

OESD 114 Safety & Health **NEWSLETTER**

QUARTER 2: DECEMBER 2019 - FEBRUARY 2020

Winter Edition v. 7



Welcome to the OESD 114 Workers' Comp Trust Safety & Health Newsletter

Happy Holidays! Winter weather in Western Washington is unpredictable. In the last few years we've seen record high and low temperatures. Rain and snow falls have varied dramatically and occur at unusual times, both very early and very late in the winter season. Keep an eye on weather reports and be prepared. Before you leave for work check your vehicle and road conditions to minimize risk of injury. Have an emergency kit in your

vehicle with hazard lights, blankets, and rain gear.

[Topics for this Edition](#)

1. Bulletin Page
2. Sequim's Food Service 3rd Party Inspection Program
3. Holiday Safety
4. Presentations & Image Copyright Law

BULLETIN PAGE

School District Highlights

Central Kitsap - Sidney Winters has been working as the Environmental Specialist for Central Kitsap School District over the past two years. In that time, the district has been working to improve their chemical management program at the various school sites. MSDSonline is now used as the major SDS database for the entire district. Instead of letting unused chemicals and cleaners sit in the buildings for several years, they are trying to eliminate these products and make sure that all SDS information is up to date.

One way this is being accomplished is through a weekly event that the Grounds & Maintenance department partakes in; Quality Service Thursdays, which was started by Joe Vlach, the Executive Director of Safety and Operations, back in 2017. Each week, the group visits a different school site and tries to close out work orders and assess the current building conditions. Sidney uses this time to look through all building spaces and notate any unused or unapproved chemical products. Staff members are given the opportunity to take home any unapproved personal products. For items that no one claims, the GMC department makes sure that they are properly disposed of. If any of the school sites have questions or concerns, GMC takes the time to speak with staff explaining the importance of this process and answer any questions that they have.

The district has also been working to enforce a newly adopted approved cleaner list, which helps to limit the number of chemical items that staff can purchase and use inside the buildings. If staff have any suggestions for safe cleaning product alternatives, the product safety information may be reviewed by the district and potentially added to the approved list. This clean-out and updating process is ongoing, but CKSD is definitely moving in the right direction towards better chemical management. Way to go CKSD!

Tips & Tricks from School Districts

Port Angeles - Noland Duce is the Facilities & Operations Director for PASD. At the November WCT Supervisor Safety Workshop Nolan offered an outline to help when contracting projects:

1. Determine Budget
2. Develop project specifications
3. Advertise project. If small works, send to all interested contractors. Include:
 - Project Facts
 - Bid Form
 - Mandatory walk
 - Set up weekly project meetings
4. Open Bids
5. Check low bidder on excluded list
6. Get board approval
7. On projects over \$35,000, get performance bond and insurance
8. Get intent to pay prevailing wage documentation
9. Make sure all permits are in hand
10. Review project at weekly meeting and issue punch lists
11. Award substantial completion
12. Get prevailing wage documentation
13. Final project punch list
14. Accept Project
15. Get affidavits of wages paid
16. Get Department of Revenue release
17. Release retainage
18. Report to Board.

Event Calendar

Keep an eye on the WCT Event Calendar! We are moving towards being the one-stop-shop location for WCT related (Claims and Safety & Health) events.

<https://www.oesd114.org/Page/1142#calendar2854/20190320/month>

Jan 8 - Lnl School Shop Safety on Zoom

Jan 24 - WCT Ergonomics & SDS Training at Lincoln Center in PA

Jan 30 - WSRMP Investigations for Building Admins at OESD in Bremerton

SEQUIM FOOD SERVICE 3RD PARTY INSPECTION PROGRAM

Sequim Food Service Department

Sequim and Port Angeles school districts contract their food service management out to Sodexo. Meredith Arseneau is employed by Sodexo to manage Sequim's food service department. Sodexo provides a variety of services with their management contract, but in addition to what they do Meredith also hires EcoSure to perform 3rd party inspections of their department. EcoSure is part of EcoLab and they are available to conduct food and health safety inspections. More information is available at <https://www.ecolab.com/about/our-businesses/ecosure>.

Checklists

Meredith has two very thorough monthly checklists that her employees use, one for Health & Safety and one for Food & Safety. Between the two checklists all aspects of regulation and best practices are covered in relation to food service. The checklists include information from L&I, the Department of Health, fire inspections, and so on, as well as best practices such as safe lifting and storage. Meredith provides EcoSure with a comprehensive list of items to inspect annually to ensure that their department is completely compliant.

EcoSure rep contact information:

Carol Giuliano CP-FS

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Records

Each school is given a file tote to keep all of their records for the year. The totes are kept in each kitchen.



The combination of monthly checks conducted in house and annual checks conducted by a 3rd party have created a record of care that is helpful for department leadership to track issues and changes, as well as for any liability concerns. Beyond the annual checks EcoSure also sends out safety updates that relate to their inspections, keeping everyone current.

S&H Support

The OESD WCT S&H Department would like to work with school district food service leaders to develop comprehensive checklists that can be used by employees monthly and EcoSure annually. The goal is for every food service department to have the resources they need for a compliant and safe kitchen!

HOLIDAY SAFETY REMINDERS

The holiday season is a wonderful time, but an injury can throw a monkey wrench in your festive plans. Follow safety procedures and best practices to get the most joy out of this winter!

Plug in Items

In the winter electrical items get pulled out of storage, such as portable heaters and decorative lighting. These items may be getting old or got damaged while they were stored. Check cords for kinks or cracks, make sure plugs aren't bent, and covers aren't broken. Heaters need to be cleaned and all dust removed before they are turned on.



← (example portable heater that should be checked for damage since the cord is touching the heating element)

(example surge protector with wires exposed) →



Ladder Safety

Only employees that have gone through ladder training can use a ladder. Ladder training includes how to properly set up a ladder; how to check a ladder for damage; where to stand safely; and how to carry objects

on a ladder. *If you want decorations hung and do not have ladder training ask your district what the options are.* Often a work order can be submitted to have items hung up.



Photo by [Chris Lawton](#) on [Unsplash](#)

Do a safety check before using a ladder to make sure all of the stickers are legible. Stickers will show how to stand on that ladder and what the capacity rating is for that ladder. Keep in mind, load limits are the weight of the person plus any items that person is carrying on the ladder. Make sure the ladder is in good shape with no cracks, wear and tear, or bent parts.



(example ladder that does not pass safety check)

IMAGE COPYRIGHT LAWS

Images Are Often Owned & Not Free to Use

At ESDs and School Districts many employees create their own presentations, handouts, newsletters, websites, and other media. It is important to know that image copyrighting laws are different than plagiarism of another person's writing. In writing it is possible to quote or paraphrase another person as long as the original author is formally cited. Images on the other hand cannot be used without express permission of the author (often for a fee), unless the source is from a public domain or verified free image location.



Photo by [Sebastian Herrmann](#) on [Unsplash](#)

Public Domain

Stanford University Libraries explains that public domain covers creative materials not covered by intellectual property laws. Public domain materials are free for others to use without permission. Stanford University Libraries provides more information on what constitutes a “public domain” and offers detailed descriptions of the four most common types of public domain materials. <https://fairuse.stanford.edu/overview/public-domain/welcome/>

US Government works are typically public domain and not copyrighted. Government publications do have some limitations for use that include private personal information, you cannot imply being endorsed by a government agency, or when it is created by a third party contracted by a government agency. USA.gov offers more information on usage of government creative materials: <https://www.usa.gov/government-works>. If you do use information or images from government publications, it is good to reference the material with a link and citation.

Images from the Internet

It is common to find images on the internet that are borrowed and shared repeatedly, this does not mean the image is free to use. To make sure the images are not protected by intellectual property laws there are a few options:

- A business or organization's web page will include copyright information and their policies on image use. Read the legal use policies to find out if the images are available and if there are any limitations to the availability.
- Contact the creator and officially ask to use an image (there may or may not be a fee). If they grant permission, keep the notice.
- Do an image license search: <https://images.google.com/> <https://tineye.com/>
- Go to free use image websites where the site clearly states which images are free to use without requesting permission. Examples: <https://unsplash.com/> <https://pixabay.com/>
- Use your own pictures or created images.