

MERIDIAN SCHOOL DISTRICT

ACCIDENT PREVENTION PROGRAM

August 21, 2002

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Accident Prevention Program

August 21, 2002

Introduction

Safety of Meridian School District employees is a priority. Meridian School District believes safety is the responsibility of all Meridian School District employees. In order to create a safe work environment, the Meridian School District and its employees work together to promote awareness and respect for safety. Industrial injury accidents create a no-win situation for everyone involved. Employees experience pain, suffering, and incapacitation while the district suffers from the loss of the injured person's contributions. This document provides information and guidance for the establishment and maintenance of an accident-free work environment.

It shall be the responsibility of management to establish, supervise, and enforce in a manner that is effective in practice:

- (a) A safe and healthful working environment.
- (b) An accident prevention program as required by state standards (WAC 296-800-14005).
- (c) Training programs to improve the skill and competency of all employees in the field of occupational safety and health. Such training shall include the on-the-job instructions on the safe use of powered materials handling equipment, machine tool operations, use of toxic materials and operation of utility systems prior to assignments to jobs involving such exposures (WAC 296-24).

Board Policy

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines or the American Red Cross or equivalent training provided by the district nurses. Each school and work site shall have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station shall be established.

The superintendent shall develop necessary safety and health standards to comply with Department of Labor requirements.

Safety and Health Program

The total safety and health program for the Meridian School District includes:

- Providing training programs to improve skill and competency in the safe use and operations of power equipment, use of toxic materials, and operation of utility systems prior to assignment to jobs involving such exposures.
- Implementing an accident prevention program that describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies, and how to report injuries.
- Forming a safety and health committee composed of representatives of each department, which shall review safety and health inspections, evaluate accident investigations, and recommend improvements where needed (WAC 296-800-13005).
- Maintaining a safety bulletin board to post and display safety information (WAC 296-800-19005).
- Assuring a person who holds a valid first aid/CPR certificate is present or available at all times.
- Maintaining a well-marked first-aid kit and/or station if the work site has more than fifty (50) employees.
- Providing required personal protective equipment (PPE) assessment and training on proper use of required PPE(WAC 296-800-16020 and 296-800-16025).
- Furnishing a work place free of safety hazards and containing safety devices and safeguards consistent with Department of Labor & Industry requirements.
- Preparing and maintaining an up-to-date list of hazardous chemicals present at each site, labeling and providing hazardous warnings for hazardous chemicals at each site.
- Replacing missing, unreadable, or incorrect labels.
- Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
- Maintaining current MSDS files and distributing to supervisors.
- Maintaining easily accessible MSDS files, and making MSDS available to staff members.
- Training staff members at time of initial assignment or whenever a new hazard is introduced.
- Preparing a training manual which immediate supervisors can use to create training sessions specific to their site.
- Maintaining records which show employees have received training and information.
- Providing and implementing an Infection Control Program consistent with WAC 296-62-08001.
- Providing and implementing a Drug-Free Workplace consistent with WAC 180-86 and WAC 180-87 (Policy 5201).
- Prohibiting and providing training for sexual harassment (Policy 6590).
- Providing and implementing a Risk Management Program (Policy 6500).
- Providing and implementing an Emergency/Crisis Procedure Manual.

Responsibilities

Responsibilities for safety and health include the establishment and maintenance of an effective communication system between employees and management. All supervisors and district administrators need to evaluate and ensure that their communications are clear and understood by the intended receiver and that the communication lines remain open. Specific safety and health responsibilities are as follows:

Administration – Active participation in and support of the safety and health program is essential. A representative of each department and each off-site location will participate in the district safety committee, accident investigations, and work-site inspections. The Meridian School District safety committee will work with each department to establish realistic goals for accident reduction for his/her department, and will provide the necessary training in accident investigation and job safety analysis so the goals can be obtained. Post the safety and health policy and show an interest in safety and health matters at every opportunity.

Supervisors – Supervisors are responsible for the safety and health of their employees. To meet this obligation, supervisors will:

1. Assure that all safety and health rules, regulations, policies, and procedures are understood and observed.
2. Require the proper care and use of all needed personal protective equipment.
3. Identify and eliminate job hazards expeditiously through job safety analysis procedures.
4. Receive and take initial action on employee suggestions.
5. Include on regular departmental work unit meeting agendas time to discuss safety and health topics and file a brief of such meetings with the safety committee.
6. Train employees, new and experienced, in the safe and efficient methods of accomplishing each job or task as necessary.
7. Review accident trends and establish prevention measures.
8. Attend safety meetings and actively participate in the proceedings.
9. Participate in accident investigations and inspections.
10. Promote employee participation in the safety and health program.
11. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.
12. Take appropriate disciplinary action to assure employees' compliance with safety rules.

Employee – Employees have a right to a safe and healthy work environment. It shall be the duty of every employee to comply with all the items on the employee responsibility check list (Appendix A).

Employees will actively participate in safety training programs and apply the training to on-the-job activities.

Employees have the opportunity to actively participate in the Safety Committee.

Safety Committee – The purpose of the Safety Committee is to assist in the detection and elimination of unsafe conditions and work procedures, to conduct regular safety inspections and review accident reports to determine cause and offer recommendations

for prevention or reduction of accidents, to monitor the safety program effectiveness, and to promote safety.

Safety Orientation

Purpose

Orientation of new employees, rehires, part-time employees, and transferees will begin on or near the first day of employment. Proper training is critical for preventing accidents, injuries, and illness. This program will provide an introduction of agency policies and rules and will include a thorough safety briefing and appropriate training. The orientation should include a tour of the facilities to acquaint the employee with the entire operation and layout of the facility. The employee should also be advised how their job is important to the healthy learning and working environment of the agency.

Procedure

Safety orientation is part of the overall orientation process. A check-list must be completed by checking each item as it is covered, signed by the employee and trainer, and filed in the employee's personnel file (see Appendix B). The orientation will cover the most basic safety training necessary for the employee to be able to function in their position and respond in emergencies. Safety orientation and training shall include but not be limited to hazardous materials communication, back safety, sexual harassment, bloodborne pathogens, training in the use of equipment to fulfill each employee's job description, first aid/CPR, and how and when to report injuries and incidents. Orientation and training records will be maintained per WAC 296-24-040 and 296-800 and will be kept in the Payroll/Personnel Department. Training specific to each department will be provided by the department supervisor and records maintained in the department. Site safety inspections will be conducted at least quarterly and reported to the safety committee. Actions will be taken by staff to correct deficiencies and bring the work area back to a safe working environment.

Education

Ongoing safety education programs will be provided for all employees as appropriate in an effort to increase awareness of accident cause factors, to improve employee morale by demonstrating management's concern for the individual workers, to promote acceptance of safety rules by presenting accident prevention as a positive, desirable, and integral part of all activities. Safety education will include first aid/CPR as required, proper lifting techniques, office safety, hazard recognition, defensive driving training, and other appropriate programs for the safety and well-being of agency staff.

On-The-Job Injuries

All accidents, no matter how minor, shall be reported promptly to the immediate supervisor and Payroll/Personnel for evaluation/investigation. In addition to initial notification, an Employees Report of Incident and Supervisor's Report of Incident report (Appendix C) must be completed and submitted to Payroll/Personnel, even if medical treatment is not required. 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.

If immediate medical treatment is required, dial 9-911, or the appropriate method of reaching 911, immediately. Washington Industrial Insurance State Fund forms (L&I Claim Forms) are available at the medical facility. Employee and supervisor need to complete their report of incident reports as soon as the emergency is over and submit them to Payroll/Personnel.

If delayed medical treatment is required, have the injured employee complete employee and supervisor report of incident forms and submit to Payroll/Personnel. When medical treatment is required, Washington Industrial Insurance State Fund forms (L&I Claim Forms) are available at the medical facility.

If no medical treatment is required, the injured employee and their supervisor need to complete the employee and supervisor report of incident forms and submit to Payroll/Personnel.

All work-related injuries and illnesses will be reported on OSHA's Form 300 and records maintained under OSHA guidelines. An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Injuries occurring while an employee is performing personal tasks (e.g., eating, drinking, wellness or recreational activities) is generally not considered work-related. All work-related injuries and illnesses records will be maintained in the Payroll/Personnel department and made available for OSHA inspections. Recordable cases include every occupational death, every occupational illness, every occupational injury that involves unconsciousness, the inability to perform all phases of the regular job, inability to work full time on a regular job, temporary assignments to another job, or medical treatment other than first aid. All work-related injuries and illnesses will be reviewed by the agency safety committee and recommendations for future avoidance of the same incident/event will be provided the supervisor of the department where the injured employee works.

During the month of February each year, the summary portion of the OSHA 300 form will be posted on the safety bulletin board, and at each off-site location as well as in the Payroll/Personnel department for 30 days for all staff review.

First Aid

To afford the employee immediate and effective attention should an injury occur, the agency will ensure that a certified first aider(s) will be available. Valid first aid certificates and cardiopulmonary resuscitation (CPR) certificates are recognized as less than two years old. The agency shall maintain a First-Aid Team at the home office location and a first aider with valid certificates shall be located at each of the off-site locations. It is the goal of the agency to have someone in each department as a valid member of the first aid team to provide quick response in an emergency. First aid and CPR training is provided annually by the agency for staff whose positions require such training.

First Aid and Emergency Equipment

First aid kits will be in accordance with the requirements of the General Safety and Health Standards. All employees will be advised of the location of the first aid kit or kits at each work site. The safety committee will ensure the first aid kit(s) are properly maintained, stocked, and clearly identified. A designated person at each of the off-site locations will be responsible for maintaining and stocking the first aid kit(s) at their respective locations ensuring the location is clearly identified.

Emergency preparedness kits will be made available at each of our work site locations and all employees will be advised of its location. The location will be clearly identified.

Posters listing emergency numbers and procedures will be strategically located, such as on the first aid kit and beside the telephone. Informational sheets listing the first aid team, location of first aid and emergency supplies, our physical address, emergency phone numbers, and other pertinent information will be provided all employees.

Unsafe Conditions and Practices

Each employee is instructed to be observant of unsafe conditions at their work site. Any unsafe conditions are to be reported to the employee's supervisor for correction or to a member of the safety committee. Unsafe practices such as lifting or transporting materials incorrectly and failure to use personal protective equipment should also be reported to a supervisor or a safety committee member. Reporting may be verbal or in writing.

Safety Committee

The purpose of the safety committee is to assist in the detection and elimination of unsafe conditions and work procedures. Representation on the safety committee will be from employees of each department and management. Employees will be elected annually by fellow employees and management will appoint a representative for the agency. The agency representation will not equal the number of employee representatives (WAC 296-800-130).

The term of employee-elected members shall be for one year. Should a vacancy occur on the committee, a new member shall be elected.

The safety committee shall elect a chairman. Frequency of meetings shall be determined by the committee as well as the date, hour, and location of meetings. Length of each meeting shall not exceed one hour except by majority vote of the safety committee. Attendance and subjects discussed shall be documented and maintained on file for a period of one year. Copies of the minutes shall be provided to the superintendent or his/her designee, members of the safety committee, posted on each safety bulletin board, and will be maintained for at least one (1) year.

The safety committee shall conduct in-house safety inspections prior to the meeting, assist in accident investigation to uncover trends, review accident reports to determine cause and offer recommendation for prevention or reduction, accept and evaluate employee suggestions, and assist in the education of staff in safety issues, review job procedures and recommend improvements, monitor the safety program effectiveness, and promote and publicize safety. Off-site staff will conduct safety inspections of their location and submit the inspection sheet to the safety committee for review (Appendix C).

Follow up to committee recommendations may be accomplished by one of the following options:

- a. Carrying out the recommendations
- b. Explaining why no action can be taken
- c. Proposing an alternative

Safety Bulletin Board

A safety bulletin board is kept in the staff lounge or other area with exposure to all staff to provide safety information, increase awareness of safety and health related issues, and provide a central location for posting Washington Industrial Safety and Health Act (WISHA) required notifications. The safety committee will monitor and maintain the safety bulletin board.

The following items are required for posting upon the Safety Bulletin Board:

- Job Safety and Health Protection Poster – WISHA/Occupational Safety & Health Administration (OSHA);
- Industrial Insurance Poster: Notice to employees;
- Emergency telephone numbers;
- OSHA 300 Summary of Occupational Injuries and Illnesses during the month of February;
- Citations and Notices as required by WAC.

The following items are recommended for posting upon the Safety Bulletin Board:

- Emergency Action Plan;
- Minutes of safety committee meetings;
- Times and locations of safety meetings and training opportunities
- Hazard communication information such as bulletins and selected informational articles.

The safety bulletin board is not to be used for posting any other notices or advertisements.

Hazard Communication Program

The Meridian School District accepts responsibility toward all employees and in turn expects all employees to conform to all safety, accident prevention, health and other policy guidelines. Safety is and must be a joint effort between employer and employee if injuries and illnesses in the workplace are to be reduced or eliminated altogether. No employee will be asked or expected to perform tasks which they have not been trained to do – and this training includes learning safety information regarding known or potential hazards (WAC 296-62-054 through WAC 296-800-17030).

The Washington Industrial Safety and Health Act (WISHA) established the Hazard Communication Standard to protect the health and safety of employees. The Hazard Communication Standard ensures all employees their right to know about potential dangers by requiring employers to develop and explain the agency's written Hazard Communication Program. The Hazard Communication Program consists of:

- Warning labels on containers
- Material Safety Data Sheets (MSDS)
- Employee training on the proper handling, usage, storage, and transportation of chemicals

Documentation of training to all employees will be kept in the employee's personnel file. Documentation of training will be maintained for at least five years. All worksheets and MSDS will be readily available to any employee.

Container Labeling

Each supervisor will be responsible for verification that all containers received for use by their employees will

1. be clearly labeled as to contents
2. indicate the appropriate hazard warning
3. indicate the manufacturer's name and address

The supervisor will oversee the review of the labeling system every six months and update the system as needed. Any new products should be added to each site's product list. Payroll/Personnel will maintain the master and site specific product list with the assistance of each department by their notifying Payroll/Personnel when new products are purchased.

MSDS

Material Safety Data Sheets (MSDS) are available from each product when purchased and should be requested with each new product ordered. A copy of the MSDS sheet should be given to Payroll/Personnel for inclusion into the master manual.

Training

Training and information on our Hazard Communication Program will be provided all employees as appropriate. Training will include but not be limited to:

- a) An overview of the Hazard Communication Standard requirements;
- b) Identification of chemicals present in the workplace;
- c) Location and availability of the written Hazard Communication Plan;
- d) Adverse physical and health effects of the hazardous products;
- e) Methods and procedures to be practiced to prevent or minimize the overexposure or contamination;
- f) Safety provisions and expectations to aid in minimizing the overexposure or contamination;
- g) Emergency procedures to be followed in the event of such overexposure or contamination;
- h) Instructions in reading and understanding MSDS as a primary source of information regarding hazardous products;
- i) A final reminder that the MSDS file, product list, and the written Hazard Communication Plan are readily available for review by any employee at any time.

Documentation of employee training will be maintained as a part of the agency's written Hazard Communication Plan for a period of not less than five years.

The agency expects every employee to exercise care and common sense on the handling and use of any product containing hazardous chemicals. Supervisory inspections and training will always be provided on an as-needed basis and employee suggestions will always be responded to.

Infection Control Program

In order to safeguard from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Meridian School District Board strongly urges that susceptible staff members provide evidence of immunity against tetanus-diphtheria (TD) and measles, mumps, rubella (MMR). The superintendent or designee shall evaluate all job duties of Meridian School District employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The hepatitis B vaccine shall be provided at the agency's expense to all employees identified as having high risk of directly contacting blood or other potentially infectious material at work. Training will be provided upon hiring to all employees and annually to all employees with reasonably anticipated exposure to blood or other potentially infectious materials. Training on communicable diseases shall be provided within six (6) months of initial employment (Policy 6512). The Meridian School District infection control program shall be consistent with WAC 296-62-08001, *Bloodborne Pathogens and the Guidelines for Implementation of Hepatitis B and HIV School Employee Training* published by the Superintendent of Public Instruction.

Bloodborne Pathogen Training

All employees shall participate in Meridian School District-provided training within ten (10) days of employment and all employees with reasonably anticipated exposure to blood and other potentially infectious materials shall also participate in training annually. The training shall include the following:

- 1) A general description of bloodborne diseases,
- 2) An explanation of modes of transmission of bloodborne pathogens,
- 3) An explanation on the use and limitations of methods of control,
- 4) Information about personal protective equipment,
- 5) Information on the Hepatitis B vaccine,
- 6) A description of procedures to follow if an exposure incident occurs,
- 7) An explanation of signs, labels, tags, and color coding used to designate biohazards,
- 8) Where to obtain a copy of WAC 296-62-08001, *Bloodborne Pathogens*,
- 9) An explanation of the Meridian School District's infection control plan and how to obtain a copy,
- 10) How to identify tasks and activities that may involve exposure to blood or other potentially infectious material,
- 11) Appropriate actions to take in emergencies involving blood or other potentially infectious material.

Annual training shall include updates provided by the Office of the Superintendent of Public Instruction (OSPI).

Training shall be provided by a qualified person and shall include opportunities for questions.

The Meridian School District shall provide training to all employees regarding HIV/AIDS. The training shall be provided within six (6) months of initial employment. The training shall include:

- 1) history and epidemiology of HIV/AIDS
- 2) methods of transmission of HIV

- 3) methods of prevention of HIV infection including universal precautions for handling body fluids
- 4) current treatment for symptoms of HIV and prognosis of disease prevention
- 5) state and federal laws barring discrimination against persons with HIV/AIDS
- 6) state and federal laws regulating the confidentiality of a person's HIV antibody status

In the event that an employee has a specific exposure to blood or other potentially infectious materials, the employee will be provided, at district or cooperative expense, confidential medical evaluation, follow-up, and treatment, if indicated.

All matters regarding staff immunization and infectious disease shall be handled per Meridian School District's Infection Control Program and Exposure Control Plan. A copy of the Infection Control Program and the Exposure Control Plan are located in Payroll/Personnel and are available to all employees. It is the policy of Meridian School District to provide a safe environment for its employees and students. Both the Infection Control Program and the Exposure Control Plan are provided as guidance and in keeping with the WAC 296-62, Occupational Health Standards – Safety Standards for Carcinogens.

All staff shall utilize Universal Precautions/Standard Precautions as a method of dealing with the potential of bloodborne pathogens. Universal precautions/standard precautions refer to

- Barriers or Personal Protective Equipment (PPE)
- Proper Disposal
- Proper Clean-Up
- Handwashing

Personal Protective Equipment (PPE)

A hazard assessment for PPE will be done by the Superintendent or designee at least annually and employees will be notified of any PPE requirements for their position, provided the equipment necessary to do their job safely, and will be trained in and required to use the appropriate PPE. The personal protective equipment required for each employee is job specific. Personal protective equipment most likely to be required and utilized by our staff includes gloves (latex and rubber), masks, mouthpieces, and resuscitation bags. Other PPE that may be required and utilized by our staff are back supports and eye protection. These will be provided by the agency at no cost to the employee.

In a school setting, gloves would be the most often used PPE. Gloves should be used prior to contact with blood or other potentially infectious materials, checked for proper fit, checked for punctures or tears, pulled snug to ensure good fit, rolled or pulled off from the wrist to the fingers after use (inside out), and disposed of in a proper container. Hands should be washed thoroughly before and after glove use.

Musculoskeletal Safety

Meridian School District understands the dangers from extensive computer work and the stress our work stations can put on our bodies. The excessive physical stress placed on employees can involve musculoskeletal disorders and thus affect employees' health and well-being as well as

productivity. Information regarding ergonomic work environments is available upon request and may answer questions or assist in altering work stations to make the employee's job easier on their physical well-being.

Proper lifting techniques are provided in back safety training at initial employment orientation. Recorded documentation of employee training is kept in the employee's personnel file.

Emergency/Crisis Procedure

School authorities have both a moral obligation and a legal responsibility to provide protection of public property and life, health, and property of students, faculty, and staff in emergencies. A comprehensive, concise, and specific plan has been developed and coordinated to cover emergencies and consists of a plan for each educational site. Plans include checklists with lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas.

After calling emergency services and following safety procedures for the site specific building, it is imperative that employees immediately relay factual information regarding any emergency or disaster to the superintendent's office. Meridian School District office personnel will notify other agency personnel on a need-to-know basis.

An Agency-Wide Emergency Response Plan is in place and should be followed for any emergency or disaster. An emergency preparedness team has been formed which consists of

- Superintendent
- Special Programs and Services Director
- Maintenance and Transportation Supervisors
- Building Administrators
- Parent Representatives
- Counselor(s)

Procedures have been established for the emergency preparedness team and should be reviewed in the Emergency/Crisis Procedures Manual. Site Administrators will have responsibility for their own site and may designate assistance from staff at their location.

An emergency preparedness kit, as well as first aid supplies, will be kept in all Meridian School District locations with their location made available to all employees at the specific site.

A method of communication in the event of an emergency shall be established between the site and each employee, whether by phone tree or by other mode of communication.

Location and exit maps have been placed in all meeting rooms at the home office. Immediately upon reaching their workstation each employee should learn the location of all first aid supplies and the exit routes available to them.

An emergency lockdown procedure has been established in the event of an intruder or other emergency that will require a lockdown. Evacuation procedures have been established in the event of a fire or other emergency.

The Emergency/Crisis Procedure Manual addresses what to do in the event of fire, suicide/interpersonal violence/death/accidents, earthquakes, flood, severe storms/weather related emergencies, inclement weather, hazardous material spills, explosions, bomb threat, hostage situation, exposure to bodily fluids, and loss of utilities.

The Emergency/Crisis Procedure Manual should be reviewed in its entirety prior to an emergency/crisis and regularly scheduled drills should take place to familiarize all employees with the procedures to follow.

Review

A review and editing, if appropriate, of the Meridian School District Accident Prevention Program should be conducted at least annually and approved by the Superintendent.

APPENDIX A

EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of Meridian School District, I agree to:

1. Observe all district safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness, or property damage to my supervisor and seek treatment promptly.
3. Promptly report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or safety committee representative.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways, and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor consume them while on district premises.
9. Refrain from behavior that is aggressive or distracting to other employees and students.
10. Remain in my own work area unless I am instructed otherwise.
11. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
12. Walk at all times on district premises (no running) and take no unauthorized short cuts.
13. Follow proper lifting procedures at all times.
14. Ride as a passenger on a vehicle, only if it is equipped with a rider's seat.
15. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
16. Not wear frayed, torn, or loose clothing, jewelry, or long, unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
17. Actively support and participate in the district efforts to provide a safety and health program.

I have been informed that Meridian School District is **L & I State Fund insured**, have read and understand the above information, and agree to abide by Meridian School District safety responsibilities.

Signature: _____ Date: _____

APPENDIX B

**MERIDIAN SCHOOL DISTRICT NO. 505
NEW EMPLOYEE ORIENTATION**

SAFETY ORIENTATION CHECKLIST

Name: _____ **Date:** _____

Directions: Mark the box beside each safety orientation item as it is completed. The employee and trainer will sign the form once the orientation is completed. The completed form will be placed in the employee's personnel file.

- Hazardous Materials Communication Program**
- Back Safety/Proper Lifting Techniques**
- Sexual Harassment**
- Bloodborne Pathogens (HIV/HBV/AIDS/Universal Precautions)**
- First Aid/CPR (if required)**
- Reporting Injuries and Accidents**

Employee Signature

Trainer Signature

Meridian School District
EMPLOYEE INJURY/ILLNESS REPORTING PROCEDURES
Checklist

- ❑ Employees are to immediately report ALL INJURIES TO THE PRINCIPAL OR SUPERVISOR prior to the close of the workday in which they occur. Failure to do so may result in disciplinary action.
 - ❑ Any time an employee misses work due to an accident or illness suffered on the job, the employee must notify the payroll specialist by telephone within 24 hours.
-

When an employee is injured on the job, **AND DOES NOT REQUIRE MEDICAL ATTENTION**, the following must occur:

- ❑ Employee must complete *Employee's Report* (attached) and submit to supervisor.
 - ❑ Supervisor must complete the *Supervisor's Report* (attached) and forward with the *Employee's Report* to the District Office.
-

When an employee is injured on the job, **AND REQUIRES MEDICAL ATTENTION**, the following must occur:

- ❑ Employee must report the accident to his/her supervisor immediately. Complete the *Employee's Report* (attached) and submit to supervisor.
- ❑ Supervisor must provide employee with a *Release for Work Authorization* form. (Attached)
- ❑ Supervisor must complete the *Supervisor's Report* (attached) and send it to the District Office **within 24 hours**.
- ❑ Employee must obtain the *State Accident Form* from the doctor or hospital. It will be completed by the doctor or hospital and mailed to the state; the state will mail our portion to us for completion.
- ❑ Employee must provide the supervisor with a completed *Release for Work Authorization* form (attached) **BEFORE** returning to the job. If light duty is contemplated, the supervisor must discuss the light duty proposal with the Superintendent before signing the form. If the employee is released for work with no restrictions, this form must be signed by the medical care provider (doctor, etc.), the employee, and the employee's supervisor.
- ❑ Return the *Release for Work Authorization* form to the District office **within 24 hours**.

MERIDIAN SCHOOL DISTRICT
Employee's Report of an Accident
(To be filled out for all occupational injuries or illnesses)

Employee's Name: _____ School: _____

Job Title: _____

Exact time of injury: _____ Date of injury: _____

Location where injury occurred: _____

Name of person to whom this incident was reported: _____ Time: _____

Names of witnesses: _____

Summarize what you think happened: _____

What could have been done to avoid this accident?

Explain in detail: What part of your body was injured? Be Specific _____

Is this an original injury or a re-injury? _____

If a re-injury, when and where was previous injury? _____

Would you be willing to perform light-duty work during your recovery? _____

Date and time you sought medical attention: _____

Whom did you see? _____ Office/hospital _____

Employee Signature: _____ Date: _____

Date employer received report: _____

Note: Washington Administrative Code number is 296-24-025 (6) states: Employee's responsibility:
"Employees shall make a prompt report to their immediate supervisor of each industrial injury."

SUPERVISOR'S REPORT – OCCUPATIONAL INJURY – ILLNESS

Injured Employee

Name: _____ SS# _____

Date of accident, illness or near miss _____ Date of Report _____

Time of accident, illness or near miss am pm. Exact location of accident, near miss, or situation causing illness _____

Describe accident, near miss, or situation contributing to illness. Include the machine, equipment, object, or substance involved. Give all details. Use the reverse side if necessary. Attach all other facts, photographs, drawings/diagrams needed to clarify what happened.

_____ Carrying/Lifting _____ Pounds

Nature of Injury (Injured Part(s) or Body (Indicate right, left, upper, lower, etc.)

<input type="checkbox"/> sprain or strain	<input type="checkbox"/> fracture	<input type="checkbox"/> head	<input type="checkbox"/> hand	<input type="checkbox"/> leg
<input type="checkbox"/> laceration	<input type="checkbox"/> burn	<input type="checkbox"/> eye	<input type="checkbox"/> arm	<input type="checkbox"/> foot
<input type="checkbox"/> contusion	<input type="checkbox"/> foreign body to eye	<input type="checkbox"/> trunk	<input type="checkbox"/> finger	<input type="checkbox"/> toe
<input type="checkbox"/> back	<input type="checkbox"/> internal	<input type="checkbox"/> neck	<input type="checkbox"/> wrist	<input type="checkbox"/> knee
<input type="checkbox"/> other (explain)				

Nature of job-related illness: (Be specific) _____

In your opinion, was the accident caused in any way by someone not employed by the Meridian School District? Yes No If yes, please provide the complete name, address, telephone number and employer of the person.

Cause: Mark Basic Cause and any contributing cause:

<input type="checkbox"/> inadequately guarded	<input type="checkbox"/> operating without authority
<input type="checkbox"/> unguarded	<input type="checkbox"/> operating unsafe speed
<input type="checkbox"/> defective tools, equipment or substance	<input type="checkbox"/> making safety devices inoperative
<input type="checkbox"/> unsafe design or construction	<input type="checkbox"/> using unsafe equipment or using equipment unsafely
<input type="checkbox"/> hazardous arrangement	<input type="checkbox"/> unsafe, loading, placing mixing
<input type="checkbox"/> unsafe illumination	<input type="checkbox"/> working on moving or dangerous equipment
<input type="checkbox"/> unsafe clothing	<input type="checkbox"/> distraction, teasing, horseplay
<input type="checkbox"/> insufficient instruction	<input type="checkbox"/> failure to use protective devices

GUIDES TO CORRECTIVE ACTION

Based on the cause checked on the previous page, I am taking the following corrective action:

Unsafe Act

- stop the worker
- study the job
- instruct (tell, show, try, check)
- follow up
- enforce

Unsafe Condition

- remove
- guard
- warn
- supervisory
- other

If Supervisor can't handle

- recommend to:
- own boss, or
- Safety Committee, or
- Maintenance Department, or
- follow-up

What I am actually doing to prevent similar injuries, near misses or illness _____

What further recommendations: _____

Worker Signature

Date

Supervisor

Date

Department Director

Date

MERIDIAN SCHOOL DISTRICT NO. 505
214 W. Laurel Road
Bellingham, WA 98226
360 398-7111

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO THE ABOVE ADDRESS

RELEASE FOR WORK AUTHORIZATION

Employee's Name	Building	Job Title	Date of Injury or Illness
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PHYSICIAN'S FINDINGS AND RECOMMENDATIONS

NATURE OF INJURY OR ILLNESS _____

IS EMPLOYEE AUTHORIZED TO RETURN TO WORK?

____ Yes, with no restrictions. Date authorized to return: _____

____ Yes, with the following medical or physical limitations: _____

Anticipated date restrictions may be removed? _____

IS FURTHER TREATMENT NECESSARY?

____ No.

____ Yes. If referral is anticipated, please indicate physician or clinic employee is referred to:

IS THE INJURED EMPLOYEE'S TIME LOSS THE DIRECT RESULT OF THE DISABILITY?

____ No.

____ Yes. Estimated number of disabling days: _____

Signature of Physician	Phone Number	Date
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EMPLOYER OFFICE USE ONLY

Return to work authorized? ____ No ____ Yes Date authorized to return? _____

Authorized by _____ Date _____ Claim Number _____

Employee's Signature and Date
Supervisor's Form

Supervisor's Signature and Date

