazards involved there. All employees are expected to abide by all safety procedures and rules applicable to their particular work situation. Each employee is accountable for their own safety and shares responsibility for the safety of other employees.

Administration – Each administrator is responsible for implementing safety and health procedures within their area of responsibility. Other responsibilities include:

* Delegating authority to supervisors and holding them accountable for accident prevention and reporting procedures as specified herein.
* Ensure that safety orientation training, as well as ongoing safety training, is accomplished within their divisions.
* Ensure compliance with WAC 296-800-32005, to promptly report fatalities or multiple hospitalization accidents.
* Provide personal protective equipment required to safely accomplish tasks.

Supervisors – The safety and health of the employees they supervise is a serious responsibility of each supervisor. To meet this obligation, supervisors shall:

* Ensure that all safety and health rules, standards, and procedures are observed.
* Orient and train employees in safe and efficient work methods, and see that they are practiced.
* Follow-up and act upon suggestions made by employees and the safety committee.
* Ensure that personal protective equipment is worn when task dictates.

All Employees – Employees are required to:

* Attend the initial safety orientation/job specific safety training.
* Know and comply with all safety rules and procedures.
* Cooperate with co-workers, supervisors and the safety committee to assist in eliminating accidents.
* Immediately report all accidents to immediate supervisors regardless of severity or type.
* Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
* Serve on safety committees when elected or selected.
* Maintain all personal protective equipment in a safe and usable condition, and to wear such equipment when tasks dictate.
* Participate in provided safety training.
* Perform all assigned tasks in a safe manner to avoid endangering themselves or their co-workers.

# SAFETY & HEALTH COMMITTEE

1. The Safety Committee will be composed of employer-selected and employee-elected members (WAC 296-800-13020).
2. The term of employee-elected members is a maximum of one year. Should a vacancy occur on the committee, a new member will be elected prior to the next scheduled meeting.
3. The number of employer-selected members will not exceed the number of employee-elected members.
4. The safety committee will have an elected chairperson.
5. The safety committee is responsible for determining the frequency of committee meetings (minimum quarterly.)
6. The committee is responsible for determining the date, hour and location of the meeting.
7. The length of each meeting will not exceed one hour except by majority vote of the committee.
8. Minutes of each committee meeting will be prepared and filed for a period of at least one year and shall be made available for review by noncompliance personnel of the Division of Industrial Safety and Health.
9. Safety and health committee meetings will address the following:
10. A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
11. An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected. Review and investigate any hazard reports received either orally or in writing.
12. Periodic evaluation of the accident and illness prevention program, as implemented, and make recommendations for improvements.
13. Evaluate employee safety suggestions.
14. Attendance shall be documented.
15. All items discussed will be documented.
16. Meeting minutes will be distributed to each location for posting on the Safety Bulletin Board.

# SAFETY BULLETIN BOARD

Purpose: The bulletin board is designed to increase the employees’ awareness of safety and health issues and to communicate management's safety message.

Procedure: In order to have an effective bulletin board, the following issues should be considered

* A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.
* Posters, safety committee minutes, and other information that becomes dated or worn should be changed periodically.

The following publications will be posted

* Job Safety and Health Law (F416-081-909)
* Notice to Employees Self-Insured (F207-037-909)
* Your Rights as a Worker (F700-074-909)
* A list of all valid first aid cardholders and location(s) of first aid kit(s)
* Most current safety committee meeting minutes
* Hazard reporting form
* Accident/Incident reporting form

**You are not required to post the Spanish version of these publications unless a majority of your employees speak Spanish.**

# SAFETY ORIENTATION

Purpose: Orientation of new employees, re-hires, part-time employees, substitutes, temporaries and those transferred from another department within the district will occur within the first two weeks of employment on the new job. This program will provide an introduction of district policies and rules and will include reviewing the district's written safety and claims management procedures. The orientation should include a tour of the facilities to acquaint the employee with the entire operation. The employee will also be advised of their job performance acceptability level.

Procedure: The immediate supervisor of the employee will provide job specific safety training, covering all aspects of the safety program as it relates to each employee and their assigned duties. This training will be annotated on a "Safety Orientation" checklist, an example is included in Appendix A. Both employee and supervisor will sign, indicating that orientation was conducted. The original sign-off sheet will be sent to the personnel office for file placement and supervisors will retain a copy for their desk files.

# ACCIDENT INVESTIGATION AND REPORTING

Purpose: Since every accident includes a sequence of contributing causes, it is possible to prevent a recurrence by recognizing and eliminating those causes. The removal of a single cause can prevent a recurrence of an accident/incident. The District and/or Supervisor can request an after-accident investigation be conducted by the Olympic Region ESD 114 Workers’ Compensation Trust.

Medical Emergency Procedure: An aid car will be called in the event that the employee needs immediate medical attention. The telephone number is **9-911**.

Documentation Procedures – All accidents/incidents involving minor injuries and “near-misses” are to be reported to the immediate supervisor as soon as possible after the accident on the *Employee Incident Report form*. A “near-miss” accident is defined as an unplanned event where damage resulted but there was no personal injury to employees, **or** where damage did not result but the likelihood of personal injury to the employee was great. If the conditions which permitted the “near-miss” or “close-call” to exist are not eliminated, they will continue to be an issue, which may result in future accidents and/or personal injury to the employee(s). The supervisor will investigate and submit a properly completed *Supervisor’s Report of Investigation*. Examples of these forms can be found in Appendix A.

Minor Injuries – (Requiring doctor/outpatient care.) After emergency actions are taken following an accident, an investigation of the accident will be conducted by the immediate supervisor, in conjunction with any witnesses to the accident to determine the cause. The completed *Supervisor's Report of Investigation* form will be sent out: one copy to the District Liaison, one copy to the Safety Committee Chairperson, and one copy to Olympic Region ESD 114 Workers' Compensation Trust.

Major Injuries – (Fatality or multiple hospitalizations)

* The district safety contact and supervisor are to be notified immediately by the person in charge and an investigation under the direction of the district will be conducted. In addition to the district investigator, the inspection party will include the claims manager, supervisor of the injured person(s), a representative from the safety committee (supervisor-staff), and an employee representative.
* In the case of a fatality, or if one or more employees are hospitalized, the supervisor will report the accident to the nearest office of the Department of Labor and Industries, phone number **1-800-423-7233** within eight hours of the occurrence of the accident. The report shall relate the circumstances, the number of fatalities and the extent of any injuries.

**Note: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal. If, however, it is necessary to move the equipment to prevent additional accidents or to remove the victim, the equipment may be moved as required.**

# SAFETY AND HEALTH EDUCATION TRAINING

Purpose: On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causal factors. This will also improve morale by demonstrating management's concern for the individual employee and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Procedure: The school district will provide a systematic accident prevention-training program for the employee. This program will provide online and on-the-job training in work areas and will familiarize each employee with the district's safety and health requirements. The following training can be done in person with a Supervisor and/or through SafeSchools Online Training:

All Employee Safety and Health Training Frequency of Refresher

1. New Employee Orientation Initial Only
2. Accident Prevention Program Initial/Changes
3. Back Injury Prevention Initial/3 years
4. Slip and Fall Prevention Initial/Annual
5. Bloodborne Pathogens Initial/Annual
6. Repetitive Trauma/Ergonomics Initial/2 years
7. Office Safety Initial/3 years
8. Personal Protective Equipment (PPE) Initial/Changes
9. Sprain/Strain Prevention Initial/Annual
10. Emergency Procedures Initial/Changes
11. Hazard Communications (HAZCOM) Initial/3 years
12. Supervisor’s Role in Safety (for supervisors only) Initial/Changes

Maintenance/Custodial Frequency of Refresher

1. Slips, Trips & Falls: Custodians, Maintenance & Facilities Initial/2 years
2. Back Injury & Lifting: Complete Initial/2 years
3. Ladder Safety Initial/2 years
4. Personal Protective Equipment (PPE) Initial/Annual
5. Asbestos Awareness (2 hr.)/Refresher (20 min.) Initial/Annual
6. Hazard Communications (HAZCOM) Initial/2 years
7. CPR/First Aid Initial/2 years
8. Aerial Lift Safety Initial/2 years
9. Forklift Safety Initial/2 years
10. Scissor Lift Safety Initial/2 years
11. Utility Cart Safety Initial/3 years
12. Confined Spaces Initial/3 years
13. Fall Protection Initial/Annual
14. Lockout/Tagout Initial/3 years
15. Hand & Power Tool Safety Overview Initial/3 years
16. Respirable Crystalline Silica Awareness Initial/2 years
17. Welding, Cutting and Brazing Safety Awareness Initial/2 years

Information Technology (IT) Frequency of Refresher

1. Slips, Trips & Falls: Custodians, Maintenance & Facilities Initial/2 years
2. Back Injury & Lifting: Complete Initial/2 years
3. Ladder Safety Initial/2 years
4. Cybersecurity Overview Initial/Annual

Grounds Keeping Frequency of Refresher

1. Hearing Conservation Initial/2 years
2. Insect Bites Initial/2 years
3. Heat Illness Prevention Initial/Annual
4. Commercial Mower Safety Initial/3 years
5. Integrated Pest Management Initial/Annual

Food Service Frequency of Refresher

1. Food Service Equipment: Safe Use Initial/2 years
2. Back Injury & Lifting: Complete Initial/2 years

# OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING

Purpose: Occupational Injury and Illness Logs are maintained and posted in accordance with federal and state standards. They are posted annually to inform employees of the number and type of illnesses and injuries suffered at each place of employment.

Procedure: Educational entities have been granted a partial exemption from the requirement to maintain occupational injury and illness records. The district, however, may be selected to participate in a survey for statistical purposes. In that case, the district will be notified by the U.S. Department of Labor of its selection during the year prior to the survey in order to record data.

# HAZARD REPORTING

Purpose: To provide each employee the opportunity to report, without fear of reprisal, any unsafe act, conditions or procedures that they may observe.

Procedure: Employees will report hazards to either their immediate supervisor or to the Safety Committee. Hazards may be submitted in writing or orally and may be submitted anonymously. The supervisor or safety committee will review, validate, and take corrective actions on valid hazards. The originator will be notified of any action planned or implemented for the betterment of the hazard. Action on hazard reports will be covered in the safety committee meeting minutes.

**Examples of Reporting Forms can be found in Appendix A.**

# HAZARD COMMUNICATIONS PROGRAM

Purpose: The District Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas.

Procedure: All employees will be provided training on the District Hazard Communications Program during the initial orientation/job safety training conducted by their supervisor. Employees will be informed of any hazard which may exist in relation to the products they will use in the performance of their jobs. The Safety Data Sheets (SDSs) will be used to show potential health hazards, first aid treatment, required personal protective equipment and actions to take in the event of a spill. Whenever a new product is introduced into the work area, the above training items will be covered with all affected personnel. Copies of SDSs for all products used in a work location will be maintained in that location and/or accessible to employees through or online through a SDS Management Program.

Safety Data Sheets (SDS)

* An SDS will be obtained for every hazardous chemical at the time the chemical is obtained. No chemical will be stored or used without an SDS.
* Copies of SDS for all hazardous chemicals in use will be kept in the site SDS manual and at the district office, or online through a SDS Management Program. SDS will be available to all employees during each work shift.
* The district office will keep a copy of all archived SDS after they are no longer used. These records should be kept for at least 30 years.

Container Labeling – Labels of containers of hazardous chemicals must be easy to read and in place on every container.

* Labels must have the name of the chemical or common name (adequate information for finding the SDS) and general information about the health and physical hazards of the chemical.
* Original labeled containers will be used at all times when possible. lf the original label becomes difficult to read, it will be replaced.
* Whenever a quantity of material is transferred into a non-labeled container for use it shall be only in a quantity that will be used during the shift by the person making the transfer. If the chemical is kept in the container past the end of the shift, it must be labeled.
* If quantities of materials are to be used in containers other than the original labeled container they must be clearly labeled.

Employee information and Training – The Supervisor will make sure that before starting employment, each new employee attends a health and safety orientation that includes information and training on the following, and including specific information about specific chemicals the employee may be exposed to on site:

* An overview of the Hazard Communication Standard.
* Hazardous chemicals present at their workplace.
* Physical and health risks of the hazardous chemical and the symptoms of overexposure.
* How to determine the presence or release of hazardous chemicals in their work area.
* How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
* Procedures to follow if employees are overexposed to hazardous chemicals.
* How to read labels and review SDS to obtain hazard information.
* The location of the SDS binder and/or online SDS management program and written hazard communication program.
* Whenever there is a change in chemicals used, the supervisor will make sure all employees receive information or refresher training.

**Hazard Communication Standard Staff Responsibilities**

Building Administrators or Supervisors

* Maintain a list of hazardous chemicals used or stored in their work area, can be done through an online SDS management program.
* Submit new safety data sheets (SDS) to the SDS manager for database inclusion.
* Obtain/maintain copies of (SDS), as required, for each hazardous chemical used or stored in work areas and make the accessible to employees during each work shift.
* Review SDS received to make sure it is current and complete.
* If an SDS appears to be outdated or incomplete, send a letter to the manufacturer requesting a current and complete SDS.
* Make this written Hazard Communication Program available, upon request, to all employees.

Supervisors

* Ensure that all new chemicals introduced or used in work areas under their responsibility have SDSs readily accessible and inform employees of these locations
* Ensure that employees under their supervision who work with hazardous chemicals and/or whose work area contains hazardous chemicals receive the general hazard communication training when hired, and receive work area specific training prior to their initial assignment of working with and/or being exposed to hazardous chemical(s) in work area. This includes any new chemical hazards introduced in the work area subsequent to initial training, those associated with non-routine tasks, and those introduced by non-District personnel (subcontractors, vendors, etc.).
* Ensure that employees are training in use of any recommended PPE and environmental controls as listed on the SDS, and they use it as instructed

SDS manager

* Maintains a district-wide file of safety data sheets (i.e., the master file) for all hazardous chemicals on each site, can be done with binders and/or through an online SDS management program
* Maintains a list of all hazardous chemicals used and stored on site, can be done with binders and/or through an online SDS management program
* Provides a summary of this Hazard Communication Program to subcontractors who will perform work onsite.
* Archives the chemical lists and SDS from prior years, so that the district has records, which include the chemical list by year and which detail the chemical, where it was used and when it was in use.

Science Teachers

* Science teachers shall follow procedures in this policy as it applies to an inventory and SDS for chemicals in their classrooms. In addition, they shall be provided general Hazard Communication and operation specific training if, as a part of their job, they use hazardous chemicals and/or are exposed to hazardous chemicals. Training shall be coordinated by their Building Administrator.
* If applicable, science teachers will also comply with the Laboratory Chemical Hygiene Plan in their site specific APP.

**HAZCOM Chemical Inventory List**

|  |  |  |
| --- | --- | --- |
| Chemical Name | Manufacturer | Location Used |
|  |  |  |
|  |  |  |
|  |  |  |

**Hazard Communication Standard Pictogram**

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

|  |
| --- |
| **HCS Pictograms and Hazards** |
| Health HazardHealth Pictogram* Carcinogen
* Mutagenicity
* Reproductive Toxicity
* Respiratory Sensitizer
* Target Organ Toxicity
* Aspiration Toxicity
 | FlameHealth Pictogram* Flammables
* Pyrophoric
* Self-Heating
* Emits Flammable Gas
* Self-Reactives
* Organic Peroxides
 | Exclamation MarkHealth Pictogram* Irritant (skin and eye)
* Skin Sensitizer
* Acute Toxicity
* Narcotic Effects
* Respiratory Tract Irritant
* Hazardous to Ozone Layer (Non-Mandatory)
 |
| Gas CylinderHealth Pictogram* Gases Under Pressure
 | CorrosionHealth Pictogram* Skin Corrosion/Burns
* Eye Damage
* Corrosive to Metals
 | Exploding BombHealth Pictogram* Explosives
* Self-Reactives
* Organic Peroxides
 |
| Flame Over CircleHealth Pictogram* Oxidizers
 | Environment(Non-Mandatory)Health Pictogram* Aquatic Toxicity
 | Skull and CrossbonesHealth Pictogram* Acute toxicity (fatal or toxic)
 |

**EMERGENCY ACTIONS**

Purpose: The purpose of the plan is to identify emergency responsibilities for the School District and its employees. To inform employees of the proper actions that needs to be taken during various emergency situations. Upon assignment to an office or work area, if you have a disability which may limit or impede your ability to evacuate the building in a timely manner, notify Human Resources.

Procedure: All employees will be provided training on emergency actions during the initial orientation/job safety training. The plan will be tested on a regular basis through drills and any updates or changes will be issued at staff meetings. Employees are also encouraged to review the plan periodically. The Emergency Action Plan will include information on:

* Basic emergency response plan
* Emergency response teams
* Site-specific hazard vulnerabilities
* Evacuation procedures
* Lockdown procedures
* Emergency signaling system
* Notification procedures
* Training/drill requirements
* Sample training scenarios
* Crisis debriefing procedures

Emergency Handbook/Chart - Provides general information on how to respond to specific emergencies and is available throughout buildings and in every classroom. Employees should locate at least two escape routes from their work area. Use one as a secondary escape route in case smoke or fire blocks the primary route.

Upon recognition of an emergency situation, personnel will respond using the Emergency Response Plan and/or Emergency Handbook. If assistance by emergency response agencies is required, the employee should dial 911, and then notify School District Administration.

# FIRST AID

Purpose: To ensure that each district employee is afforded quick and effective first aid treatment in the event of an on-the-job injury.

Procedure: Procedure: Whenever an occupational injury or illness occurs the first obligation is to provide the injured or ill employee with first aid and/or other appropriate medical treatment. The severity of the injury or illness determines whether or not the employee is cared for at the worksite or transported to a medical facility for treatment.

Medical Emergency

* Assess the situation through the examination of the victim. Check for medical bracelets or tags around the neck.
* DO NOT LEAVE THE VICTIM UNATTENDED.
* Call out for assistance if no one is nearby.
* Assign someone to call 911 and have them provide responder’s with the victim's location.
* Only trained personnel should administer first aid. If you are not a qualified first aid provider then find someone qualified in first aid and a first aid kit (also the AED if the victim has no pulse).
* Do not move the victim unless there are in a location where a life-threatening situation exists.
* Assign someone to go outside and meet the emergency medical service providers.
* If there are other people available assign someone else to contact the administrator in charge.

**Note: Persons with serious injuries/illnesses should NOT be transported in private vehicles or drive themselves to the doctor’s office or hospital. Contact 911 and the Emergency Responders (EMS) will work with the injured person to determine what kind of transport is appropriate.**

First Aid Training - It is the employee's responsibility to attend first aid certification training if it is required on his/her job description.

* All PE and health teachers must have a first aid card: per OSPI.
* All school bus drivers must have a first aid card: per OSPI.
* All day care workers must have a first aid card: per WA State DOH.
* All coaches must have a valid first aid card: per WIAA.
* Maintenance workers that perform construction work must have someone onsite with a first aid card: per L & I.
* Any Instructors with students on trips where there will not be medical services close by must have a first aid card and CPR training: per WIAA.

Employees who provide first aid should only do so to their level of training that they have received. Employees who provide first aid are protected under RCW 4.24.300 (Good Samaritan Law).

First Aid Kits

* First aid kits will be maintained at each facility and their locations will be posted on the Site Map and shown to each employee during the safety orientation. If first aid kits are not clearly visible, a sign shall be posted indicating their location. All kits shall be readily accessible.
* Except in those instances where some other person is designated, the building principal or building supervisor is designated to ensure that the first aid kits are properly maintained and stocked.
* Emergency phone numbers and emergency procedures will be strategically located, such as on the first aid kit, at telephones, on the safety bulletin board and at other areas where appropriate.
* WAC 296-800-150 First-aid kit guidance
* Current ANSI (American National Standards Institute) kits will meet these requirements.

Automated External Defibrillator (AED) - The building has \_\_\_\_\_# of AED(s) location(s) are also identified on the Building Maps. The AED(s) is/are maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. the Nursing Program Specialist).

Fire Extinguishers - Fire extinguishers are located by exit doors and in fire exit pathways to exit doors. The locations are shown on the Building Maps throughout the building. Maintenance and placement of fire extinguishers are the responsibility of \_\_\_\_\_\_\_\_\_\_\_. Annual Fire Extinguisher maintenance is managed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. a third-party contracted). Monthly reviews will be assigned to an employee by the Director of Facilities, and will be initialed on the tag attached to the extinguisher.

Fire Alarm & Suppression Systems - Fire alarm pull boxes activate the building's fire alarm system. These red and white wall-mounted pull boxes, marked "FIRE - PULL DOWN," are located by all exterior (that open directly to the outside) doors. Suppression systems include sprinklers and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Maintenance is performed annually by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and contracted through the Director of Facilities.

Eyewash Stations and Showers - There are eyewash station located in rooms # \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Annual maintenance checks are performed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Chemical Showers are located in rooms # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Monthly checks are assigned by the Director of Facilities, and the tag is attached to the eyewash station where the employee will initial for the completed check. Training will be provided by Supervisors for any employees that work with the associated chemicals.

# BLOODBORNE PATHOGENS PROGRAM

Purpose: To provide a safe environment for all employees who may be potentially exposed to blood or body fluids in the performance of their duties, resulting in an occupational exposure to Bloodborne pathogens.

Procedures: All employees shall receive training on the district’s initial Exposure control Plan and will be updated whenever the introduction of new or modified tasks or procedures warrants it.

Universal Precautions – The term "universal precautions" refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomits unless they contain visible blood.

Personal Protection

|  |  |
| --- | --- |
| Avoid | Rubbing or touching eyes Use of jewelry during work hours |
| Use | Own personal care items - don't share drinking glasses, chapstick, combs, etc. |
| Hand wash before | Drinking, eating, or smokingHandling clean utensils, equipment or food |
| Handwashing After | Contact with all body secretionsHandling soiled diapers, garments or equipmentCaring for children, especially those with dischargesRemoving disposable glovesRemoving lab coat or smock Going to the bathroom |
| Wear Gloves When | If care provider has an open lesion on his/her handsHandling contaminated disposable items (tissues, diapers, etc.)Direct hand contact with body fluids is anticipatedCleaning up body fluid spillsDiapering |
| Types of Gloves | Non-sterile latex or vinyl (intact) disposable - dispose after each student contactGeneral purpose utility gloves (e.g. rubber) - household gloves for housekeeping chores may be decontaminated and reused |

**Note: Dispose of disposables in plastic lined waste baskets - empty daily**

Exposure Determination – Examples of occupational groups in schools considered at risk are listed below; however, individual job duties must be considered when determining those employees at risk.

* Health Room Providers (Nurses, Health Services Assistants, Office Managers and Secretaries caring for children in the Health Room)
* Occupational Therapists, Physical Therapists and Speech and Language
* Pathologists
* Coaches and their hired assistants
* Custodians
* Teachers and Para educators working in classrooms serving students that may present an increased risk of exposure to Bloodborne pathogens (i.e. students requiring diapering or other personal care; students with difficulty controlling secretions; students prone to behaviors such as biting)
* Bus drivers and assistants
* Security personnel
* Employees who are required by their job description to administer First Aid as a part of their job

People DO NOT get infected with HIV by

* Casual contact in schools, at parties, sharing food, in swimming pools, or the place work
* Hugging, shaking hands, or simply being near a person who is infected with the virus
* An insect bite
* Contact with a toilet seat

# LOCKOUT TAGOUT PROGRAM

Purpose: This program is designed to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance. Employees will use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

Procedure: Only trained and authorized employees can lockout/tagout equipment or re-energize equipment. The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy, and the methods to control the energy before using this procedure.

*Note: No employee will attempt to start, energize or use any machine or equipment that is locked out.*

Authorization – The following persons are authorized to lock out or untag the machine or equipment using this procedure. (*List the names of authorized employees you want to use this procedure)*

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Locking Out Equipment

1. Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance.
2. Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves).
3. Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.
4. Lock out the energy isolating devices with assigned individual locks.
5. Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, using methods such as grounding, repositioning, blocking, or bleeding down.
6. Make sure the equipment is disconnected from the energy sources and stored and residual energy has been made safe. Check that no personnel are exposed, then verify the isolation of the equipment.

Re-Energizing Equipment

1. Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.
2. Make sure all employees are safely positioned for starting or energizing the machine or equipment.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment. Some forms of blocking may require re-energization of the machine before they can be safely removed.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

#

# *APPENDIX A:* *SITE SPECIFIC PROGRAMS*

# CHEMICAL HYGIENE PLAN

Purpose: The WISHA Hazardous Chemicals in Laboratories Standard (WAC 296-62-400,

Part Q) requires the employer to appoint a Chemical Hygiene Officer (CHO) and to provide a written Chemical Hygiene Plan (CHP) if employees use or are exposed to chemicals in a laboratory; e.g., high school chemistry and biology labs.

Procedure: Employees must receive information and training relating to any hazardous substance they may encounter in their workplace. The supervisor must review the list of hazardous chemicals in the workplace with the employee. (A current chemical inventory list can be used for this purpose.)

Chemical Hygiene Officer: Is overall responsible for the chemical hygiene plan, the chemical list, proper chemical storage, training on chemicals for students and to assist district employees on training, SDS management for the lab, and testing and maintaining any associated PPE, eyewash and chemical shower stations.

**Lab Classroom Personnel Responsibilities**

Chemical Hygiene Officer - The school district’s Safety Program Manager must appoint a Chemical Hygiene Officer for each school that contains a laboratory.

* Making sure this chemical hygiene plan is readily available to employees and their representatives.
* Records: Maintaining adequate records detailing efforts and results of employee exposure monitoring (including associated accident reports, if applicable) and medical consultations and examinations.
* Training: Ensuring that employees are provided with the required and appropriate training to carry out their responsibilities.
* Monitoring the legal requirements concerning hazardous substances.
* Personal Protective Equipment (PPE): ordering, cleaning, and maintaining the required PPE for the chemicals used in the lab for instructors and students.

Laboratory Staff: Instructor are responsible for planning and conducting laboratory operations in accordance with the appropriate procedures and rules outlined in the Chemical Hygiene Plan. The instructors are also responsible for developing good personal chemical hygiene habits.

Students: Although students are not covered under the Chemical Hygiene Plan, good personal chemical hygiene habits must also be taught to all students who use the lab while enrolled in science courses. Students must not be allowed to use school district laboratories outside of regular science course classes, unless they first obtain permission and are directly supervised during their work.

General Employee Responsibilities: Employees working in classroom labs need to know the following list, this can include but not limited to maintenance, custodial, and assistants.

* The Hazard Communication Program
* The identity of the Chemical Hygiene Officer
* The Chemical Hygiene Plan
* Labels and other forms of warning
* Safety data sheets (SDS)
* Chemical Inventory Control procedures
* Chemical storage area(s) and procedures
* Chemical spill clean-up materials and procedures

Supervisor Responsibilities: Supervisors with employees working in classroom labs need to instruct their employees on the following list.

* Locations of hazardous chemicals within the employee’s work area
* Location of the written Hazard Communication Program
* Location of the written Chemical Hygiene Plan in High Schools
* Location of the safety data sheets (SDS) for all hazardous chemicals in the employee’s assigned work area
* Location of the list of persons trained and authorized to handle the hazardous chemicals
* Location of the spill-containment procedures and spill clean-up materials to be used in the event of a hazardous chemical spill

Standard Operating Procedures for Lab Classrooms:

* Respiratory equipment – Respirators are not an acceptable substitute for a properly functioning chemical fume hood when attempting to keep employee exposures below PELs. If a chemical fume hood is unavailable, proper respiratory equipment must be provided to employees where the use of respirators is necessary to maintain exposure below PELs. Respirators must be selected and used in accordance with WAC 296-62-07715.
* Personal protective equipment – (PPE) and instructions on the proper use of this equipment must be provided to employees, as appropriate, to minimize exposure to hazardous chemicals.

Room Design: Laboratory facilities should include the following list, where appropriate.

* An adequate general ventilation system with air intakes and exhausts located to avoid intake of contaminated air
* Well-ventilated stockrooms and storerooms
* Proper chemical storage for specific hazardous materials; e.g., flammables, corrosives, poisons and oxidizers
* Adequate laboratory hoods and sinks
* Emergency equipment including fire extinguishers, spill kits, and alarms
* First aid equipment including first aid kits, eyewash fountains and drench showers
* Drain-free floors in chemical storage rooms
* Well-ventilated stockrooms and storerooms
* Proper chemical storage for specific hazardous materials; e.g., flammables, corrosives, poisons and oxidizers

Chemical Procurement:

* Do not accept donations of chemical compounds.
* Purchase chemicals for the laboratory in accordance with the Chemical Hygiene Plan. Staff are prohibited from purchasing or storing restricted chemicals.
* Buy no more than a five-year supply of laboratory chemicals at a time. It is only acceptable to exceed this limit if the chemical is not available in a smaller container.
* Request safety data sheets for all chemicals being purchased. Understand proper handling, storage and disposal before ordering chemicals. Inspect chemical containers when they arrive. Open shipping boxes and Styrofoam outer containers when chemical products arrive. This allows you to see if containers or contents have been damaged in shipping. Return even slightly damaged new containers for refund and replacement.
* Carcinogens, reproductive toxins or highly acute toxins are not allowed in middle school or high school laboratories in this school district without written approval of the Safety Program Manager or Chemical Hygiene Officer.

Hazard Identification: Container Labels and Laboratory Signs

* Labels on incoming containers of hazardous chemicals must not be removed or defaced.
* When dispensing chemicals from one container to another, label the new container with the chemical’s name and hazards. Label all secondary containers in this manner unless they are intended for immediate use by the person who dispensed the chemicals.
* Label reusable pipettes with the chemical formula of the solution they contain. Return pipettes to a storage container that is labeled with the chemical’s name, formula and hazards.
* Signs should be posted to show the location of safety showers, eyewash stations, exits, first aid kits, fire extinguishers, emergency numbers, etc.
* Extinguishers should be labeled to show the type of fire for which they are intended.
* Label waste containers to show the type of waste that can be safely deposited in them.
* Consumption of food and beverages is not permitted in areas where laboratory operations are being carried out. Mark areas where food is permitted with a warning sign (e.g., EATING AREA - NO CHEMICALS).
* Refrigerators used for chemical storage must have this warning sign posted - “CHEMICAL STORAGE – NO FOOD OR BEVERAGES ALLOWED!”
* All other refrigerators in laboratory spaces must have this warning sign posted - “FOOD STORAGE ONLY – NO CHEMICALS OR LAB SPECIMENS ALLOWED!”

# PERSONAL PROTECTIVE EQUIPMENT

Purpose: To provide employees with protective equipment while performing tasks which present a potential for injury.

Procedure: During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment (PPE) will be provided instruction by their supervisor. The instruction will include the issuance of, and the requirement for use, care, and maintenance of personal protective equipment a survey of the work area will be conducted to assess the need for PPE and a record of the assessment will be kept on file.

Supervisors – Are required to assess the hazards of each job and determine what PPE is necessary on the job. PPE requirements can be found in an SDS, manufacturers’ user’s guides, and WAC’s by job type.

* Employees are required to wear PPE as instructed by their supervisor to safely perform their work.
* All required PPE will be furnished employees at no cost to them.
* Employees are required to maintain PPE in clean working condition according to manufacturer's instructions, test PPE before each use, and to request new PPE as needed.
* It is the supervisor's duty to ensure that appropriate PPE is available to employees, they are trained in its use and care, and that PPE requirements are enforced.

Hand Protection –Gloves are the most common form of PPE.

* One-use disposable nitrile or vinyl gloves can be found in First Aid Kits, in case a trained employee should be required to provide first aid or clean up after injury.
* Custodial, maintenance, and yard crews are furnished appropriate gloves to protect them from materials they handle and for the protection against any chemicals or cleaning compounds where the SDS requires it.
* Kitchen workers are furnished appropriate gloves to protect against cuts when using knives and heat from cooking.
* Maintenance staff working on or near energized electrical sources (i.e. testing, troubleshooting), will be furnished rated electrical gloves and protectors.

Eye & Face Protection –Prior to work in any area with potential exposure to hazardous materials/chemicals, the nearest eyewash shall be identified and communicated to all.

* Safety glasses (ANSI Z87.1 approved) will be worn at all times while performing tasks where particles could hit eyes. ANSI approved eye wear shall be worn over prescription glasses for access to project work areas.
* Goggles shall be worn if the potential for fine particles or chemical hazards exist.

Head / Scalp –Hard-hats are to be worn in all construction areas unless otherwise communicated or posted. Hard-hats shall meet ANSI Z.89.1- 1986 and shall be Class A or B.

Legs, Thighs, Knees, Shins, & Ankles

* Custodial and maintenance employees shall wear full length pants and shirts with sleeves at least 4" long. Overalls or pants must not have loose, torn or dragging fabric.
* Pointed tools shall not be carried in pockets. A canvas or leather tool sheath hung from the belt is acceptable. Remember: All Points Down, Feet & Toes.
* At no time will tennis shoes or those types be accepted for adequate footwear. Tennis shoes, running shoes, light canvas shoes, etc., are not authorized for wear for custodial or maintenance work or construction areas.

Hearing Protection

* Employees operating equipment are required to wear either foam earplugs or earmuffs as provided by the district when exposed to noise levels equal to or over 90 dB as determined by instrumental spot-testing or when recommended by equipment manufacturer.

HAZMAT Exposures –Qualified employees with current training and certification will assist in the choice of PPE whenever entry or work in a hazardous site is required. They will select the PPE in accordance with the manufacturer's recommendations, as stated in the SDS for the chemical exposure that has been identified, or called for by their training. This may include, but is not limited to, protective eyewear, clothing, gloves, or respirators. (Use of a respirator requires proper training, fitting, and medical monitoring.)

# FALL PROTECTION PROGRAM

Purpose: To help reduce or eliminate fall hazards and protect employees, the school district has established a Fall Protection Program. This program applies to all employees involved in construction, alteration, repair, or maintenance and everyone who is assigned to perform tasks where fall hazards of ten feet or more exist.

Procedures: All employees who work ten feet or more above the ground or other work surfaces shall be trained in the primary elements of the district’s Fall Protection Program and job-site plans in accordance with WISHA requirements. “Fall Restraint and Fall Arrest” general standards are set forth in Washington Administrative Code, WAC 296-880 under the Unified Fall Protection Chapter.

Fall Protection Required Regardless of HeightWAC 296-880-10010 – Floor holes into which persons can accidentally walk, shall be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement.

* While the cover is not in place, the floor hole shall be protected by a standard railing.
* Regardless of height, open sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, such as material handling equipment, and similar hazards shall be guarded with a railing and toeboard.

Fall Protection Required at 4 Feet or More WAC 296-880-20005–Examples of such fall risks are: raised walking surfaces are wall openings, excavations, holes, ramps, runways, walkways, scaffolding, and low slope roofs.

Every open sided walking working surface or platform 4 feet or more above adjacent floor or ground level shall be guarded by one of the following fall protection systems:

* A standard railing, or the equivalent, on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a standard toeboard wherever, beneath the open sides, persons can pass, or there is moving machinery, or there is equipment with which falling materials could create a hazard.

Fall Protection Required at 10 Feet or MoreWAC 296-880-10020 –The district will develop and implement a site specific plan including each area of the workplace where employees are assigned and where fall hazards of 10 feet or more exist.

Prior to permitting employees into areas where fall hazards exist, the supervisor will insure that employees have received training in the site fall protection work plan and that all fall protection restraint and fall arrest systems have been inspected and comply with the work plan.

Safety Watch System – When one employee is conducting any repair work or servicing equipment on a roof that has a pitch no greater than four in twelve, employers are allowed to use a safety watch system. Ensure the safety watch system meets the following requirements:

* There can only be two people on the roof while the safety watch system is being used. The one employee acting as the safety watch and the one employee engaged in the repair work or servicing equipment.
* The employee performing the task must comply promptly with fall hazard warnings from the safety watch.
* The safety watch system cannot be used when weather conditions create additional hazards.
* The employee acting as the safety watch must meet the definition of a competent person as defined in WAC 296-880-095, has full control over the work as it relates to fall protection, has a clear, obstructed view of the worker, is able to maintain normal voice communication; and performs no other duties while acting as the safety watch.

**Training**

All Employees – That are exposed to falls will be trained in the Fall Protection Program. General fall protection training is a requirement for all maintenance/facilities employees as of new employee orientation.

Site-Specific Training – Will be provided for site-specific fall protection work plans prior to the employee commencing work in the area. Site-specific training records will be maintained at the work site, with a signed training report for each employee filed with the employee's safety training records.

Retraining – Will be provided whenever there is a change of procedure or equipment, a change on job task assignments, or when deficiencies in training are noted by the supervisor.

# PEST MANAGEMENT PROGRAM

Purpose: Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment.

Procedure: The school district will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when possible.

Pesticides – If the district deems it necessary to use chemical sprays to manage vegetation and/or insect pests, the following guidelines are adhered to.

* Whenever possible, pesticide spraying treatments will be managed at times when school is not in session. When it is necessary to apply pesticides when school is in session, the areas will be clearly marked and isolated from the school population.
* Pesticides used in the district must be pre-approved by the Facilities Maintenance Supervisors.
* Records of applications and Material Safety Data Sheets (MSDS) for approved materials are on file at the Support Services Center.
* Notification and posting of pesticide treatments will be made in accordance with applicable state laws.
* Except in emergencies, in the highly unlikely case where pesticides may be used when school is in session, pre-notification information will be sent home with all students at the site where the application takes place.

Personal Protective Equipment (PPE) – Employees are required to maintain PPE in clean working condition according to manufacturer's instructions, test PPE before each use, and to request new PPE as needed.

Notifications – Washington Pesticide Application Act, section 17.21.410 of the Revised Code of Washington, requires that an individual, not just a certified applicator, that applies pesticides to the grounds of a school, nursery school or day-care center, must post indoor and outdoor signs at the time of the application and remain posted for 24 hours. Details on whom to contact for information regarding the pesticide application is included on the sign. Pesticide information displayed for each application:

* Location of area treated
* Product name
* Active ingredient
* EPA registration number
* Time and date of application

Training – WAC 296-307 Safety Standards for Agriculture, Parts I, J and J-1. Only state Certified Pesticide Applicators employees, WPS handler trained employees, or licensed third parties will perform pest management. Training is repeated every five years.

# Respirator PROGRAM

Purpose: To provide employees with protective equipment while performing tasks which require the use of a respirator. Respirators are used to protect employees from inhaling hazardous chemicals in the air. These chemicals can be in the form of gases, vapors, mists or dust.

Procedure: Requirements for the program are listed in WAC 296-307 Part Y-5 and WAC 296-842. The WISHA Respirators Rule requires that you designate one person as the “program administrator” who is responsible for the whole program. This person should be reasonably knowledgeable about chemical exposure, respirators and their uses and limitations and will need to keep track of respirator fit-testing, use, storage, cleaning and maintenance. Don’t give this job to an untrained or unmotivated employee. Training for persons acting as respirator program administrators is available from the University of Washington OSHA Training Institute or from respirator vendors.

Program Administrator Responsibilities – The administrator’s duties are to oversee the development of the respiratory program and, make sure it is carried out at the workplace. The administrator will also evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

Employee Responsibilities – Respirators are chosen for fit-testing following procedures in the WISHA Respirators Rule.

* All employees who wear tight-fitting respirators will be fit-tested before using their respirator or given a new one.
* Fit-testing will be repeated annually.
* Fit-testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee’s face that would affect fit, or when our employees or medical provider notify us that the fit is unacceptable.
* No beards are allowed on wearers of tight-fitting respirators.
* Documentation of our fit-testing results is attached (or is kept at the following location) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training – All employees working in areas that require a respirator will be trained in the following.

* Why the respirator is necessary
* The respirator’s capabilities and limitations
* How improper fit, use or maintenance can make the respirator ineffective
* How to properly inspect, put on, seal check, use, and remove the respirator
* How to clean, repair and store the respirator or get it done by someone else
* How to use a respirator in an emergency situation or when it fails
* Medical symptoms that may limit or prevent respirator use

Respirator Use – We have evaluated our use of chemicals at this facility and found respirators must be used by employees in the following locations or positions or doing the following duties, tasks or activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee position or activity** | **Chemicals or products used**  | **NIOSH approved respirators assigned**  | **When used (routinely, infrequently, or in emergencies)** |
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We selected these respirators based on the following information: [*optional: attach air sampling results that show where respirators are required*] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# HEARING CONSERVATION PROGRAM

Purpose: The purpose of the Hearing Conservation Program is to ensure that all employees are protected from exposure to noise hazards. Employers whose workers are exposed to high noise levels must have an active program for protecting their employees’ hearing.

Procedure: Employees who are exposed to noise at or above an eight-hour time-weighted average of 85 dB (decibels) must be covered under a hearing conservation program. For these employees, the employer must develop, implement, and maintain (at no cost to the employees) a program consisting of the following.

* Mandatory audiometric testing
* Making hearing protectors available and ensuring their use.
* Comprehensive training explaining hearing loss, hearing protective devices, and the employer’s hearing conservation program.
* Installation of warning signs for high noise areas (115 dBA or higher).
* Keeping accurate records.
* Ensuring employee access to their records.

# HAZARDOUS WASTE MANAGEMENT

Purpose: The hazardous waste management and emergency response plan is designed to Protect employees from harmful hazards while handling, storing, and removing hazardous waste within the confines of the district. It is also to protect the environment from chemical spills or contamination. The plan also provides guidelines for chemical spill control.

Procedures: The district will ensure that all employees who handle chemicals will be trained in Proper waste handling and emergency procedures. Chemical exposures include, but are not limited to classroom settings such as: science labs, shops, CTEs, life skills, theater/drama, and art. Other areas include but are not limited to: maintenance shops, transportation departments, food service, and outdoor chemical use.

Program – Please refer to the district’s Emergency Response Plan located at each site for chemical hazards that do not originate from the school district. This program contains information regarding the district’s Hazardous Waste Management Plan procedures.

Chemical Spill –Only trained employees will clean up a chemical spill. Employees will follow the instructions for PPE, first aid, storage, and disposal listed on the chemical manufacturer’s SDS.

Chemical Spill Cleanup Procedures

1. Cordon off the spill area.
2. Evacuate the area if needed, keep students away.
3. Control the spread of the liquid or dust as much as possible.
4. If the substance is volatile or can produce airborne dusts, close doors and increase ventilation (through fume hoods, for example) to prevent the spread of dusts and vapors to other areas.
5. Have a trained employee follow SDS instructions and hazard warnings, and wear proper PPE for cleanup.
6. Collect and contain the cleanup residues.
7. Dispose of the waste properly.
8. Decontaminate the area and affected equipment if necessary.
9. Document all details about the spill and cleanup and submit to the school principal or school district HR department.

Disposal – The \_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department accepts unwanted, outdate, or mixed household hazardous waste from households and school districts. Wastes that are contaminated mixtures, cannot be practically reused or recycled onsite, or are too dangerous to be safely reused are processed, stored, and transported off-site by a licensed waste hauler.

Storing for Disposal – The school district employees will comply with the manufacturer’s SDS on storing, handling, and transportation requirements of each chemical.

# OUTDOOR HEAT EXPOSURE PREVENTION PLAN

Purpose: The purpose of this program is to ensure compliance with the Outdoor Heat Exposure rule, WAC 296-62-095, for employees who are exposed to temperatures at or above Table 1 of the regulation. Employees with only incidental exposure as defined in the rule are not included.

Procedures: The following requirements are only in effect during the months of May through September each year for the following job categories or positions having outdoor heat exposure in accordance with the WAC.

Training – Each year prior to the month of May, all employees working in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list job categories at risk, i.e. groundskeeping) will be provided training on signs and symptoms of outdoor heat exposure and on the company policies to prevent heat-related illness.

Employee Training Content

* The environmental factors that contribute to the risk of heat-related illness.
* General awareness of personal factors that may increase susceptibility to heat-related illness.
* Removing heat-retaining personal protective equipment during breaks.
* Frequent consumption of small quantities of drinking water or other acceptable beverages.
* Acclimatization
* The different types of heat-related illness, and the common signs and symptoms.
* Immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

Supervisor Training Content

* The procedures the supervisor must follow to implement the applicable provisions of WAC 296-62-095 through 296-62-09560.
* The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures.
* Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider, if necessary.

Drinking Water – On days when the temperature is at or above those listed in Table 1 of the regulation, employees will be provided a sufficient quantity of drinking water which is readily accessible at their work location. The water quantity will be sufficient to allow each employee to drink at least a quart or more of water each hour. Drinking water packaged as a consumer product and electrolyte-replenishing beverages such as sports drinks that do not contain caffeine are acceptable.

# CONFINED SPACES PROGRAM

Purpose: The purpose of the confined space program is to set into place, procedures to protect workers whenever entry into a confined space is required for inspection, maintenance or other reasons. Adherence to the standards in this program is imperative to ensure safe entry, safe work and safe egress. This program is in accordance with the Washington Industrial Safety and Health Administration’s (WISHA), Confined Spaces standard, WAC 296-809.

Procedure: All persons preparing to enter a confined space must identify the procedure for the specific space and follow all procedures as detailed in this program.

Confined Space – A space defined by the concurrent existence of all of the following conditions

1. Large enough and so configured that a person can enter and perform work.
2. Has limited or restricted means for entry or exit.
3. Is not designed for continuous occupancy.

Permit-Required Confined Space (PRCS) – A confined space that has one or more of the following characteristics

* Contains or has a potential to contain a hazardous atmosphere.
* Contains a material that has the potential for engulfing an entrant.
* Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
* Contains any physical hazard. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, thermal hazards, chemical contact hazards or moving parts.
* Contains any other recognized serious safety or health hazard that could either impair the ability to self-rescue or result in a situation that presents an immediate danger to life or health.

Non-Permit Confined Space (NPCS) – Any confined space not having any of the four characteristics of a Permit-Required Confined Space as listed above, i.e. does not contain actual hazards or potential hazards capable of causing death or serious physical harm.

*Note: If the opening is large enough for the worker to fully enter the space, a permit is required even for partial body entry. Permits aren't required for partial body entry where the opening isn't large enough for full entry, although other rules such as Lockout-Tagout,* [*WAC 296-24-110*](http://www.lni.wa.gov/wisha/rules/generalsafety/HTML/24_a4.htm#WAC296-24-110) *or Respiratory Hazards, chapter* [*296-841 WAC*](http://www.lni.wa.gov/WISHA/Rules/respiratoryhazards/default.htm) *may apply.*

Hazardous Atmosphere – An atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to escape unaided from a permit-required confined space, injury, or acute illness caused by one or more of the following

* Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL).
* Airborne combustible dust at a concentration that meets or exceeds its LFL.
* Atmospheric oxygen concentration below 19.5% or above 23.5%.
* Atmospheric concentration of any substance which may exceed a permissible exposure limit. - Any other atmospheric condition that is immediately dangerous to life or health.

Employee Responsibilities – The district Safety Officer and the district’s Maintenance Department Manager are responsible for managing the confined space program. Their duties include:

* Identification of all confined spaces in the workplace
* Classification of confined spaces as permit or non-permit required
* Documentation of the classification process
* Informing affected employees about the existence, location, and danger of any permit-required confined spaces
* Taking effective measures to prevent unauthorized employees from entering permit-required confined spaces
* Working closely with contractors who enter district confined spaces (see WAC 296-809-20006)
* Reevaluation of non-permit required spaces if hazards develop.

Identified Confined Spaces

|  |  |  |  |
| --- | --- | --- | --- |
| *Site Location* | *Permit/Non-Permit* | *CS Description* | *Department in Charge* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training**

Permit Required Confined Spaces – Provided to all employees that might work in these spaces

* The location and hazard of each space
* The district program for confined spaces
* Emphasis on not entering the space for any reason.

Non-Permit Required Confined Spaces – Provided to employees who might enter these spaces

* Explanation of the general hazards associated with confined spaces.
* Discussion of specific confined space hazards associated with the facility, location, or operation.
* Reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces.
* A clear understanding of what conditions would prohibit entry.
* Procedures for responding to emergencies.
* Duties and responsibilities of the confined space entry team.
* Description of how to recognize symptoms of overexposure to probable air contaminants in themselves and co-workers, and method(s) for alerting the Attendant(s).

**Space Entry**

Non-permit Confined Space – Prior to entry into an NPCS all workers must observe conditions in the area to determine if there are any changes or conditions that suggest an unsafe work environment. If there are concerns about the safety of the NPCS, the worker must not enter the space and report his/her concerns to their supervisor. For a safe work environment it may be necessary to complete the following steps.

* Lock out/Tag out equipment—Prevent unwanted operation of fans in duct areas, protect against flow of liquid or steam in pipes being worked on in confined area.
* Erect barriers to direct pedestrian & vehicular traffic away from site. Block or tie boiler doors open to prevent accidental closure.
* Wear personnel protective devices such as clothing, eye protection, hard hat, hearing protection, and/or respiratory protection. If asbestos is present, comply with all asbestos-handling regulations.
* Provide additional ventilation as needed for personal comfort.
* Wear personal air monitoring device to detect possible change in air quality.
* Establish ongoing communication with someone outside the confined space. Check-in/check-out calls to the Maintenance Department or use of a maintenance helper outside the confined space should be considered.
* Be alert to changes in yourself—Headaches, dizziness and other feelings of discomfort may be warning signs of something wrong. IF IN DOUBT, GET OUT.

Permit Confined Spaces – Will only be entered by a contractor. When a contractor is hired to perform work in a district confined space, the district will provide the contractor with the following information.

* The location of the permit spaces.
* Entry into permit spaces is only allowed by following the written entry program.
* The reasons for listing the space as a permit space, including both of the following:
* The identified hazards
* Who will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

Personal Protective Equipment (PPE) – Certain confined spaces have conditions that require the use of Personal Protective Equipment (PPE) to protect workers from injury. All entrants shall use PPE as specified by the person authorizing entry. Additional PPE may be worn at the discretion of the worker.

# *APPENDIX B: EXAMPLE FORMS*

# EMPLOYEE INCIDENT REPORT (EIR)

**PART I: To be completed by EMPLOYEE**
*If you seek medical treatment, call ESD 114 Workers’ Compensation Trust at 1-800-643-4369 or 360-464-6889 to file a claim*

Incident Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour \_\_\_\_\_\_\_\_\_ am/pm Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status / Dependents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift Hours \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

 (Food Service, Transportation, Maintenance, etc.)

Please mark the applicable category with an X:

\_\_\_\_Have not received first aid or medical treatment at this time, but may want to file a claim at a later date.

\_\_\_\_Received first aid (If YES, please describe type and by whom) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Will or have received medical treatment (**Phone 1-800-643-4369 to file a claim** and add the provider’s information below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If receiving medical treatment complete: (Medical Provider’s Name / Clinic / Hospital) (Phone Number) (City)

Reported the Incident to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Witness (es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Incident Occur On or Off School Premises? \_\_\_\_\_\_\_\_

Were You Doing Your Regular Work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where Did Incident Occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Breezeway, classroom, garage, grounds, etc.)

Description of Incident (include task being performed; step by step detail of incident; any tool/object involved): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Body Part Injured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Side: RIGHT or LEFT

 (Bruise, sprain, strain, wound, etc.)

**EMPLOYEE SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II: To be completed by the SUPERVISOR**

 *Send to District Office/HR\* within 2 days of incident*

Date Investigated \_\_\_\_\_\_\_\_\_\_ Equipment Damaged? YES or NO If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe incident per your findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Could the incident have been prevented? YES or NO If yes, how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe what was found unsafe (Employee actions, equipment, lighting, clutter etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow up action to be taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Last date worked \_\_\_\_\_\_\_\_\_\_\_\_\_ Return to work date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is light duty work available? YES or NO

**SUPERVISOR SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Olympic ESD 114 Workers’ Compensation Trus**t

105 National Ave N., Bremerton, WA 98312

\*Upon receipt send top page to OESD 114 114 WCT or Fax: (360) 754-6288

COPIES to Safety Committee and District Office as marked

Revised May 2018

# RECORD OF HAZARD OBSERVED

|  |  |  |  |
| --- | --- | --- | --- |
| Reported By: (Optional) |  | Date: |  |
|  |  |  |  |
| Reported To: |  | Date: |  |
|  |  |  |  |

Nature of Hazard: (Describe-Act, Equipment Situation, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Hazard: (Be specific, i.e., custodial closet, West Wing, XYZ Elementary School)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Taken: (By Supervisor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forward to Safety Committee for review:**

Safety Committee Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Committee Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SUPERVISOR'S REPORT OF INVESTIGATION

**SCHOOL DISTRICT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SCHOOL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person injured/ill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_ Number of Dependent Children \_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Immediate Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witnesses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the injury caused by someone other than an employee of the district? Y N

(If Yes) Please identify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact Location of Incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time/Date of Incident or Exposure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Investigated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time/Date Reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Day Worked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date expected to return to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the event(s) leading up to the incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the type of injury/illness and body parts affected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Describe the object/exposure or activity that inflicted injury, illness or damage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Describe any personal protective equipment required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Used? Y N

Describe any property damage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct causes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Indirect causes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic causes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Explain why causes exist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Had this condition/procedure been reported previously? Y N Not Sure

(If Yes) What Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain action you have taken or recommended to prevent recurrence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Identify other departments that may benefit from similar corrective actions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGN AND DATE**

 Immediate Administrator/Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Claims Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ACCIDENT CAUSATION GUIDE

**DIRECT CAUSES OF ACCIDENTS**

**Energy Sources**

1. Mechanical: machinery, compressed gases, moving objects, tools explosives, strain (self)
2. Electrical: uninsulated conductors, high voltage sources
3. Chemical: acids, fuels, bases, reactive materials
4. Thermal Radiation: x-rays, lasers, microwave

**Hazardous Materials**

1. Compressed or Liquefied Gases: flames, hot surfaces
2. Corrosive Materials
3. Flammable or Explosive Materials: solid, liquid, gas
4. Oxidizing Materials
5. Poison
6. Dust: grinding or sawing that creates unsafe particulates

**BASIC CAUSES OF ACCIDENTS**

**Management Safety Policies and Decisions**

1. Health and Safety Policy is not: in writing, reviewed periodically, signed by top management, distributed
2. Health and Safety procedures do not provide for: a written manual; accident investigation safety meetings; job safety analysis; adequate housekeeping; medical surveillance; preventive maintenance; reports; safety inspections
3. Health and safety not considered in procurement of: supplies; equipment; services
4. Inadequate personnel practices regarding: employee selection; communication; training; assigned responsibility; assignment; accountability; job observation

**INDIRECT CAUSES OF ACCIDENTS**

**Unsafe Acts**

1. Failing to use personal protective equipment
2. failing to warn co-workers or secure equipment
3. Engaging in horseplay
4. Lifting improperly
5. Loading or placing equipment or supplies improperly
6. Rendering safety devices inoperable
7. Operating equipment at improper speeds
8. Operating equipment without training or authority
9. Servicing equipment while energized
10. Improper work position
11. Using drugs or alcohol
12. Using defective equipment
13. Using equipment improperly

**Unsafe Conditions**

1. Congestion of workplace
2. Defective tools, equipment, or supplies
3. Excessive noise without proper hearing protection
4. Fire and/or explosion hazards
5. Hazardous atmospheric conditions without proper ventilation equipment: gases, dust, fumes, vapors
6. Inadequate supports or guards
7. Inadequate warming or cooling systems
8. Poor housekeeping
9. Poor lighting

**Personal Factors**

1. Behavior Factors: frequent accidents, risk taking, lack of hazard awareness
2. Experience Factors: insufficient knowledge, accident record, inadequate training or skills, unsafe practices
3. Physical Factors: size, strength, stamina
4. Mental Factors: emotional, addiction, depression
5. Motivational Factors: needs, capabilities
6. Attitude Factors: people, company, job

**Environmental Factors**

1. Unsafe Facility Design: mechanical layout, access ways, electrical systems, material handling, hydraulic systems, lighting, temperature, ventilation, noise
2. Unsafe Operating Procedures
3. Unsafe Projections: physical plant, equipment, procedures, supplies
4. Unsafe Location Factors: geographic area, surroundings, terrain, weather