



# Safety Training

Orientation for New Employees

2011-2012 School Year

Educating Children For Tomorrow's World

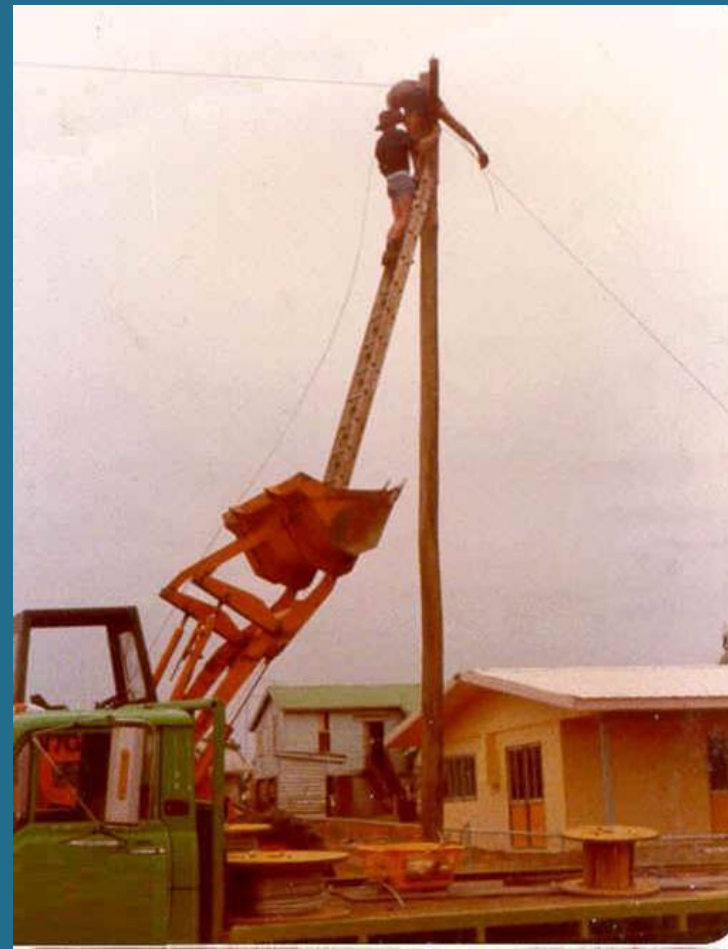
# Purpose of Training

- Create an awareness of La Center School District's safety programs and commitment to employee safety
- Learn how to promote a safe work environment
- Learn what to do in an emergency
- Learn how to prevent accidents
- Learn how school employees are injured on the job
- Comply with the Washington Industrial Safety and Health Act (WISHA)

# What is Safety

- Safety has been defined by Webster's Dictionary as
  - Freedom from danger or risk
  - Freedom of injury
- It is the control of recognized hazards
- The use of practices and procedures to prevent accidents. Accidents are unplanned, unwanted events that may result in personal injury or property damage.

# Poor Examples of Safety





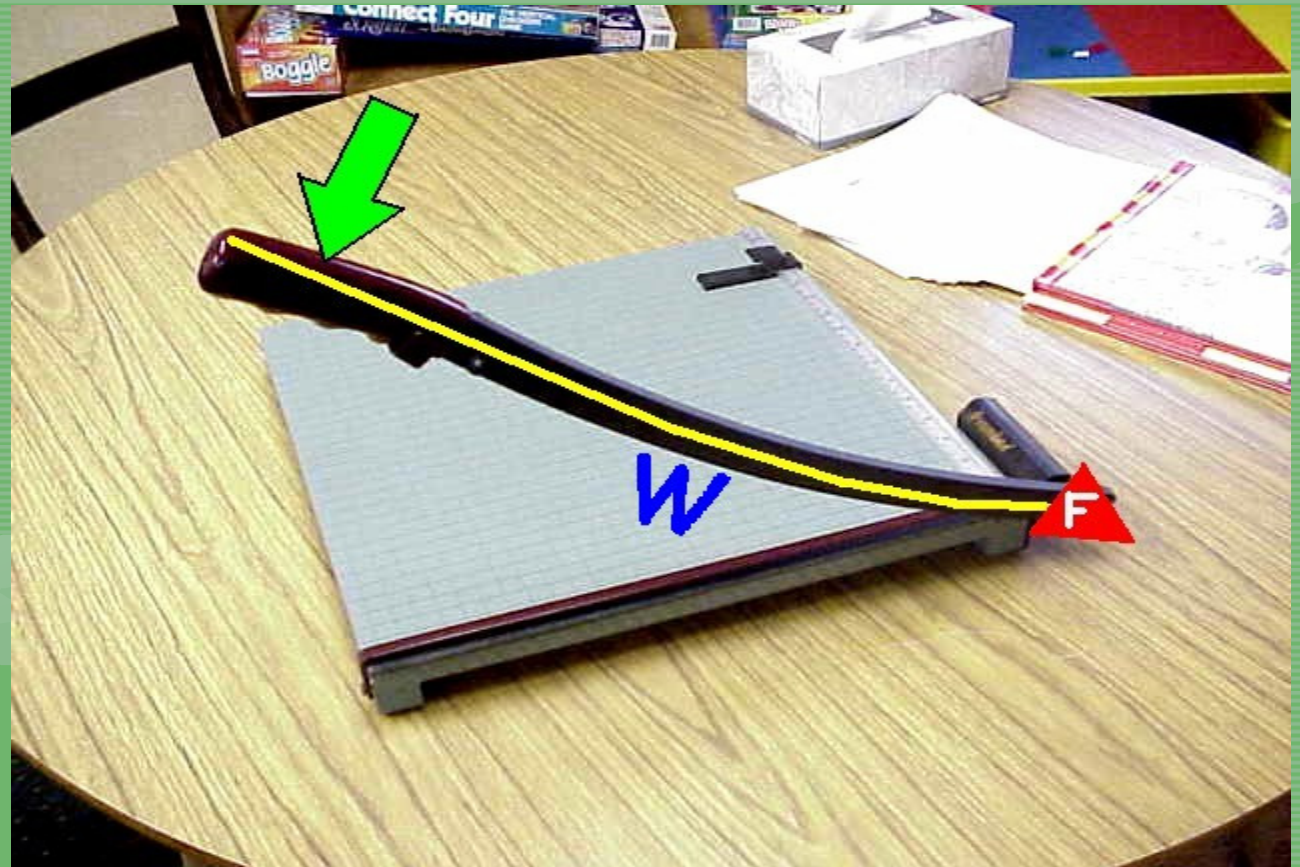


# La Center General Safety Rules

- Never do anything that is not safe in order to get the job done. If you have questions, ask your supervisor
- If the job is unsafe, report the problem to your supervisor or safety committee. They will work to find a safer way to complete the job
- Do not remove or disable any safety device.

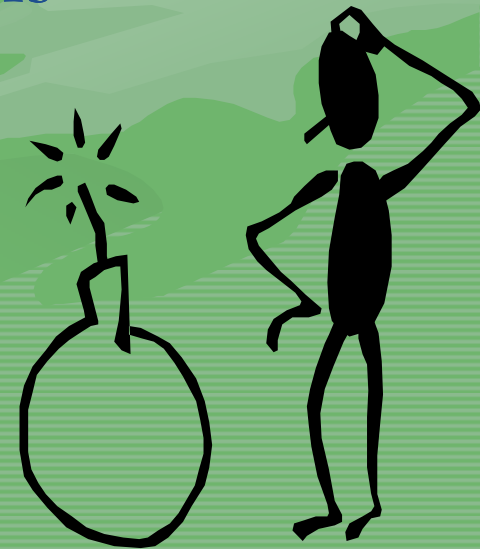
# La Center General Safety Rules

- Keep guards in place at all times on all equipment.



# La Center General Safety Rules

- Obey all safety warning signs
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited and may be grounds for termination
- Do not bring firearms, explosives or other weapons onto district property
- If you are taking a prescription, ask your doctor if there are any restrictions on work or driving.



# La Center General Safety Rules

- Good housekeeping helps prevent injuries.
  - Clean up spills immediately.
  - Replace all tools and supplies after use.
  - Do not allow scraps to accumulate where they will become a hazard.
- Smoking is prohibited on school district property
- Report all accidents
- If your worksite is unsafe, report it to your supervisor

# Most Common Injuries



- Slip, trip, and falls
- Lifting, pushing, pulling, holding, carrying and strain related
- Physical interaction with students



# Accident Prevention Plan

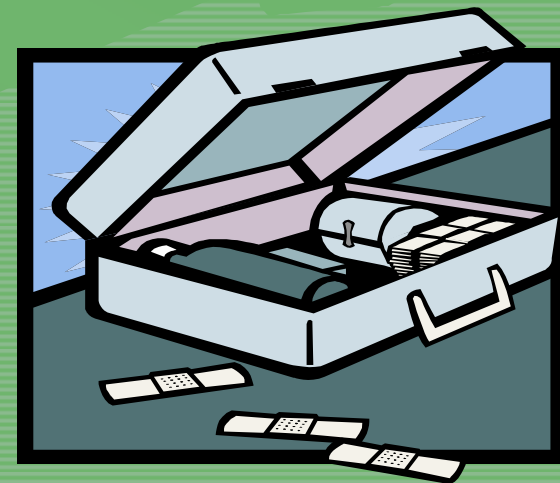
- Written document, located in the staff lounge or break room of each building for employee review
- Required by law
- Defines how the district prevents on the job injuries, illnesses, and accidents





# First Aid

- First Aid kits are located throughout each district facility. The staff lounge and the administrative office each have a first aid kit.
- The safety bulletin board also locates other first aid kits that can be found in the building. Locate the first aid kit nearest to your work area.



# First Aid

- A list of all employees with first aid and/or CPR training is located in the administrative office as well as the designated safety bulletin board.
- Learn who has this training closest to your work area.

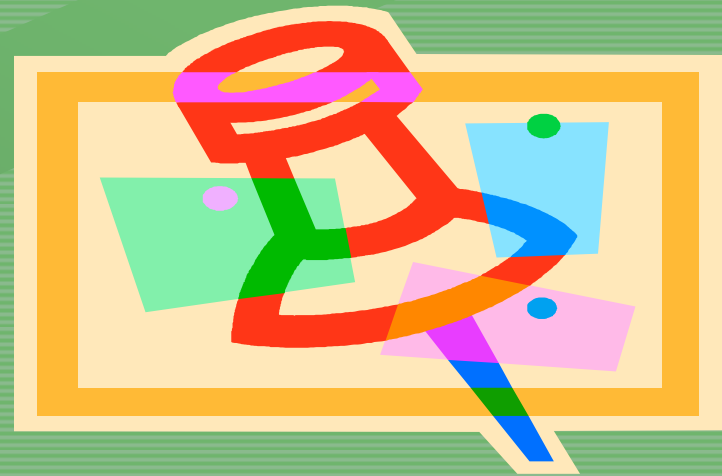


# La Center Workers Compensation Program

- The district is insured through ESD 112. For information about the program, contact Julie McKee in the Human Resources department at (360) 263-2131 ext. 203
- Workers compensation (1) pays medical costs incurred due to injuries on the job and (2) may reimburse a portion of your time loss due to your injury.

# Safety Bulletin Board

- Maintained by building safety committee and Human Resources
- Located in or near the staff room of all building facilities.
- Find the location of the safety bulletin board in your building.



# Safety Bulletin Board

- First Aid Kit Locations
- Labor and Industries Posters
- List of Safety Committee Members
- Hazard report forms
- Material Safety Data Sheets (MSDS)
- List of First Aid/CPR qualified individuals
- Safety Bulletins
- List of first aid information
- Safety Committee Minutes
- Other safety information

# Safety Committee

- Each district facility has a safety committee that is responsible for discussing safety issues within the facility and reviewing all facility accident reports.
- The facilities' representatives' names are listed on the safety bulletin board.
- If you have any questions about a safety issue, or need to report a safety concern, contact an individual on the safety committee or call the Human Resources department.

# Safety Committee

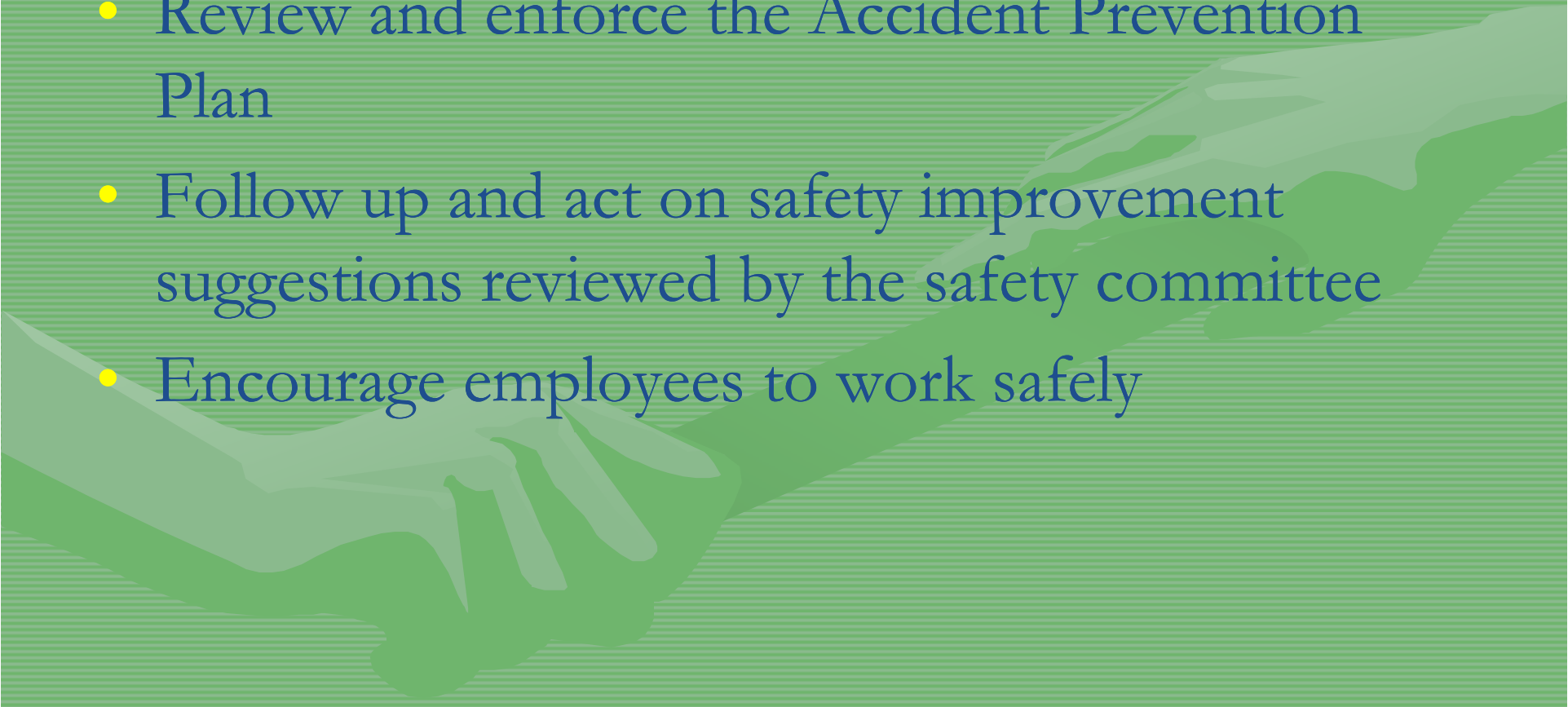
- Each safety committee is comprised of employee elected and employer appointed members
- Safety committees review safety complaints and employee accidents. They also periodically check the building grounds for hazards.
- Meets on a regular schedule, minutes are available to employees after each meeting
- Contact your building administrator if you are interested in serving on the safety committee

# Responsibilities – Administrators and Supervisors

- Ensure that all safety rules are followed
- Maintain records necessary to monitor and enforce safety in the workplace
- Investigate workplace accidents
- Provide training
- Participate in the safety committee
- Explain building evacuation plan



# Responsibilities – Administrators and Supervisors

- Set a good example for employees
  - Review and enforce the Accident Prevention Plan
  - Follow up and act on safety improvement suggestions reviewed by the safety committee
  - Encourage employees to work safely
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# Employees are responsible to

- Understand and follow all safety rules and procedures
  - Ask questions when you do not understand a rule, procedure, equipment or how to use your assigned personal protective equipment
  - Participate in all safety drills



# Employees are responsible to...

- Report or correct unsafe working conditions. If you spot an unsafe condition, report it immediately to your supervisor or building secretary.
- Report all accidents.
- Use proper body mechanics when lifting



# Employees are responsible to...

- Remain with or mark the hazard that poses an immediate threat on contact until another employee can be summoned for help. (spill of water on the floor)



# Employees are responsible to...

- Alert the building to the hazard when it poses an immediate threat to the safety of the building population. (FIRE)



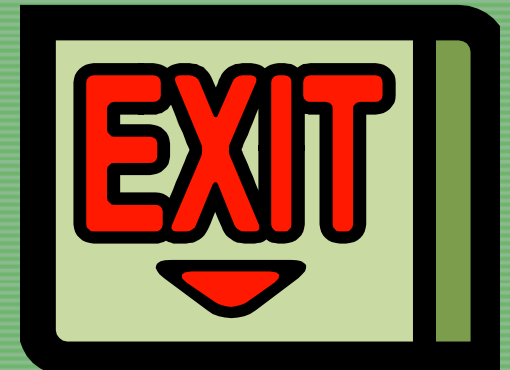
# Employees are responsible to...

- Lift safely with your knees, not your back
- Keep your work area clean. Avoid clutter.
- Wear and maintain all personal protective equipment
- Participate in safety training and contribute to the safety program
- Keep exits clear



# Employees are responsible to...

- Mark equipment that is not safe and notify a building administrator or building secretary of the problem
- Do not block access to safety equipment
- Know both the primary and secondary emergency exits to your work area
- Follow safety rules



# Employees are responsible to...

- Instructions on how to lift safely
  - Size up the load. Test it to see if you can lift it safely. If not, ask for help! Your building custodian or another coworker can be a tremendous help.
  - Get as close to the load as possible before lifting it and keep it close.
  - Try not to lift with your back.



# Employees are responsible to...

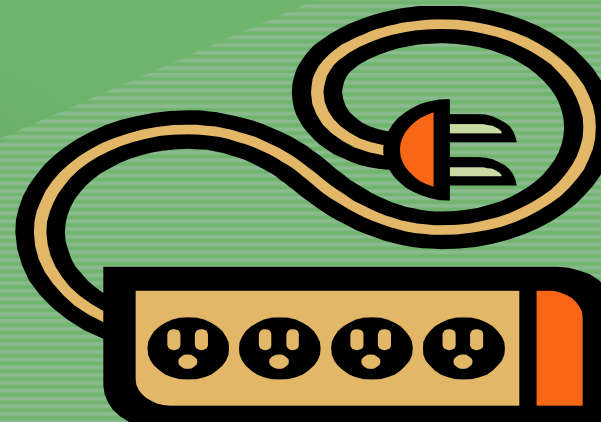
- Instructions on how to lift safely
  - Do not twist while lifting. Make sure your feet point in the direction of your lift.
  - Lift smoothly and slowly.
  - Try not to lift from the floor if possible.
  - Make sure your footing is secure. Check for obstructions along your intended path before lifting

# Employees are responsible to...

- Instructions on how to lift safely
  - Give your self a chance to recover between lifts
  - Use the same principles for putting an object down as you did for lifting it
  - Try to avoid carrying a load more than 10 feet. Use a dolly or cart when possible.
  - Lift with your knees, not your back!

# Fire Prevention

- Each district building is inspected annually by the responding fire department.
- Typical violations include
  - Plugging a surge protector into a surge protector or an extension cord



# Fire Prevention

- Typical violations include
  - Storing combustible materials too close to the ceiling
  - Blocking emergency exits
  - Blocking electrical panels
  - Using an extension cord as a permanent wiring solution

# What to do in an emergency...

- An evacuation map for the building is posted in each building classroom next to the exit door. Find your proper exit route.
- Your building administrator will go over your building evacuation plan at the beginning of the school year.
- Your building will conduct evacuation drills. Participation is **REQUIRED**.

# What to do in an emergency...

- Fire
  - Pull stations
    - To be used to notify the building of an active fire
    - Do not return to the building until given the all clear from the fire department or building administration
  - Find the pull station nearest to your work area

# What to do in an emergency...

- Fire
  - Fire extinguishers
    - Hands on training will be offered by the local fire department each school year
    - If you teach a lab class, additional training may be required



# What to do in an emergency...

- Fire
  - Fire extinguishers
    - All lead custodians are trained in the proper use of fire extinguishers in each building
    - Only to be used when the fire is small and contained, like in a waste basket



# What to do in an emergency...

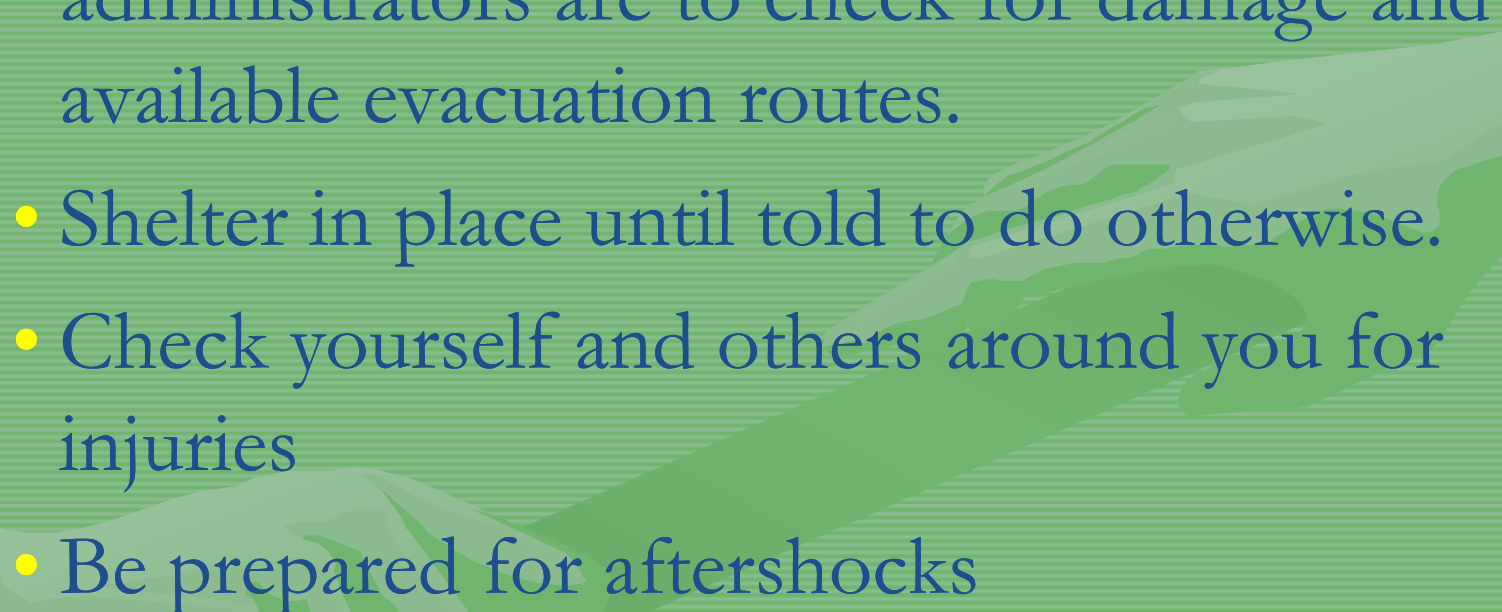
- **Earthquake**

- Inside the building

- Drop under a desk or table, cover your head and hold on to the table or desk.
- Locate yourself away from windows, file cabinets, bookcases or glass dividers



# What to do in an emergency...

- When the shaking stops, building administrators are to check for damage and available evacuation routes.
  - Shelter in place until told to do otherwise.
  - Check yourself and others around you for injuries
  - Be prepared for aftershocks
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- A stylized illustration of two hands, one larger and one smaller, holding each other. The hands are rendered in various shades of green, with the larger hand on the right and the smaller hand on the left. The background is a solid green color.

# What to do in an emergency...

- Do not use the phone unless there is an emergency. The school district has the ability to maintain contact with authorities and other buildings in the event that land based communications fail
- Turn on a radio if available and listen for safety information

# What to do in an emergency...



- If you smell gas, tell an administrator or the building custodian to turn off the gas at the main.
- Do not touch downed power lines
- Do not reenter a building once an evacuation has been completed



# What to do in an emergency...

## – Outside a building

- Stay away from buildings and structures
- Avoid obvious dangers such as trees and utility lines
- Drop and cover

## – On the road

- Drive away from overpasses/underpasses
- Stop in a safe area
- Stay in the vehicle

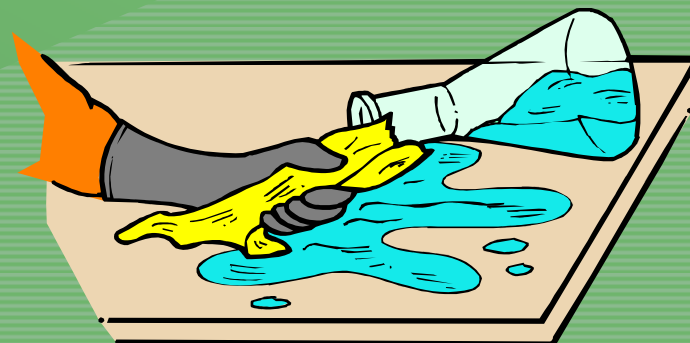
# Chemicals

- Through the districts operation, a variety of chemicals are used on a daily basis.
- All chemicals used by the district have an Material Safety Data Sheet (MSDS) that is on file
- MSDS Notebooks can be found in each custodial closet in each facility.



# Chemicals

- Lab specific MSDS notebooks are located with the science teachers in each building
- Locate your MSDS sheet notebook.
- Know what to do in the event of an accidental exposure
- Use chemicals only in a well ventilated area



# Chemicals

- MSDS sheets are provided by the manufacturer and contain information about each chemical and what to do if exposed to a chemical
- The use of outside chemicals, such as 409, Windex, and Clorox that are not provided by the district are **PROHIBITED** in district facilities.

# Personal Protective Equipment

- Bloodborne pathogen training is part of La Center's safety program and must be completed within six months of hire.
- Each classroom contains rubber gloves and some classrooms with CPR trained staff members have CPR guards.
- If your job requires PPE use, you are required to wear it



# Personal Protective Equipment

- Certain jobs in the district require the use of Personal Protective Equipment (PPE). If your job requires the use of this, talk to your supervisor.
- Examples of PPE include gloves, goggles, and face shields
- Notify your supervisor if your PPE is lost or damaged so a replacement can be issued



# Other WISHA programs

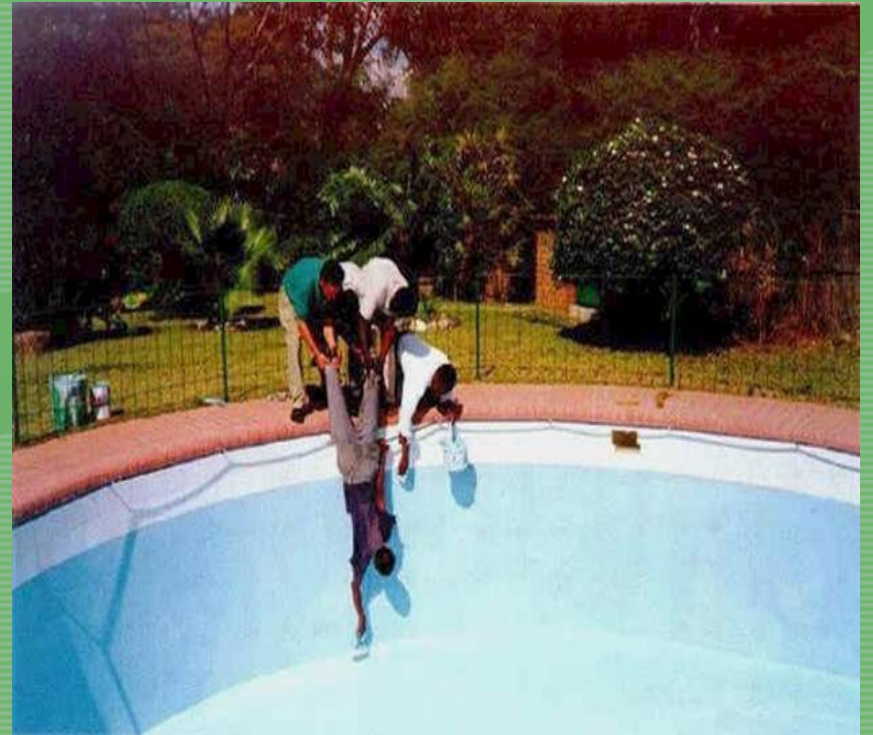
- If your job duties include certain hazards, you are required to receive additional safety training. Examples of other training
  - Bloodborne pathogens (all employees must complete within six months of hire)
  - Fall protection
  - Control of hazardous energy
  - Ergonomics awareness/safe lifting

# Other WISHA programs

- Forklift operations
  - Hearing conservation
  - Respiratory protection
  - Chemical hygiene
  - First aid/CPR
  - Defensive driving
  - Office safety
- 

# Summary

- The accident prevention program is part of the overall safety effort
- Employees are responsible for helping to ensure a safe environment
  - Make safety a priority
  - Use good judgment



# Summary



- All on the job accidents and injuries must be reported
  - Report all hazards to your supervisor
  - Follow safe work practices
  - Participate in training/education

# Questions

- For more information about the subjects covered, contact
  - Your immediate supervisor
  - Your building administration
  - Safety committee members
  - Risk Management at ESD 112

