

NONINSTRUCTIONAL OPERATIONS

Staff Safety

The supervisor of each school and/or work site in the district is responsible for:

A. General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid.)
2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
7. Maintaining a well marked first aid kit.
8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

B. Worker Right to Know (chemical hazards)

1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.

2. Labeling of hazardous chemicals at each site.
3. Photocopying or purchasing any required hazard warnings.
4. Replacing missing, unreadable, or incorrect labels.
5. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
6. Maintaining current MSDS files and distributing to supervisors.
7. Maintaining easily accessible MSDS files, and making MSDS's available to staff members.
8. Training staff members at time of initial assignment or whenever a new hazard is introduced.
9. Preparing a training manual which immediate supervisors can use to create training sessions specific to their site.
10. Maintaining records which show that employees have received training and information.

Staff Safety

Standards are established to protect the health and safety of employees. These standards should be reviewed regularly in order to protect staff from possible injury as well as to avoid possible liability due to negligence.

Each location is required to have at least one staff member who holds a valid certificate of first aid training. If a district is not in compliance with this requirement, it should contact the Department of Labor and Industries for assistance in developing a training program for representatives from each location.

The procedures accompanying this policy are intended to meet the safety standards specified by the Department of Labor and Industries. These standards are particularly applicable to districts that are self-insured or belong to a cooperative self-insurance group. A checklist is included to assist in the monitoring of the Department of Labor and Industries' requirements.