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APPENDICES

SECTION 1:

ACCIDENT PREVENTION PROGRAM- PURPOSE

La Center School District is committed to providing a safe and healthful environment for all students and employees. The Accident Prevention Program was developed under direction from the Superintendent to help fulfill this commitment. The program provides an authoritative source of information to assist administrators, supervisors, and employees in their efforts to conduct business in a safe and healthy manner consistent with applicable law, rule, policy, or regulation. This program contains information and guidance about maintaining a safe and secure work environment for employees, students and the public. The elements of this program cover a broad spectrum of areas, all designed to prevent accidents and injuries.

The purpose of the Accident Prevention Program is to improve the skill, awareness, and competency of all school district employees in the field of occupational safety and health. To accomplish this purpose this school district will:

- Assist employees in identifying any unsafe work conditions or practices in order to protect themselves and others from undue hazards.
- Provide new employees with safety orientation training.
- Provide ongoing training to improve safety skills and knowledge.
- Involve district employees in keeping the workplace safe.
- Plan for emergencies.

This program applies to all employees of the school district and to all contract personnel where applicable. The safety guidelines in this program are not all-inclusive. It is important to understand that it is impossible to adopt or set standards and procedures which will apply to every work setting or operation that may arise. In situations where unusual work conditions exist, or where hazard may be present, additional precautions and/or procedures may be required to ensure safety. Individuals should consult with the district Safety Officer, their supervisor or the Educational Service District (ESD) Loss Control Specialist with questions on safety and health issues and operating conditions that are not found in this program. Individual responsibility for personal safety and attention to detail is required in order to remain safe at all times.

Employees are encouraged to bring to the school district Safety Committee, school district administration, district Safety Officer or their immediate supervisors, any ideas which may enhance the district's Accident Prevention Program, and to become familiar with the policies and procedures as outlined in this written program.

SECTION 2: SAFETY AND HEALTH RESPONSIBILITIES

La Center 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.

This school district fully intends to comply with all applicable occupational safety and health standards, rules, and regulations required by the Washington Department of Labor and Industries (L & I) and the Washington Industrial Safety and Health Act (WISHA), as well as any other Federal, State and local regulatory agencies.

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. The school district will enforce all safety procedures and rules through appropriate action, which may include disciplinary action when an employee fails to comply (see Section 9).

Administration Responsibilities

The school district administration and district Safety Officer (with technical assistance from the Educational Service District's Loss Control Specialist) are responsible for administering the Accident Prevention Program. Administration responsibilities include:

1. Provide a workplace free from recognized hazards.
2. Delegate authority to supervisors and hold them accountable for accident prevention and reporting procedures as specified herein.
3. Ensure supervisors are trained to implement accident prevention and reporting procedures as specified in this program.
4. Ensure that required safety training is provided to school district employees.
5. Ensure an ongoing program of vehicle safety is provided to all employees.
6. Promptly report the death or probable death of any employee, or the in-patient hospitalization of two or more employees within eight hours of the work-related incident or accident in person at the nearest office of the Department of Labor and Industries or by phone at 1-800-423-7233 (as required by WAC 296-800-32005).
7. Provide personal protective equipment as required to safely accomplish tasks.
8. Ensure that a Safety Committee is formed and is carrying out its responsibilities as described in Section 3 of this program.
9. Follow-up on suggestions made by employees and the Safety Committee.
10. Ensure that accidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
11. Maintain a record of occupational injuries and illnesses.
12. Provide a safety bulletin board on the work premises.

13. Review, supervise, and enforce the Accident Prevention Program.
14. Provide a safe and secure work environment that has zero tolerance for violence, threats, harassment, and intimidation in the workplace.

Supervisor Responsibilities

Supervisors are responsible for ensuring the health and safety of the employees they supervise. Supervisors should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. To meet this obligation supervisors shall:

1. Ensure that all safety and health rules, standards, and procedures are observed. Acknowledge staff members when they employ safe work practices.
2. Orient and train employees in safe and efficient work methods, and see that they are practiced. If the employee is required to use any equipment in their job tasks, make sure that they receive training and are competent on the safe operation of that equipment before its use.
3. Follow-up and act upon suggestions made by employees and the Safety Committee.
4. Conduct regular inspections of work areas and practices to eliminate potentially hazardous conditions. Submit corrective action reports to the Safety Committee.
5. Conduct an investigation of all accidents, regardless of severity. Send a properly completed copy of the Accident/Incident Report form with preventive suggestions to Human Resources. This report shall be submitted within 24 hours, or the next working day, from when the supervisor first learns of the accident.
6. Investigate all reports of unsafe conditions, equipment or unsafe actions, and when appropriate act immediately to correct any hazards or unsafe behaviors. Provide training as necessary.
7. Prohibit an employee from working who appears to be unable to perform his/her assigned duties, thus raising concerns about the safety of the employee or others.
8. Ensure that each employee receives and wears required personal protective equipment when the task dictates.
9. Set a good example for employees by following safety rules.
10. Talk to administration about changes that will improve employee safety.
11. Encourage and challenge employees to work safely and to communicate safety concerns.

Employee Responsibilities

It is the responsibility of all employees to play an active role in creating a safe and healthy workplace. Employees should:

1. Report to work mentally and physically capable of performing all of their assigned duties without jeopardizing the safety and health of themselves or others.
2. Attend the initial safety orientation, attend job specific safety training(s) and read the school district Accident Prevention Program.
3. Know and comply with all safety rules and procedures described in this program and from any training received.
4. Cooperate with co-workers, supervisors, and the Safety Committee to assist in eliminating accidents. Model in communication and by example safe work practices.
5. Promptly report unsafe conditions and/or actions to your supervisor, Safety Committee representative or district Safety Officer.
6. Report all near-miss incidents to your supervisor.
7. Report all accidents to your immediate supervisor regardless of severity or type. (Note: Failure to report an industrial injury, occupational illness, and vehicle accident or equipment damage as prescribed may be grounds for disciplinary action.) Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
8. Use equipment properly and carefully. Do not remove or defeat any safety device, safeguard, notice or warning provided for employee protection.
9. Serve on the Safety Committee when elected.
10. Maintain all personal protective equipment (PPE) in a safe and usable condition, and wear such equipment when the task dictates.
11. Participate in provided safety training.
12. Perform all assigned tasks in a manner that does not endanger yourself or your co-workers. Do not interfere with the use of any work practice designed to protect others from injuries.
13. Make suggestions to your supervisor, Safety Committee representative or administration about changes you believe will improve employee safety. A form to submit your safety suggestions may be found in Appendix B.

References: WAC 296-800-110; WAC 296-800-120; WAC 296-800-140

SECTION 3: SAFETY COMMITTEE

La Center School District has formed a Safety Committee to help employees and administrators work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of the safety program.

- In La Center School District the Safety Committee will be comprised of 5 elected representatives- two from each of the employee bargaining units, and one from each school building. Appointed representatives will include the Superintendent, the Maintenance Supervisor, and the Human Resources Officer.
- Employees in each department will elect from among themselves, representatives to be on the committee.
- The term of employee-elected members is a maximum of one year. There is no limit to the number of terms a representative can serve. Should a vacancy occur on the committee, a new member will be elected prior to the next scheduled meeting.
- The number of employer-selected members will not exceed the number of employee-elected members.
- The Safety Committee will have an elected chairperson.
- The Safety Committee is responsible for determining the frequency of committee meetings (minimum quarterly).
- The committee is responsible for determining the date, hour and location of the meeting.
- The length of each meeting will not exceed one hour except by majority vote of the committee.
- Duties of the Safety Committee meetings include but are not limited to:
 - Periodic self-inspection of the workplace.
 - A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
 - An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected. Review and investigate any oral or written hazard reports.
 - Periodic evaluation of the accident and illness prevention program. Make recommendations for improvement.
 - Evaluate employee safety suggestions.
 - Encourage safe work practices among co-workers.
 - Make recommendations for employee safety training.
 - Promote, publicize, and develop advocacy for safety for all department staff.
- Minutes of each committee meeting, including attendance, will be prepared and filed for a period of at least one year and will be made available for review by safety and health consultation personnel of the Department of Labor and Industries. A sample form to record meeting minutes is found in Appendix B.

- Meeting minutes will be distributed to each location for posting on the Safety Bulletin Board.

Note:

If the school district has ten or less employees WAC 296-800-13025 allows the district to hold safety meetings in lieu of having a Safety Committee. The district must:

- Make sure that a meeting is held at least monthly.
- Have at least one district administrator at the meeting.

The following topics must be covered at the meeting:

- Review the safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Document attendance.
- Write down subjects discussed.

Reference: WAC 296-800-130

**SECTION 4:
SAFETY BULLETIN BOARD**

This La Center School District has installed and maintains safety bulletin boards that are located in each of the district's buildings. The bulletin board is reserved exclusively for safety materials and is intended to increase employee awareness of safety and health and to communicate management safety messages. The school district Safety Officer has been designated to maintain the bulletin board. Notices required by law and other safety related information will be posted as required. The following items will be posted:

- WISHA poster: Job Safety and Health Protection (F416-081-909).
- Notice to Employees: Self-Insured Businesses (F207-037-000).
- Your Rights as a Worker (F700-074-000).
- WISHA Citation and Notice (as appropriate).
- Safety bulletins, posters, newsletters, and other safety information.

Other suggested items to be posted include:

- A list of all valid first aid and cardholders and locations of first-aid kits.
- List of current Safety Committee members.
- Current Safety Committee meeting minutes.
- Hazard reporting forms.
- Emergency evacuation and disaster response information.
- Emergency building exit routes are posted and clearly delineated in each building.

The following posters are required to be posted in the workplace but not necessarily on the safety bulletin board:

- Washington Minimum Wage
- Notice to Employees-Unemployment Benefits
- Prohibition of Discrimination in Employment
- Fair Labor Standards
- Employee Polygraph Protection Act
- Family and Medical Leave Act
- Equal Opportunity Employment is the Law
- The Uniformed Services Employment & Reemployment Rights Act

References: WAC 296-800-19005 and WAC 296-800-20005

SECTION 5: REPORTING HAZARDS

Each employee has the opportunity to report, without fear of reprisal, any unsafe act, conditions or procedures that they may observe in the workplace. Employees may discuss and participate in any WISHA safety and health related practice and may refuse to perform dangerous tasks without fear of discrimination. Discrimination includes: dismissal, demotion, loss of seniority, denial of a promotion, harassment, etc.

If you believe you're being asked to do something potentially unsafe report it to your supervisor and ask them to correct it or ask for other work.

Any employee who observes a safety and health hazard must report the hazard to either their immediate supervisor, the Safety Officer or to a member of the Safety Committee. Hazards may be submitted in writing or orally, and may be submitted anonymously. Employees may also use the "Record of Hazard Observed" form to document the details. A copy of the form is found in Appendix B. Hazard reporting forms are also located on the building safety bulletin boards. The supervisor, Safety Officer or Safety Committee will review, validate and take corrective action on valid hazards. The originator will be notified of any action taken or planned for the abatement of the hazard. Action on hazard reports will be documented in the Safety Committee meeting minutes.

Reference: WAC 296-800-120, WAC 296-360 (Discrimination)

**SECTION 6:
ACCIDENT AND OCCUPATIONAL INJURY /ILLNESS REPORTING**

La Center School District is a self-insured organization and provides to its employees industrial insurance (workers' compensation insurance). This insurance is designed to cover qualified medical expenses and to partially reimburse employees for wages lost if an employee is unable to work while recovering from a work-related injury or disease. The district notifies its employees about their industrial insurance rights and obligations by providing employees a copy of the "Workers' Compensation Filing Information" form (Appendix A) within 30 calendar days of employment. In addition, a "Notice to Employees: Self-Insured Businesses" poster (Appendix A) is displayed at each of the district's locations. This poster states that the district is a self-insured employer, subject to the provisions of the self-insurance laws, and also identifies a contact person for reporting injuries.

All incidents when occurring in the course of employment that cause injury, illness or property damage, no matter how minor, must be reported promptly to the immediate supervisor, the district Safety Officer or the Human Resources department for evaluation and investigation.

Note: Emergency medical services should be called in any case where the employee needs immediate medical attention for serious injuries. A supervisor or other staff member will accompany the employee to the hospital. For minor injuries requiring immediate medical attention, transportation will be provided to the injured party. For injuries that do not require immediate medical attention, the employee may transport themselves to the doctor.

The injured worker is required to complete an Employee Accident/Incident Report form. The form should be completed as soon as possible, even if the employee will not seek medical attention for their injury. The form is available from their supervisor or the Human Resources department. The employee's supervisor will assist with completing the form. Send the completed form to Human Resources. A copy of the form is found in Appendix A.

The injured party will also need to call the Insurance Program Workers' Compensation staff at 360-750-7504 or 800-749-5861 as soon as possible to report the injury and receive important information regarding their possible claim.

If the injured employee seeks or would like to seek medical attention, the employee may choose any doctor who is qualified to treat the condition. Employees should inform the doctor that the injury or disease is job-related. The doctor will need to complete a "Physician's Initial Report." This report must be sent to the ESD Workers' Compensation department. Claims staff will mail a packet to the injured worker that includes a workers' compensation SIF-2 (Self-Insurer Accident Report)

form and a pamphlet entitled *Employees of Self-Insured Businesses: A Guide to Industrial Insurance Benefits*. The form initiates the claim for their occupational injury/illness, while the pamphlet (found in Appendix A) explains the employee's rights and responsibilities. The school district is a self-insured employer so the employee claim will be administered by a claims representative from ESD 112 and any expenses resulting from the claim will be paid by the ESD 112 Workers' Compensation Claims Department rather than by the Department of Labor and Industries.

If a supervisor or employee has questions relating to any aspect of self-insurance or workers' compensation insurance regulations, they may contact:

ESD 112 Workers' Compensation Claims Department
2500 NE 65th Avenue
Vancouver, Washington 98661-6812
Phone: 360-750-7504
Toll free: 800-749-5861
Fax: 360-750-9836

Serious Injuries

In the case of death, probable death or inpatient hospitalization of two or more employees, Human Resources or the Safety Officer will contact the nearest office of the Department of Labor and Industries in person or by phone at 1-800-423-7233, within eight hours of the work-related accident or within eight hours of the time it was reported. During weekends and evenings the toll-free number is 1-800-321-6742. The school district will also provide the following information within 30 days of such accident to the Department of Labor and Industries:

- Name of the work place
- Location of the incident
- Time and date of the incident
- Number of fatalities or hospitalized employees
- Contact person
- Phone number
- Brief description of the incident.

Note: Any equipment involved in an accident resulting in a fatality, a near fatality or if two or more employees are sent to the hospital, is not to be moved until a representative of the Department of Labor and Industries investigates the incident and releases the equipment. However, if it is necessary to move the equipment to prevent further incidents or further harm to the employee or to remove the victim, the equipment may be moved as necessary.

Reference: WAC 296-800-320

Visitor Accidents/Injuries

Any non-employee injured on school district premises or property should receive necessary medical attention if needed. The situation must be reported to Human Resources as soon as possible. An Incident Report form (Appendix A), which can be obtained from Human Resources, must be completed and returned to HR. Human Resources will forward a copy of the report to the district's insurance carrier.

Student Accidents/Injuries

Student accidents and injuries must be reported to Human Resources. A Student Accident Report form (Appendix A), which can be obtained from Human Resources, must be completed and returned to HR. Guidelines for when to complete a Student Accident Report are also found in Appendix A. Human Resources will forward a copy of the report to the district's insurance carrier.

Reporting Vehicle Accidents

Any accident and/or damage to a Motor Pool vehicle or any accident and/or damage by a Motor Pool vehicle to another vehicle or property, however minor, must be reported to the immediate supervisor. If anyone is injured or the possibility of an injury exists, this also must be reported.

In case of an accident:

- Insurance cards are located in the glove box.
- Exchange information and get names of witnesses.
- Do not admit fault.
- Do not discuss the accident with anyone at the scene except the police.
- Report to Motor Pool administration.
- Fill out Accident Report form, if required.

If any person is injured including one's self, or any person's property sustains damages in the amount of \$700 or more, the owner or operator of the vehicle involved in the collision is required to complete a State of Washington Vehicle Collision Report (for accidents occurring in Washington).

Pupil Transportation

In the event of an emergency involving a school bus, the driver is to contact district base/dispatch immediately. Drivers will provide dispatch the following information:

- Bus number
- Location
- Emergency type (breakdown, accident, medical, weapon, etc.)
- Requirements (police, ambulance, tow truck, spare bus, etc.)
- Whose parents need to be notified

Drivers will await instruction from dispatch. In the event of a motor vehicle accident the driver will await the arrival of the Washington State Patrol.

SECTION 7: ACCIDENT INVESTIGATION

An accident is broadly defined as an undesired event that results in physical harm to a person or damage to property and/or the interruption of a process. It also includes events that result in a non-injury, a near miss, an occupational illness, or exposure to a hazardous substance. La Center School District encourages accident prevention through aggressive investigation and analysis as a defense against hazards in the workplace. Investigators (such as supervisors, Safety Officer, Safety Committee members, ESD Loss Control Specialist, witnesses, employee representative) must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e. investigate, report, correct, etc.).

The purpose of an accident investigation is to find the facts. The facts will then serve as a guide to the conditions that caused the accident. The facts should identify the “why” of the accident as well as the “who, what, when and where.” 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 just a single cause can prevent a recurrence of an accident/incident.

An investigation should be made as soon after the accident as possible. A delay of only a few hours may result in important evidence to be destroyed or removed by mistake. A sample accident investigation report form is found in Appendix B.

Start with reviewing the accident scene. Reconstruct the events that led up to the accident. If necessary, consider taking pictures, measure, and draw a diagram. Get a list of witnesses and interview the employee directly involved. The following information lists a variety of subject areas that should be included in an accident investigation. Review the following items:

- Work Characteristics- What is the type of work activity and the size of the operation? How many employees are involved?
- Environment- Was the weather a contributing factor?
- Time Factors- The time of day, and how it relates to the shift.
- Employee Characteristics- What is the age, health, sex, work experience? How often is the work activity repeated? How often has the employee engaged in such work? How much training and when was the last training?
- A Narrative Description- Explain what the person was doing. What objects were involved? What actions and movements led to the accident?
- Equipment Characteristics- If equipment is involved, describe the type, brand, model, size, and any distinguishing features, its condition, and the specific part of the equipment involved.

- Characteristics of the Task- The general task being performed (removing a tire from bus) and the specific activity (using a power impact wrench). The posture and location of employee (kneeling in front of left front tire). Working alone or with others.
- Preventive Measures- What personal protective equipment was being worn? What kind of training did the employee receive for the task he or she was performing? Did procedures exist? Were they written? Were they followed? Where was the supervisor at the time of the accident?
- Accident Severity- The nature of the injury or injuries and parts of the body affected.

After reviewing these statements, the final analysis should suggest specific corrective action or actions that will prevent recurrences of the sequence of events that led to the accident. Corrective action must focus on such things as eliminating unsafe conditions (mechanical or physical hazard) and correcting unsafe acts (employee deviates from instruction, policy, procedure or work practice).

The following steps should be followed in the investigation process:

Minor Injuries (Requiring doctor/outpatient care)-

After the emergency actions 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 causes. The findings of the investigation shall be documented and attached to the Accident/Incident form and submitted to Human Resources (HR will forward a summary to the Safety Committee).

Major Injuries (Fatality or multiple hospitalizations)-

The superintendent and a Human Resources representative are to be notified immediately by the person in charge. An investigation under the direction of the Human Resources Director and/or Safety Officer will be conducted. The investigation team may include the risk manager, loss control specialist, supervisor of the injured person(s), a representative from the Safety Committee, and an employee representative.

In the case of death, probable death or the inpatient hospitalization of two or more employees, Human Resources will contact the nearest office of the Department of Labor and Industries in person or by phone at 1-800-423-7233 (see Section 6).

Near Misses

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 exist, making it likely that additional accidents could occur which could eventually result in personal injury to the employee. Whenever there is an incident that did

not, but could have, resulted in serious injury to an employee, the incident will be investigated by the school district Safety Officer and the area supervisor. The school district Safety Committee will review the accident reports at each of its regularly scheduled meetings.

The school district Safety Officer will review all reports looking for any trends, hazardous conditions or hazardous practices, and may decide to investigate any incident or accident.

Reference: WAC 296-800-320

**SECTION 8:
OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING**

All employers covered by the Washington Industrial Safety and Health Act (WISHA) are covered by Chapter 296-27 WAC -Recordkeeping and Reporting. The purpose of this standard is to require employers to record and report work-related fatalities, injuries, and illnesses.

Note: Recording or reporting a work-related injury, illness or fatality does not mean that the employer or employee was at fault, that a rule has been violated, or that the employee is eligible for workers' compensation or other benefits.

All Accident/Incident Report forms and SIF-2 forms will be maintained at the ESD 112 Workers' Compensation Claims Department in Vancouver. The ESD 112 Workers' Compensation Claims Department staff also maintains a database of all reported school district employee injuries and illnesses.

Note: WAC 296-27-00105 (1)(b) exempts school districts from certain injury and illness recordkeeping requirements. Thus this school district is not required to post the Annual Summary of Occupational Injury and Illness (OSHA Form 300 A). However information contained on the OSHA 300 logs is available from the SW/SE Workers' Compensation Trust when required by WISHA, OSHA or the Bureau of Labor Statistics.

SECTION 9: DISCIPLINARY POLICY

La Center School District employees are expected to use good judgment when doing their work and to follow established safety rules. Employees who do not follow established safety rules are subject to corrective discipline. The goal of corrective discipline is not to punish the employee but to bring unacceptable behavior to the employee's attention so that the employee will be motivated to make corrections. The school district has established a policy which will be followed in the event an employee fails to follow established safe work practices and rules. This consists of:

- **Verbal Warning:** Follows investigation of the problem. The verbal warning will be documented and retained by the supervisor. Written confirmation that a verbal warning has been given will be placed in the employee's personnel file. The employee will be given instruction on proper actions.
- **Written Warning:** Follows a reoccurrence of the behavior or conduct addressed in the oral warning. The supervisor will inform Human Resources. The employee will acknowledge receipt of the written warning and it will be placed in the employee's personnel file.
- **Suspension Without Pay:** Upon recommendation of the Human Resources Department, suspension without pay may be made following reoccurrence of the behavior or conduct addressed in the written warning. The length of the suspension will be determined by the severity of the problem. Written notice of the suspension will be given and the employee will acknowledge receipt of the written notice of suspension by his/her signature. The written notice of suspension will be placed in the employee's personnel file.
- **Discharge:** Upon recommendation from the Human Resources Department, a written notice of discharge may be issued. An employee may be subject to immediate termination when a safety violation places the employee, co-workers or the general public at risk of permanent disability or death.

Depending on the seriousness of the safety offense committed, a supervisor is not required to go through all steps in the disciplinary procedure.

SECTION 10: SAFETY INSPECTION PROCEDURES

La Center School District is committed to identifying hazardous conditions and practices which are likely to result in injury or illness to employees, students and the public. The district will take prompt action to eliminate any hazards found. Employees are encouraged to report any unsafe conditions or practices they observe (see Section 5). In addition to reviewing injury records and investigating accidents/incidents for their causes, the Safety Officer, the ESD Loss Control Specialist, the Safety Committee, and the Maintenance/ Facilities Supervisor regularly check the workplace for hazards.

An inspection team consisting of (but not limited to) the school district Safety Officer and the Maintenance/ Facilities Supervisor will do a wall-to-wall walk through formal inspection of each of the school district to include school buildings, grounds, parking lots, sports facilities, maintenance and transportation facilities and the district offices at least annually. Any safety and health hazards or potential hazards found will be documented. A safety inspection checklist may be used to document the inspection. The Health and Safety Guide for K-12 Schools in Washington is a comprehensive checklist that may be used as a guide. ¹ The results of the inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation; assist in revising the checklists used during periodic safety inspections, and to complete the annual review of the effectiveness of our accident prevention program.

Informal inspections are conducted by the Safety Officer, with participation by employees and the Safety Committee. Informal inspections are conducted routinely in all work areas to identify and reduce physical and/or environmental hazards that may contribute to injuries and illnesses. At this time the Safety Committee representatives will talk to their co-workers about their safety concerns. Individual committee members will report back to the Safety Committee any hazards or concerns found for consideration. The results of the inspection and any action taken will be communicated back to the affected employees.

This also means that in the course of normal daily activities supervisors and employees should visually inspect the work area to identify unsafe conditions or unsafe acts and initiate corrective action as may be deemed necessary or appropriate. This requires that each employee be alert to conditions that may contribute to causing an accident or illness and take the necessary corrective action.

As part of an ongoing safety program the district may conduct a "Job Hazard Analysis" of the various job classifications within the school district. The Safety Officer, the employee's supervisor or a Safety Committee member may complete this analysis. A "Job Hazard Analysis" is a technique that is employed to help

reduce hazards in the workplace by defining jobs and tasks, identifying the hazards associated with those jobs and tasks and creating safe work procedures that either eliminate or minimize those hazards.

The local Fire Department may periodically conduct life safety facility inspections of school district buildings and report any deficiencies in writing to district administration. All deficiencies are corrected as soon as possible. The school district schedules annual inspections of the building's fire extinguishers and fire alarm system. Fire extinguishers are also visually inspected monthly. First aid kits are inspected on a periodic basis to ensure that they are properly stocked with supplies. Emergency washing facilities (eyewashes and showers) are inspected annually and are activated weekly to ensure they are functioning properly.

Inspection findings will be reviewed and discussed by the appropriate parties (Safety Officer, Loss Control Specialist, Maintenance/ Facilities Supervisor, and Safety Committee) with recommendations provided. Follow-up to recommendations may include the following options:

- Carrying out the recommendations
- Explaining why no action is necessary
- Proposing an alternative based on further examination
- Proposing a temporary alternative until a permanent solution can be implemented.

The supervisor should determine if the alleged unsafe condition can be handled routinely or if the alleged unsafe condition is acute and requires immediate action. If the recommended corrective action is beyond the ability of the supervisor, the next in the "chain-of-command" will be consulted and an appropriate action plan will be jointly developed to ensure that the unsafe condition(s) are corrected in a timely manner.

If the supervisor believes that his/her employees are being required to work where a clear and present danger may exist, he/she will immediately investigate the situation and either direct the employee to temporarily perform some other task until the hazard is corrected or proclaim the situation safe and direct the employee to proceed with his/her assigned duties.

Inspection Guidelines

The following are general guidelines for conducting safety inspections. These guidelines focus on formal inspections, but some elements of the process are applicable to all inspections. When conducting an inspection:

1. Use a checklist. Review the checklist before the inspection begins.
2. Inspect the entire work area or facility.
3. Prepare an inspection sequence- inspect one area at a time.

4. Have the supervisor or someone familiar with the facility and operation accompany the inspector to answer questions that may arise during the inspection.
5. Ask affected employees who work in the area for input during the inspection. Try to resolve questions during the inspection, rather than going back to inspect a second time.
6. Focus the inspection on unsafe acts and unsafe conditions.
7. Document the hazard(s) observed clearly and accurately.
8. Document the participants in the inspection.
9. Following the inspection, have agreement to;
 - a. set reasonable dates for correction (based on the hazard);
 - b. set priority for correcting hazards;
 - c. correct serious hazards immediately; and
 - d. agree if correction cannot be handled in a timely manner, take other measures to protect employees:
 - 1) change work procedure,
 - 2) take the machine out of service,
 - 3) stop the operation, and,
 - 4) take any action as may be necessary to protect employees; and
 - e. non-serious hazards must be corrected as soon as possible after they have been identified.
10. Prepare a written report.
11. Send a copy of the report to the affected staff (e.g. supervisor, Safety Officer, Safety Committee).

¹ May be accessed at the following web address:
<http://www.k12.wa.us/SchFacilities/HealthSafetyGuide.aspx>

SECTION 11: ELIMINATING/CONTROLLING WORKPLACE HAZARDS

La Center School District is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or a potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to the hazard. Where these engineering controls are not possible, we will implement and enforce work rules that effectively reduce or prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection or hand protection, as required by WAC 296-800-160. We may also assess a job for any ergonomic risk factors. Safety training needs, based upon the employees' job tasks will also be determined during this assessment.

Basic Safety Rules

Safety rules are a method to help control hazards by prohibiting certain behaviors or requiring actions to prevent a hazardous situation from developing. The following basic safety rules apply to all school district employees. They have been established to help make our district a safe and efficient place to work. These rules are a supplement to the safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these basic safety rules may result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If the job is unsafe, report it to your supervisor, district Safety Officer or Safety Committee representative.
- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Learn the safe way to do the job and then always do it that way.
- All work must be carried out according to appropriate safe work practices and job procedures.
- Pay close attention to your work. Avoid unsafe actions.
- Do not run; watch your step; keep firm footing at all times.
- Horseplay will not be tolerated.
- Loose or torn clothing, long unrestrained hair, rings or pendant jewelry shall not be worn around moving machinery.
- You must never stand on chairs, desks or other furniture to expand your reach.
- Treat all body fluids as infectious and use universal precautions to reduce the risk of exposure.
- Seat belts and shoulder harness must be used when operating motor vehicles.
- Look before you walk and make sure your path is clear.
- Never remove or disable safety guards from equipment.

- Equipment can be dangerous and unforgiving. Never operate equipment unless you are trained to do so.
- Learn the locations of emergency equipment (e.g. first aid kits, fire extinguishers, emergency eyewash and safety shower, fire alarm pull boxes, Automated External Defibrillator).
- Read and be familiar with the school district **Emergency Handbook** that outlines emergency procedures for staff.
- Correct or report all unsafe conditions immediately.
- Personal protective equipment (PPE) such as gloves, safety glasses, hearing protection gloves, or hard hats may be required in certain operations. Your supervisor, the Safety Officer or the ESD Loss Control Specialist will know what type of PPE is necessary. When required, it must be worn for your protection.
- Know at least two routes for exiting the building in case of an emergency.
- Employees who use hazardous chemicals must be trained on the hazards and proper handling of the chemical prior to its first use.
- If you should get hurt, you are responsible to report it to your supervisor immediately.
- No employee is allowed to work while under the influence of alcohol or illegal drugs. Medicines are allowed as long as the employee can safely perform their job.
- Always use proper body mechanics while lifting.
- Good housekeeping in and around all work areas is required. Keep debris, cords, loose paper, etc. off the floor, machinery, vehicles, and electrical boxes. Keep aisles and fire extinguishers clear of blockage and equipment.
- Keep drawers of desks and file cabinets closed when not in use. Only one drawer of a file cabinet should be open at a time to prevent it from tipping over.
- Materials stored on shelving will be stacked in a way that prevents items from falling off. Do not overload shelves.
- Obey all safety warning signs.
- Do not place broken or sharp objects in the waste containers.
- All tools are to be used for the purpose in which they were intended.
- All hand tools and equipment must be maintained in good repair.
- All damaged or worn equipment is to be promptly taken out of service for repair or replacement.
- All employees are encouraged to actively participate in the safety program.

Job Specific Safety Rules

Job specific safety rules apply to a particular task or use of a particular piece of equipment. If a job hazard analysis identifies a hazard, your supervisor (with help as needed from the Safety Officer), will provide training that explains any specific safety rules or procedures, PPE requirements, or equipment operating instructions. For further information see the Job Hazard Analysis for your specific job in

Appendix D, the job specific safety rule summaries found in Appendix C, and the specific written program(s) in Appendix E.

Personal Protective Equipment

A hazard assessment will determine if personal protective equipment (PPE) is needed for a job or task. A Hazard Assessment form is found with the PPE written program in Appendix E. PPE alone will not be relied on to provide protection until all other reasonable means of reducing hazards have been examined. If the hazard assessment indicates a need for the use of PPE, the district will select and provide the appropriate equipment. Personal protective equipment may include eye and face protection, foot protection, hand protection, head protection, hearing protection and protection from bloodborne pathogens. During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment will be provided instruction by their supervisor or other designated employee. Each affected employee will be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to put on, take off, adjust, and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE

Each employee, before being allowed to perform work requiring the use of PPE must be able to demonstrate an understanding of the training provided and demonstrate the ability to use PPE correctly. This training will be documented in writing. The school district Personal Protective Equipment program can be found in Appendix E.

Reference: WAC 296-800-160

Hazardous Chemical Substances

La Center School District has developed and implemented a written Hazard Communication Program (Appendix E) that includes information and safeguards about hazardous chemicals to which employees may be exposed in the workplace. The school district has:

- Identified and compiled a list of all hazardous chemicals present in the workplace
- Made known the requirement that all containers be properly labeled
- Procured and maintains a Material Safety Data Sheet (MSDS) for each hazardous chemical found in the workplace
- Informed and trained employees about those hazardous chemicals. Training includes:
 - Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area

- Physical and health hazards of the chemicals
- Steps employees can take to protect themselves from chemical hazards
- Details of the written hazard communication program, including information on labeling and the MSDS.
- Location for all MSDS notebooks in each building.

Reference: WAC 296-800-170

Other Hazard Control Programs

In addition to the basic accident prevention program, the La Center School District has developed written programs, policies, and procedures and/or specialized training for jobs that have specific hazards. The following written hazard control programs are found in Appendix E.

- Bloodborne Pathogens Exposure Control Plan
- Hazard Communication Program
- Control of Hazardous Energy (Lockout/Tagout)
- Powered Industrial Truck Safety (Forklift) Program
- Fall Protection
- Personal Protective Equipment Program
- Chemical Hygiene Plan
- Respiratory Protection Program
- Confined Space Program
- Ergonomics Program

SECTION 12: MOTOR VEHICLE OPERATION

All employees who are required to drive during the course of their work must have a valid driver's license appropriate to the type of vehicle(s) operated. Any employee who does not hold a valid driver's license will not be allowed to operate a school district vehicle until such time he/she obtains a valid license. All employees who are required to drive during the course of their work must have an acceptable driving record.

Employees will not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on school district business. Employees should follow all motor vehicle laws, posted signs and speed limits and take sufficient breaks when driving for extended periods of time.

The use of seat belts is required whenever a district employee operates or is a passenger in a district-owned, privately-owned, or rented vehicle while on official district business. This requirement is based on the Washington Seat Belt Law as found in RCW 46.61.688. The shoulder harness shall be worn over the shoulder and not placed under the arm.

Employees who operate district vehicles should perform a pre-operational inspection to check the readiness of the vehicle before the trip begins. Employees should visually inspect the inside and outside of the vehicle and immediately report any defects, deficiencies, or damage. If problems arise during operation, they should be reported when the vehicle is returned to the motor pool supervisor.

A master record is maintained on each district vehicle to record all expenses, mileage, maintenance and repairs. Regular maintenance is scheduled based on the manufacturer's recommendations.

Any accident and/or damage to a Motor Pool vehicle or any accident and/or damage caused by a Motor Pool vehicle to another vehicle or property, however minor, must be reported to the Motor Pool administration as soon as possible after the occurrence. For further information on vehicle accidents see Section 6.

Use of Cellular Phones While Driving

La Center School District recognizes that cellular phones provide benefits to public safety and productivity and recognize that there is often a business need to use cellular phones. However, safety must be our first priority and a driver's first responsibility is the safe operation of the vehicle. Best practice is to not use cellular phones while driving. When on the road, drivers need to concentrate on safe and defensive driving and not on making or receiving phone calls or other distracting

influences. If an employee needs to make or receive a phone call while driving, the employee should make sure the vehicle is stopped and that he/she is parked in a lawfully designated parking area for the call.

Employees who use hands-free cellular phones are encouraged to keep business conversations brief while driving, and are encouraged to stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road or weather conditions are poor.

Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving.

When a driver decides to use a cellular phone while driving, it should be with the understanding that negligent drivers may be held accountable when distracted driving results in property damage and/or the injury or death of others.

School Bus Operations

It shall be the responsibility of employees whose assignment includes operation of a school bus to meet and continue to meet the requirements set forth in WAC 180-20 School Bus Driver Qualifications.

Employees who are required to have a commercial driver's license to perform their job responsibilities are subject to drug and alcohol testing in compliance with the Federal Highway Administration, Department of Transportation, Federal Testing regulations (49 CFR Part 382).

Forklift Operations

Only forklift certified operators are allowed to operate the forklift. These persons have fulfilled the training requirements as specified in WAC 296-863-600. For more information regarding forklift operations see the district's "Powered Industrial Truck Safety" written program found in Appendix E.

Tractors

The district will ensure that every employee who operates an agricultural tractor is informed of the operating practices listed below and of any other practices dictated by the work environment. You must provide the information at the time of initial assignment and at least annually thereafter.

Employee Operating Instructions

1. Securely fasten your seat belt if the tractor has a roll-over protection structure.

2. Where possible, avoid operating the tractor near ditches, embankments and holes.
3. Reduce speed when turning, crossing slopes and on rough, slick or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads and around trees.
6. Passengers, other than persons required for instruction or machine operation, shall not be permitted to ride on equipment unless a passenger seat or other protective device is provided.
7. Operate the tractor smoothly -- no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When tractor is stopped, set brakes securely and use park lock if available.

The district will ensure that every employee who operates an agriculture tractor is trained specifically in the operation of the tractor to be used. The training must include an orientation of the operator to the topographical features of the land where the tractor will be operated. Training must emphasize safe operating practices to avoid rollover.

Reference: WAC 296-307-08018

Riding Power Lawnmowers

The district will comply with the following requirements:

- Make sure the operator understands all instructions for operating the mower that are in the manufacturer's instructions and on the machine.
- Make sure the operator is thoroughly familiar with the controls and proper use of the mower before starting it.
- Make sure the proper guards, plates, grass catcher or other safety devices are in place before starting the mower.

Reference: WAC 296-807-16015

SECTION 13: EMERGENCY PLANNING

Detailed emergency response information specific for the school district is found in the La Center School District's **Emergency Response Plan Binder**. The purpose of the plan is to identify emergency responsibilities for the school district and its employees. The plan is intended to empower employees in an emergency, and clarify emergency roles and response. The plan provides:

- a basic emergency response plan
- recommended emergency response teams
- site-specific hazard vulnerabilities
- employee emergency procedures
- evacuation procedures
- lockdown procedures
- emergency signaling system
- notification procedures
- procedures for the release of students
- training/drill requirements
- sample scenarios
- crisis debriefing procedures

The school district also publishes an **Emergency Handbook flipchart** which provides general information on how to respond to specific emergencies and is updated annually. Employees are encouraged to review it periodically. The school district Emergency Handbook flipchart contains response information on the following:

- Emergency numbers
- Medical emergency
- Fire/Evacuation routes
- Bomb threat/Suspicious devices
- Chemical accident/Biochemical warning/Shelter-in-place
- Utility interruption or failure
- Weapons
- Vandalism/Burglary
- Volcanic eruption
- Trespass/Intruder
- Earthquake/Tornado

Employees will be provided training on emergency actions during the initial new employee orientation and/or during department staff meetings.

Upon recognition of an emergency situation, personnel will respond in accordance with the guidelines found in the Emergency Response Plan and/or Emergency

Handbook. If assistance by emergency response agencies is required, the employee should dial 911, and then notify the school district administration.

Building Evacuation

In school buildings:

- The evacuation plans utilizes the fire alarm system, or in some cases, the school's bell system or public address system.
- The evacuation plan includes maps with evacuation routes posted in each classroom and assigns the teacher in each classroom as the monitor to ensure that all occupants, students and visitors properly evacuate the building.
- Each teacher must account for students in their care when the group has cleared the building at assembled at a pre-arranged location outside of and away from the building.
- The teacher then reports to a supervisor the status of the group (i.e., all accounted for, or, one or more not accounted for).
- The supervisor then attempts to account for any persons not accounted for. The teacher remains with the class.
- One or more persons are assigned to search the building after the building is evacuated. The person in charge if the search also reports to the supervisor at the conclusion of the search.
- When the event or drill is concluded, an "all-clear" signal is sounded on the schools bell system and the teachers may re-enter the building with their class.
- A written record of each drill is kept in the school office, noting the time taken to evacuate the building.

In other district buildings:

- 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 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.

Emergency Medical Response

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.

In the event of a medical emergency of a serious nature (requiring professional medical assistance) at the school district:

- Assess the situation through the examination of the victim. Check for medical tags.

- DO NOT LEAVE THE VICTIM UNATTENDED.
- Call out for assistance.
- Assign someone to call 911 (may require you to dial 9 first, then 911).
- Assign someone to contact the administrator in charge. Provide responder's with the victim's location.
- Send someone for a qualified first aid provider, first aid kit and/or the AED (if available).
- Only trained personnel should administer first aid.
- Do not move the victim unless a life-threatening situation exists.
- Assign someone to go outside and meet the emergency medical service providers.

Medical Emergency Procedures

Major Injury or Illness:

An emergency response, including an ambulance, will be initiated by calling 911 in the case of serious injury/illness and when an employee needs immediate medical attention. A supervisor or other staff member will accompany the employee to the hospital or doctor's office. Persons with serious injuries/illnesses should NOT be transported in private vehicles nor allowed to drive themselves to the doctor's office or hospital.

Minor Injury or Illness:

If the severity of the injury/illness does not warrant the emergency response of an ambulance but still requires immediate medical attention, the injured employee may be transported in a district vehicle or private vehicle. However, the injured or ill employee should not be allowed to transport themselves. A supervisor or other staff member will accompany the employee to the hospital or doctor's office.

Minor Injury or Illness: (not requiring immediate medical attention)

For injuries or illnesses that do not require immediate medical attention, the employee may be allowed to transport themselves to the doctor (at a later time) or home.

First Aid Training

La Center School District maintains first aid trained staff at each of its facilities. The Human Resources Officer or the district Safety Officer will ensure there is adequately trained staff at the beginning of each school year. A sufficient number of employees will be trained to ensure that a first aid certified individual is available to employees at all times. The school district will maintain a list of employees who are current in their first aid/CPR and AED training. It is the employee's responsibility to attend first aid certification training if it is required on his/her job description.

La Center School District Accident Prevention Program

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) which states:

“Any person, including but not limited to a volunteer provider of emergency or medical services, who without compensation or the expectation of compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, there from an injured person or persons for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting gross negligence or willful or wanton misconduct.”

The school district has developed and implemented a written exposure control plan (Appendix E) designed to eliminate or minimize employee exposure to blood or other potentially infectious materials. The school district also provides bloodborne pathogens training to all employees that meet the requirements found in WAC 296-823-12005.

First Aid Trained Staff

Below are the requirements and recommendations for school staff first aid and/or CPR certification and training:

Staff Position	Required or Recommended	Requirement or Recommendation	Source of Req. or Rec.
School Bus Drivers	Required	“Hold a current and valid first-aid card or equivalent”	WAC 180-20-101 (d)
Coaches	Required	“Hold a valid current First Aid Certification Card ... equivalent to the Red Cross First Aid Card” and “Hold a valid current CPR Certification Card”	WIAA Handbook, 23.2.1, A & B
An Employee to Offer First Aid	Required (at least one employee at each work location available at all times)	“Make sure that first-aid trained personnel are available to provide quick and effective first aid”	WAC 296-800-15005 and 29 CFR 1910.151(b)
Career & Technical Education Teachers	Required	“All vocational teachers in approved vocational programs (shall) hold a current first aid and CPR certificate”	Carl D. Perkins Act, Assurance #3
Licensed Child Care Staff	Required (for one staff with each	“Current basic standard first aid and age appropriate CPR	WAC 388-295-1100 (1)

La Center School District Accident Prevention Program

	group of children)	certificate”	
Physical Education Teachers	Required for endorsement	“Credit hours in ...Care and prevention of student injury including first aid”	WAC 180-79A-380 (1)
Health & Fitness Teachers	Required for endorsement	“Demonstrated knowledge and skills in ... first aid and CPR”	WAC 180-82-340 (2)
Laboratory Science Teachers	Recommended (in non-mandatory appendix)	“Personnel trained in first-aid should be available during working hours”	WAC 296-62-40025 (d)(v)(C)
Playground Supervisors	Recommended (at least one supervisor on each playground during each recess)	“Hold a currently valid CPR/First Aid card”	ESD 112’s School Playground Safety Guidelines, F. 1

EMERGENCY EQUIPMENT

First Aid Kits

Supervisors and facility managers are responsible to have first aid supplies readily available at each worksite to provide immediate aid to injured or ill employees. Each school should post the location of their first aid kits on the safety bulletin board and each employee should know the location of the nearest kit to their work area.

Automated External Defibrillator (AED)

La Center School District has an AED on the high school campus. This unit is for the treatment of sudden cardiac arrest and only trained personnel should use it.

Fire Extinguishers

Fire extinguishers are located by exit doors and in fire exit pathways to exit doors. Selection, maintenance and placement of fire extinguishers are the responsibility of the Maintenance/ Facilities Supervisor. Fire extinguishers receive annual maintenance as required by WISHA rules.

Employee should only attempt to extinguish small fires that can be safely contained. Employees should not attempt to extinguish a fire that may place them in physical danger.

Emergency Washing Facilities

La Center School District has emergency eyewash and/or shower equipment in work areas and classrooms (science labs) where there is the potential for major portions of the body and/or eyes to be exposed to corrosives, strong irritants or toxic

chemicals. Training in the location and use of the emergency washing facilities is required under the hazard communication program rule and the accident prevention program rule. All plumbed emergency washing facilities are inspected once a year to make sure they function properly.

Other Equipment

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. The building's fire sprinkler system is inspected and tested at least annually to ensure its proper operation.

Reference: 296-800-150 (First Aid and Emergency Washing Facilities)
296-800-300 (Fire Extinguishers)

SECTION 14: SECURITY

Security of employees, students, visitors and the workplace is a top priority in the La Center School District. To maintain a safe and secure working environment and to prevent thefts from the building, each employee is responsible for the security of the building, his or her individual office area and general work area.

- All employees should be familiar with emergency procedures found in the school district Emergency Handbook.
- All employees should be familiar with the location and activation procedures for emergency, fire and building alarm systems.
- Employees should know the proper evacuation procedures.
- Employees should be alert to strangers loitering in or around the premises and to suspicious cars parked near the building.
- Whenever possible, secure office equipment/valuables such as laptop computers and purses.
- Do not give out unnecessary information about the school district or its employees. Report anything you are uncomfortable with, including:
 - Threats or harassment;
 - Persons who ask unusual questions or show unnatural interest in the school district or an employee;
 - Persons asking questions about building layout or design, security measures, staffing, or procedures and anyone tampering with building equipment or fixtures;
 - Any deviation in delivery procedures;
 - Unattended packages.

Workplace Violence

It is La Center School District policy to conduct business, provide services, and protect its employees and the public from harm by providing a safe and secure work environment that has zero tolerance for violence, threats, harassment and intimidation.

All employees are responsible for:

- Being considerate and respectful of co-workers, visitors and the public; and,
- Not engaging in any disruptive behavior which may include profanity, obscenities, obscene gestures, or exhibiting abusive conduct that demonstrates recognizable signs of violent behavior.

Employees should report to their supervisor immediately any:

- Inconsiderate and/or disrespectful behavior, including assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by another employee;

- Suspicious behavior and suspicious actions, including theft, assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by visitors or the public that may impact an employee, equipment or facility; and
- Any other threatened, attempted, or consummated act of violence against an employee, property, visitor or facility.

All incidents of workplace violence will be investigated and documented by district administration. Administration will initiate appropriate corrective action, including discipline, termination or professional counseling for employees who contribute to, or perpetuate workplace violence or violate workplace security requirements.

Weapons

Washington State law and federal law have both addressed eliminating weapons from school grounds. Under RCW 9.41.280, it is a gross misdemeanor for any person to carry or possess a dangerous weapon or firearm on public school premises. This includes school buses and non-school facilities that are being used for school activities. The law requires that all school facilities must be posted with signs stating "Gun Free Zone." This does not apply to persons engaged in law enforcement or security activities.

The school district will notify the appropriate law enforcement agency of known or suspected violations of the state law regulating dangerous weapons.

Parking Lot Safety

If possible, especially after dark, walk to your vehicle with someone else. Have your keys in hand as you leave the building and be aware of your surroundings. Check the interior of your vehicle before entering it. If your vehicle is not as you left it (door open, broken window, unlocked, etc.), go back inside the building and get assistance. Those working after normal business hours may request to be escorted to the vehicles by maintenance/facilities staff.

SECTION 15: OTHER SAFETY AND HEALTH TOPICS

Tobacco Use

La Center School District recognizes that smoking is a matter of personal choice. The district will offer assistance to smokers who would like to quit as need indicates. However, the district also recognizes that tobacco may create a health hazard for nonuser as well as users. In order to protect the health of staff, students and visitors, to provide a healthy work environment, and to comply with the law (RCW 28A.210.310), tobacco use is prohibited in/on all school district property and vehicles.

Drug Free Workplace

WAC 296-800-11025 requires employers to prohibit alcohol and narcotics from the workplace and to prohibit employees under the influence of alcohol or narcotics from being in the worksite. Note: Employees who are taking prescription drugs as directed by a physician or dentist are exempt from this requirement if the employees are not a danger to themselves or other employees.

Employees may be required to sign an agreement to abide by the terms of the Drug-Free Workplace Policy.

Asbestos

Asbestos is a mineral found in piping, insulation, fireproofing, drywall, siding, roofing, floor tile and other building materials. It is more commonly found in older buildings. When disturbed, asbestos can become airborne and provide a potentially serious health risk. Exposure to asbestos may lead to the lung disease asbestosis, lung cancer, and other forms of cancer and disease.

The Asbestos Hazard Emergency Response Act (AHERA) was passed by Congress in 1986. AHERA requires public school districts and non-profit private schools to inspect their schools for asbestos containing building material (ACBM). All schools must be inspected unless the building architect certified in writing that no asbestos materials were used in the building's manufacture. This school district has an asbestos management plan for each of its buildings that contain asbestos. These plans recommend the best way to reduce the hazard from any asbestos that may be present. Options include repairing damaged asbestos containing material, spraying it with sealants, enclosing it, removing it, or keeping it in good condition so that it does not release fibers. It has been EPA's long-standing policy that undamaged non-friable asbestos is best left undisturbed and managed in place. Removing asbestos often has the potential to create a greater health risk than

leaving it undisturbed. EPA is the primary governmental agency responsible for enforcing the regulations promulgated under AHERA.

All maintenance and custodial staff who may work in a building that contains ACM (Asbestos Containing Material) must receive at least two hours of asbestos awareness training whether or not they work with ACM. A brief summary of the requirements relating to the AHERA regulation can be found in Appendix E.

Radon

Radon is a naturally-occurring gas that results from the breakdown (decay) of uranium which is found in soil and rock in certain areas of Washington (as well as the U.S.). Radon travels through soil and may enter school buildings through cracks and other holes in the foundation and may become trapped in enclosed spaces such as basements, vaults, utility corridors, crawl spaces, etc. Eventually, it decays into radioactive particles that can be trapped in your lungs when you breathe. As these particles in turn decay, they release radiation which can damage lung tissue and lead to lung cancer.

Radon is colorless, odorless, and tasteless. The only way to know whether or not an elevated level of radon is present in any room of a school is to test for it. If testing reveals elevated levels of radon the district will institute mitigation measures to reduce radon levels. Mitigation may include sealing major entry routes (e.g. cracks in floors and walls), venting radon gas from beneath the building slab (active sub-slab depressurization system), or pressurizing the building using the heating, ventilating, and air-conditioning (HVAC) system. Employees are encouraged to check with their district's maintenance manager for information on radon testing in the district.

PCBs

PCBs (Polychlorinated Biphenyls) are a liquid material present in some electrical power transformers and capacitors. In schools, PCBs may be present in older fluorescent light fixtures. Almost all fluorescent light fixtures made before July 1979 have an electrical component, known as a ballast, that contains small amounts of highly concentrated PCBs. Sometimes the ballast has the date of manufacture on it, and sometimes it is marked "No PCBs" by the manufacturer. If the light fixture has no manufacture date and is not marked "no PCBs," assume that the ballast contains PCBs.

The Environmental Protection Agency (EPA) has classified PCBs as a probable human carcinogen (cancer-causing substance). The most likely way that staff or students may become exposed to PCBs from light ballasts is through breathing

contaminated air or touching PCB oil or PCB-contaminated materials after a ballast leak or fire.

The district through the years has strived to replace all PCB-containing ballasts. If an employee has questions regarding the light fixtures in their building they are encouraged to contact their maintenance manager.

Indoor Air Quality

Good indoor air quality contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being for all school occupants.

In schools the definition of good indoor air quality management includes:

- Control of airborne pollutants
- Introduction and distribution of adequate outdoor air
- Maintenance of acceptable temperature and relative humidity

Good indoor air quality requires an ongoing commitment by everyone in the school district because each of us daily make decisions and performs activities that affect the quality of the air we breathe. If any employees have an issue that they perceive to be related to the indoor air environment they should express their concern with their supervisor and maintenance department. In addition, it is suggested interested employees reference the EPA's *Tools for Schools* materials for more information.

Integrated Pest Management

Integrated Pest Management (IPM) is an ecological approach to controlling unwanted vegetation, plant diseases, and problem pest populations by the use of strategies that may include biological, cultural, mechanical, and chemical control methods and that must consider human health, ecological impact, feasibility, and cost-effectiveness. When chemicals are used, La center School District strives to:

- Use the least toxic pesticide available
- Use the minimum effective amount
- Use in a manner that minimizes the potential for exposure to staff, students
- Minimize the pesticide's effect on the environment

The district is also follows the requirements found in RCW 17.21 (Washington Pesticide Application Act), section 415, which is specific to schools. This regulation details the following areas:

- Annual notification to parents and employees
- The pre-application notification requirements

- The notification at time of pesticide application
- Recordkeeping requirements

Any employee wanting more information regarding pesticide use in schools or on school grounds should contact the district Maintenance Manager.

Ergonomics

Ergonomics is the science and practice of designing jobs or workplaces to match the capabilities and limitations of the human body. A goal of ergonomics is to reduce work-related musculoskeletal disorders by adapting the work to fit the person, instead of forcing the person to adapt to the work.

The district's ergonomics program consists of the following four elements:

- **Worksite analysis:** a safety and health review that identifies jobs and workstations (including computer/desk workstations) that may contain musculoskeletal hazards, the risk factors that pose the hazards, and the causes of the risk factors.
- **Hazard prevention and control:** eliminating or minimizing the hazards identified in the workplace analysis by changing the jobs, workstations, tools or environment to fit the worker.
- **Medical management:** the effective use of available health-care resources to prevent or manage work-related musculoskeletal disorders.
- **Training and education:** a method to give both workers and supervisors an understanding of the potential risk of injuries, their causes, symptoms, prevention and treatment.

All La Center School District employees should report suspected, potential, or known ergonomic hazards to their supervisor or to the district Safety Officer. An employee who feels that they are experiencing symptoms of an ergonomics injury should report the injury to their supervisor.

Once a suspected, potential, known ergonomic hazard or an injury has been reported, the employee's supervisor will insure an investigation is conducted to determine what can be done to reduce symptoms or eliminate the hazard.

If a job activity is determined as having an ergonomic hazard, the hazardous condition will be reduced below the hazard level or to the degree technologically and economically feasible.

For further information on ergonomics, see the job specific rules in Appendix C and the written ergonomics program in Appendix E.

Back Care and Safe Lifting

Back injuries can strike just about anybody- no matter what the job. Lifting is the most common task associated with low-back injuries. You have a greater chance of preventing a back injury when lifting a load if you:

- Maintain a healthy weight
- Practice good posture
- Get regular exercise
- Use safe-lifting techniques

For lifting techniques refer to the job specific rules in Appendix C.

Back care and safe lifting training is available through the district Safety Officer or the ESD Loss Control Specialist.

Hearing Protection

Excessive sound levels or “noise” can produce hearing loss that is temporary, permanent or a combination of temporary and permanent. Besides hearing loss, hazardous noise can create physical and psychological stress, reduce productivity, interfere with communication, and contribute to accidents and injuries by making it difficult to hear warning signals.

It is the policy of this school district to protect all personnel from hearing loss. The district Safety Officer will provide guidance and coordinate any hearing conservation matters.

State WISHA regulations (WAC 296-817) govern workplace noise and require employers to determine if workers are being exposed to excessive noise levels. If workers are found to be exposed to excessive noise levels, as defined by WISHA regulations, the district will take steps to make sure employees are protected. Briefly, WISHA regulations require that if an employee has a full-day noise exposure of 85 dB or greater, the employer must institute a hearing conservation program that includes providing the employee hearing protection, training and audiometric testing. If the full-day exposure is 90dB or greater the employer must attempt to reduce the noise levels using feasible controls that might eliminate noise at the source, or provide some sort of barrier to lessen the noise level. For example: using silencers or mufflers to reduce the noise level, enclosing the noise source, or replacing older noisy equipment with quiet equipment.

Sound intensity is measured in units of decibels (dB), which describes the strength, or ‘pressure,’ of the vibrations of sound. When noise levels are above 80 decibels, people have to speak very loudly; between 85 and 90 dB, people have to shout to be heard; and when noise levels are greater than 95dB, people have to move close together to hear each other at all. If you have ringing in your ears or difficulty

hearing normal sounds for several hours after you leave work, then the sound level is excessive. Your hearing can be damaged if you are continually exposed to noise greater than 85 decibels over an 8-hour period, and exposure to 110-decibel noise can damage hearing after just 15 minutes.

Most areas of the school community are below the WISHA permissible exposure level for noise. A few areas where excessive noise may be a concern include:

- Band rooms
- Vocational education shops (wood, metal auto)
- Gymnasiums during activities
- Operation of equipment- vacuum cleaners, lawn mowers, gas-powered string trimmers, chain saws and leaf-blowers, etc.

If during your job you are exposed to loud noise, even if only for short durations, the district encourages each employee to use hearing protection to limit noise exposure. Hearing protection, such as plugs and muffs will be provided free to employees. In addition, where feasible, the district will explore noise control options.

If a specific job duty has been identified in the job hazard analysis as having a noise hazard (ex. mowing the lawn), the employee is expected to follow the recommendation provided (i.e. wear hearing protection for this task).

Training will be provided to all employees exposed to noise above the 8-hour average of 85 decibels. Training will cover the following topics:

- The effects of noise on hearing
- The purpose of hearing protectors, the advantage and disadvantages of various types, and instructions on how to use and care for them
- The purpose of audiometric testing and how it is done
- Employee access to records

If an employee has a concern about noise levels in their workplace they are encouraged to consult with their supervisor or the district Safety Officer.

**SECTION 16:
SAFETY AND HEALTH EDUCATION AND TRAINING**

Education and training are essential parts of our plan to provide a safe work place. Safety and health education programs will be provided for all employees to increase awareness of accident cause factors, to improve morale by demonstrating the district'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.

Safety and health education and training will primarily consist of New Employee Basic Safety Orientation and Job Specific Safety Training.

Safety Orientation

General safety orientation covering the Accident Prevention Program and Emergency Handbook will be provided to new employees as part of the new employee orientation program. Topics covered in this orientation include:

- Accident Prevention Program Introduction
- Safety & Health Policy
- Responsibilities - Administration & Employee
- Safety & Health Committee
- Safety Bulletin Board
- Accident (Injury) Reporting & Investigation and First Aid Facilities
- Self-Insurance Workers' Compensation Coverage
- Hazard Reporting - Unsafe Conditions and Practices
- Emergency Actions
- Basic Safety Rules
- Personal Protective Equipment
- Hazard Communication Program, MSDSs
- Safety Training Requirements
- Other WISHA-Required Safety Programs
- Bloodborne Pathogens

Each employee will acknowledge his or her attendance and participation in the basic safety orientation by signing a Safety Orientation Checklist (Appendix B). The instructor will also sign and date the form and will forward it to Human Resources to become part of their personnel file.

Reference: WAC 296-800-14005

Specific Safety and Health Education and Training

La Center School District will conduct job specific safety training for new employees and those transferred from another department in the agency before the worker is assigned tasks that require that training. Specific Safety and Health Training may include:

- Back Injury Prevention
- Slip and Fall Prevention
- Ladder Safety
- Emergency Procedures
- Hearing Conservation
- Sprain/Strain Prevention
- Confined Space Entry
- Defensive Driving
- Asbestos Awareness
- Fire Extinguisher Use
- Chemical Hygiene Officer
- Workplace Violence/Harassment
- Medically Fragile Children
- Bullying Prevention/Intervention
- Fall Protection
- First Aid/CPR/AED
- Ergonomics Awareness
- Office Safety
- Personal Protective Equipment
- Hazardous Chemical Safety
- Lockout/Tag out
- Forklift Operations
- Respiratory Protection
- Bloodborne Pathogens
- Hand and Portable Power Tool Safety
- Materials Handling
- Safe Student Transfers (lifting)
- SECURE (restraint) Training

Both the **employee and the supervisor will document any job specific required training**. The Human Resources department will maintain records of such training.

Various training materials (videos, PowerPoint presentations, web-based training, fact sheets, etc.) are available from the ESD Loss Control Specialist. The Washington Department of Labor and Industries- WISHA also maintain a video library and its web site (<http://www.lni.wa.gov/Safety/TrainTools/default.asp>) has training materials as well as some on-line safety courses that are free to use.