

***GRANITE FALLS SCHOOL
DISTRICT #332***

**EMPLOYEE SAFETY AND ACCIDENT
PREVENTION PROGRAM**

INTRODUCTION

Job safety is a prime concern for our school district. It is the intent of this publication to reduce the source of loss and accidents by providing answers to the questions that originate during introduction to employment in our organization, or as a reference for you who are already employed with the school district.

WASHINGTON STATE INDUSTRIAL SAFETY AND HEALTH ACT (WISHA)

Washington State has been a leader in the attempt to create safe and healthful environments in which to work. As an employee of the Granite Falls School District, you are covered under the Washington State Safety and Health Act and thus have certain responsibilities. The act specifically requires that you comply with all safety and health standards which apply to your own actions on the job. Therefore, for your own benefit and for the benefit of co-workers and others, you the employee must:

- Read the WISHA poster. The law requires it to be posted prominently at your work location.
- Follow all safety and health rules and wear or use all prescribed protective gear and equipment. You are expected to comply with all internal safety and health rules issued.
- Failure to obey the WISHA codes and district safety and health rules may result in a reprimand, suspension or dismissal.
- **Report** job related injuries or illnesses to your supervisor and seek treatment promptly. The necessary forms are available from your building secretary.
- **Cooperate** with the WISHA inspector and supervisor as he/she inspects your job site. Exercise your rights under the act in a responsible manner.

EMPLOYEE RESPONSIBILITIES

The most important responsibility workers have regarding safety is to perform work as trained. Employees must learn and obey rules and consult procedure manuals, work rules or more experienced workers or supervisors if they are doing an unfamiliar task. Workers must watch for hazards and become involved in safety discussions. **Employees must always report accidents and injuries no matter how serious.**

EMPLOYER RESPONSIBILITIES

The Board of Directors has the foremost responsibility in providing a safe and harm-free working environment. This responsibility and authority covers all aspects of the district's operational and safety procedures. This handbook was developed to insure an understanding of the district's efforts in meeting management's responsibilities. By far the most important single ingredient and responsibility of supervisors and administrators, in the pursuit of a functional safety and accident prevention program, is the development and continued support of a positive safety attitude of all assigned workers and staff within the Granite Falls School District.

Employers must emphasize the need for safety. Before employees can work safely, they must be shown the safe and proper way to perform a task. Employers must plan the safest way to complete the work and oversee daily work activity. Employers must perform hazard inspections on a regular basis.

ACCIDENT AND LOSS PREVENTION PROGRAM

It shall be the responsibility of the school district to initiate and maintain a viable accident and loss prevention program (WAC 296-24-040).

The district program provides for optimum staff safety and loss control through the implementation of:

A. **Employee Education and Training:** To diminish the likelihood of accidents or losses, training sessions are presented so that information can be disseminated which will enable the district to maintain a safe environment. These training sessions may be during a staff meeting or new employee orientation or when new specialized needs arise. As new procedures, materials or equipment become a part of the required function, involved employees will be trained. Changes in job assignment or classification may also require new training. Recurrent training is essential in certain job classifications to insure that sound procedures are being maintained. These sessions should be a part of your department or crew meetings.

B. **Self-Inspection Schedule:** A prerequisite for maintaining a safe workplace is periodic inspections that could reveal conditions that are or could pose potential hazards. The first line of prevention is a daily inspection conducted by you, at your work location. Any hazardous condition you observe that could produce an unsafe situation must be reported to your immediate supervisor. Depending on the type of operation, there may be inspection checklists. In this situation, your inspection will not only insure a safe operation, but will allow the task to be accomplished with the aid of a checklist. This will ensure that any potentially hazardous condition will be recorded, reported and corrected.

C. **Injury and Accident Investigation:** An accident is an unplanned event. Sometimes accidents injure people or damage things. An unplanned interruption of the work flow is an accident. Behind every accident there is a sequence of contributing causes. By recognizing and eliminating the causes, it is possible to avoid a reoccurrence of the accident.

Post accident investigation helps identify cause factors. A careful and complete accident investigation should reveal all the major contributing causes. Most accidents can be prevented by removing a single cause factor. Although some factors may be more apparent and correctable than others, you should resist the tendency to correct one or two of the most obvious and forget the rest.

D. **Accident Investigation and Reporting:** **REPORT ALL ACCIDENTS PROMPTLY** to the immediate supervisor for evaluation/investigation. Accident report forms can be obtained from all building secretaries. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and eliminating these causes. The removal of just a single cause can prevent a reoccurrence. During the supervisor's evaluation, he/she 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. investigation, report, correct, etc.).

Medical Emergency Procedure: An aid car will be called in the case where the employee needs immediate medical attention.

1) **Minor Injuries and Illnesses:** After the emergency actions (if needed) following an accident, an accident report will be completed by the employee in conjunction with any witnesses to the accident, to determine the causes, and turned in to your immediate supervisor. The findings of the investigation shall be documented on an accident investigation form. Distribution of the completed form will be as follows:

- a. Copy to the building principal or supervisor
- b. Copy to L & I Administrator at the Administrative Building
- c. Copy to Safety Committee Chairperson

2) **Major Injuries and Illnesses (fatality or multiple hospitalizations):** The Superintendent, immediate supervisor and Safety Committee chairperson are to be notified immediately by the person in charge. An investigation under the direction of the Superintendent will be conducted. In addition to the building administrator, the inspection party will include the safety officer, supervisor of the injured person(s) and a representative from the Safety Committee.

In the case of a fatality, or if two or more employees are hospitalized for the same injury or illness, the Superintendent will report the accident to the nearest office of the Department of Labor and Industries, telephoning within 24 hours after the occurrence of the accident. The report shall relate the circumstances, the number of fatalities and the extent of any injuries or illnesses.

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

3) **Near-Misses (likelihood of personal injury or property damage):** To the greatest extent possible, all “near-miss” accidents shall be investigated by a supervisor and Safety Committee representative. Documentation will be made on the district’s accident report form or in the case of property damage, the district property damage report form. A near-miss accident is defined as an unplanned event where damage resulted to equipment, but there was no personal injury to employees or where damage did not result, but the likelihood of personal injury to the employee was great. If the conditions which permitted the near-miss or “close call” to exist are not eliminated, they will continue to be available to cause additional accidents, which could eventually result in personal injury to the employee.

E. **Record Keeping System:** State law requires that our district maintain records of occupational injuries and illnesses. The following records are required under the Washington Industrial Safety and Health Act:

1. Log of occupational injuries and illnesses
2. Record of each accident
3. Annual summary of accidents
4. Record of accident prevention activities

F. **Fire Safety Inspections:** Inspections are required for all fire equipment. This is usually performed by a private firm hired by the district. Inspections are done annually. Fire safety and industrial safety inspections should be combined where acceptable. Because fire inspections have a unique difference from industrial inspections. Checklists should be followed to make certain all conditions are inspected and recorded.

G. **Emergency Drills:** A fire drill will be conducted at least three times each year. All personnel must evacuate the building during a fire drill. Teachers must remove from the building their current enrollment records to aid in accounting for students. All fire drills must be logged by the school custodian on a specified form.

All employees shall be instructed regarding their duties and responsibilities during a fire drill. Employees shall be instructed in the location of building exits and routes to be used in evacuating the building. The signal for a fire drill shall be identical to the signal used for an actual fire. No employee shall receive advanced warning of an impending drill.

Earthquake Drills Shall Be Held Twice a Year

NATURAL DISASTERS AND EMERGENCIES

When an emergency within a school or department necessitates total or partial closure, threatens the safety and well being of employees and/or students, and/or interferes in the normal operation of the school or department, the following emergency reporting procedures will be followed, as outlined in the Emergency Preparedness Plan. This plan is located in your building and additional information is located in your staff handbook.

IF YOU NEED MEDICAL ATTENTION RESULTING FROM AN ON THE JOB INJURY OR ILLNESS

Go to your physician or hospital of choice and explain that you are being seen due to a work-related accident. All physicians have Washington State Industrial claim forms. Your medical bills will be paid by the state fund, as long as you report your injury promptly and your employer does not question the validity of your claim.

POLICY STATEMENT ON INDUSTRIAL ACCIDENTS

Failure to report your accident promptly may delay processing of your claim and could result in a possible denial.

DAMAGED PROPERTY ACCIDENTS

Accidents which involve property damage must be reported to the supervisor responsible for that area. It is imperative for such accidents to be reported, as they may be indicators of potential future hazards to employees.

WORKER'S GUIDE TO INDUSTRIAL INSURANCE BENEFITS

LABOR AND INDUSTRIES INSURANCE

Industrial injuries and occupational diseases cause pain and hardship for both workers and employers. Workers suffer physical discomfort, loss of income, loss of self-esteem and loss of employment. Under the State's Industrial Insurance Act, the Washington State Fund provides no-fault accident and disability coverage for nearly all workers. This insurance is designed to cover medical expenses and to partially make up for wages lost while a worker recovers. Other benefits, such as vocational counseling or transitional work opportunities, also may be available.

YOUR RIGHTS AND RESPONSIBILITIES

Your industrial insurance benefits will be provided by the Washington State Fund, which is administered by the Department of Labor and Industries.

CHOICE OF DOCTOR

You may choose any doctor who is qualified to treat your injury or disease and who is reasonably convenient to treat you. You may change doctors or ask for a consulting opinion from another doctor if you feel you are not making proper progress with the current doctor. However, to ensure proper payment of your medical bills, *you must get approval from your claims manager before changing doctors or seeking another opinion.*

PROTECTION WHEN FILING A CLAIM

If you believe your employer has discriminated against you because you filed a claim, or expressed an intent to file, you can submit a discrimination complaint by writing to L & I Investigations, PO Box 44277, Olympia, WA 98504-4277. You must act within 90 days. If the Department of L & I finds your complaint is valid, they will take legal action against your employer.

TRUTH OF INFORMATION

Any person claiming benefits under the Workers' Compensation Act who knowingly gives false information will be guilty of a class C felony when the claim involves \$500 or more. When the claim involves less than \$500, a person knowingly giving false information shall be guilty of a gross misdemeanor.

SOCIAL SECURITY BENEFITS

You should report to your claim manager any Social Security payments you receive. In some cases, you may receive both time-loss and Social Security disability or retirement benefits. However, if the combined benefits total more than the maximum amount allowed under a formula contained in the federal Social Security law, your time-loss payments will be reduced by the amount that exceeds the maximum. In no case will your combined amount be reduced to less than you would receive on time-loss alone.

INJURIES OR DISEASES CAUSED BY SOMEONE ELSE

You cannot sue your employer or co-workers when a work related injury or disease occurs. You can, however, sue another company-or someone not working for your employer-if that company or person is responsible for your injury. If you believe a third party may have been responsible for your injury or occupational disease, contact L & I's Third Party Section at PO Box 44288, Olympia, WA 98504-4288 or phone 360-902-5102.

ASBESTOS RELATED CONDITIONS

L & I will provide benefits to those who would be eligible under State law. To be eligible, there must be objective clinical findings to prove that you have an asbestos related occupational disease, and your work history must indicate an injurious exposure to asbestos fibers while you worked for a business within Washington State. Once L & I has determined which employer is liable, L & I will pursue repayment of benefits from the appropriate insurance program.

All Granite Falls School District buildings have been tested for asbestos and comply with OSHA standards.

IF YOU SUFFER A JOB RELATED INJURY OR OCCUPATIONAL DISEASE

You must report your injury or occupational disease in a timely manner. Injuries must be reported within one (1) year. Diseases must be reported within two (2) years after receiving written notice from a doctor that the condition exists and is work related.

- Report your injury or exposure to your employer as soon as possible.
- File a claim for industrial insurance benefits.
- Cooperate with your doctor, employer and others who try to help you during your recovery.
- Work closely with your L & I claim manager.

SERVICES PROVIDED BY THE WASHINGTON STATE FUND

As an employee covered by the Washington State Fund, you are entitled to medical coverage and other services necessary for the treatment of workplace injuries or occupational diseases. L & I covers the cost of all doctor, hospital, surgical and related costs of treatment of your injury or disease.

TIME-LOSS: WAGE REPLACEMENT BENEFITS

If you are unable to work as a result of your injury or disease, you will be paid a portion of your regular wages. These tax free benefits are called time-loss payments. They are based on a percentage of your wages, marital status and number of legally dependent children.

Time-loss is paid if you are unable to work for more than the three days immediately following the date of your injury. Your doctor must let L & I know you are unable to work as a result of your injury or occupational disease.

The Granite Falls School District employees can use their accumulated sick leave to supplement their time-loss checks. This supplement cannot exceed their original salary. You may wish to use accumulated sick leave and turn your L & I checks into the payroll office for sick leave reimbursement. Please contact the payroll office for more specific information.

PROPERTY DAMAGE

Repair or replacement of personal clothing, footwear or protective equipment is covered when an item is lost or damaged because of a work related injury. The same is true if those items are lost or damaged because of emergency treatment offered on the scene. Receipts for repair or replacement of articles are required. Copies of receipts should be attached to the bill.

TRAVEL EXPENSES

When necessary for the treatment of your injury or occupational disease, approved travel expenses for mileage, food and lodging are reimbursable at the current department rate. Receipts are required for all expenses, except parking expenses under \$10.00. Reimbursement requests must be made within 90 days of the trip.

RETURN TO WORK ASSISTANCE

Department of L & I provides return to work services to identify and resolve problems that may be preventing your return to work. You are expected to actively participate in all return to work activities.

VOCATIONAL PLAN

If vocational services are necessary and are likely to help you become employable, your claim manager will ask your counselor to work with you to prepare a vocational plan that will list specific services you need to become employed and the responsibilities that you, your counselor, your employer and others must meet.

PERMANENT DISABILITIES OR DEATH

If your injury or occupational disease causes permanent loss of bodily function, you will be paid a fixed amount, referred to as a permanent partial disability award. Specified disabilities result in a fixed award or settlement. Unspecified disability payments are based on the percentage of physical function you have lost. Since the award or settlement is based on the degree of damage suffered and not whether you can work, you should return to your job as soon as your doctor releases you for work. You will not jeopardize your award amount by working.

PENSION AWARDS

Pensions are granted automatically if your accident results in the loss or total paralysis of both legs or arms, one leg and one arm or a total loss of eyesight. Pension benefits, called permanent total disability awards, are paid monthly in an amount based on your time-loss entitlement.

SURVIVOR BENEFITS

If a work related injury or disease results in death, the surviving spouse and dependent children receive a monthly pension. In addition, they receive an immediate cash payment and a designated amount can be paid for funeral expenses.

INFORMATION AND ASSISTANCE

If you have questions or concerns regarding your claim, call our automated hotline number at 1-800-831-5277. This voice response system allows you to dial directly into L & I's information system and extract specific details. If you have additional concerns about your claim, call the Office of Information and Assistance at 1-800-547-8367 or 360-902-5797 for TDD service.

IF YOU DISAGREE WITH A DECISION

If you believe a decision is wrong, you may challenge it in one of two ways - you can either protest to L & I or appeal to the Board of Industrial Appeals. But first, it may help to talk to your claim manager. If you are still dissatisfied, you should send written protest to L & I *within 60 days of receiving the department's decision*. Send your protest to the Claims Section at PO Box 44291, Olympia, WA 98504-4291.

IF VOCATIONAL BENEFITS ARE DENIED

If you disagree with your claim manager's decision regarding your eligibility for vocational rehabilitation or the service contained in your approved plan, you may dispute the decision by notifying the Director of Labor and Industries. Send your written complaint to the Vocational Dispute Resolution Office, Department of Labor & Industries, PO Box 44880, Olympia, WA 98504-4880. *You must write the department within 15 days after receiving the notice with which you disagree.*

IF YOUR CONDITION WORSENS

After your claim has been closed, if objective medical evidence shows the condition caused by your injury or disease has worsened and requires additional medical attention, you may apply to reopen your claim. You have seven (7) years from the date your first claim closure becomes final to request reopening, or in the case of an eye injury, 10 years. In most cases, a decision on your request will be made within 90 days. All claims first closed between July 1, 1981 and July 1, 1985, will be treated as though they were closed on July 1, 1985. Application forms for reopening claims are available through your doctor's office.

IF YOU NEED LEGAL ASSISTANCE

You may choose to have an attorney represent you at any time. While an attorney's services usually are not necessary in a protest to L & I, you may want an attorney's advice before appealing a decision to the Board of Industrial Insurance Appeals.

Attorney fees are limited by law to a maximum of 30% of any increased benefits received as a result of the protest action. Because this maximum fee may not always be reasonable, either L & I or the Board will set a reasonable fee for your attorney's services upon request.

HOW YOUR CLAIM IS CLOSED

Three items are considered in closing a claim: your medical condition, your employability and any permanent physical impairment resulting from the injury or occupational disease. Your claim will be closed when your treatment is completed, your doctor notifies us that your condition is medically stable and you are able to return to work. You'll be notified that your claim is closed by a *order and notice* from L & I.

DEPARTMENT OF LABOR & INDUSTRIES SERVICE LOCATIONS

Everett 8625 Evergreen Way, Suite 250 Everett, WA 98208-2620
206-290-1300

SAFETY TRAINING

NEW EMPLOYEE ORIENTATION AND SAFETY TRAINING

New employee indoctrination is necessary in preparing the new employee for the hazards that may be involved in the new job. The goal of training is to make the employee aware and skilled in performing the job effectively and safely. A record of training must be maintained. Employees should be cautioned not to attempt a task that requires training or equipment or involves safety procedures that must be followed until the training is completed.

All employees will receive the Right to Know Training at their new employee orientation. This training involves information regarding hazardous materials that may be of concern to our school district employees. New employees will also receive training regarding bloodborne pathogens. Some employees who are at risk of infection may receive annual universal precaution training for Hepatitis B and AIDS.

REQUIREMENTS FOR FIRST AID AND INSTRUCTION

Certain occupations require that the employee maintains valid first aid competency. Job descriptions will indicate if first aid competency is required.

LOCATION OF FIRST AID FACILITIES

First aid facilities are required to be located at each worksite. Each employee will be instructed by the immediate supervisor on the location of the facility. Each school has a nurse station which contains first aid supplies.

PERSONAL PROTECTIVE EQUIPMENT

There are unavoidable tasks that necessitate employees wearing equipment designed to prevent injury. When such equipment is necessary, the employee shall be required to use such apparatus. This equipment will not be utilized and the task will not be attempted if the equipment is unsafe. A report to the immediate supervisor on the equipment that does not meet safety standards must be submitted. Employees are required to maintain and care for their equipment. The supervisor shall monitor the use of safety equipment, making certain the equipment is safe and is being properly used and maintained.

LIFTING TRAINING

Since many employees are involved in lifting equipment or students, training can be given to specified groups of employees when the need is determined. See diagrams in back.

BACK INJURY PREVENTION

The policy of the Granite Falls School District is to see that all precautions are being taken by each employee to prevent back injury or any type of back sprain or strain. There is no reason why a person must lift more than he or she is able. The following is a brief description of proper lifting techniques:

Lifting Techniques

- Feet parted one along side, one behind the object.
- Sit down position with spine straight, but that doesn't mean vertical.
- Chin tucked in to line up the neck with the spine.
- Grip object with the whole hand, using the palm not just the fingers.
- Elbows and arms tucked in for more power.
- Body weight directly over the feet. Start lift with thrust by rear legs.
- Ask for help when it's necessary to lift any object which, because of its weight, size or shape, is too difficult to handle.

Handling Materials

- Hold object close to body.
- If you have to turn with a load, change the position of your feet. Do not twist.
- Avoid reaching too far.
- Change body position regularly - transfer weight from leg to leg.
- Use mechanical devices when possible.

Moving Material

- Push the object rather than pull.
- When needed, get plenty of help.
- Use mechanical devices when possible.

General Safety Suggestions

- Develop an attitude that is positive.
- Understand the job assignment and safety conditions.
- Perform safety checks as required by the job assignment.
- Report unsafe conditions to supervisor.
- Report all injuries as soon after immediate care for the injured has been accomplished (no matter how small).
- Assist persons assigned to accident investigation to help prevent future occurrences.

SAFETY COMMITTEE

1. Each location shall have a designated Safety Committee representative.
2. The Safety Committee shall have an elected chairperson.
3. The Safety Committee shall be responsible for determining the frequency of committee meetings.
 - a. The committee shall be responsible for determining the date, hour and location of the meetings.
 - b. The length of each meeting shall not exceed an hour except by majority vote of the committee.
4. Minutes of each committee meeting shall be prepared and filed for a period of at least one (1) year and shall be made available for review by non-compliance personnel of the Division of Safety and Health.
5. Safety committee meetings shall address the following:
 - a. A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
 - b. An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe conditions involved was properly identified and correct.
 - c. An evaluation of the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
 - d. Attendance shall be documented.
 - e. Each subject(s) discussed shall be documented.

SAFETY BULLETIN BOARDS

There shall be installed and maintained in every work site employing eight or more persons, a safety bulletin board sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics and other safety materials.

YOUR SAFETY COMMITTEE MEMBERS

<u>Name</u>	<u>Position</u>	<u>Bldg</u>
Don Blacker	Head Custodian	Monte Cristo Elem
Colette Dahl	District Nurse	Middle School
Gene Goss	Head Custodian	High School
Jay Hardy	Head Custodian	Middle School
John Adams	HS Certificated Instructor	High School
Linda Johnson	Payroll Officer	Admin. Building
John Maik	Maintenance	Admin. Maintenance
Mike Marquez	Head Custodian	Mt. Way Elem.