

***WESTSIDE CONSOLIDATED
SCHOOL DISTRICT***



***HEALTH & SAFETY
PLAN
(2016)***

HEALTH & SAFETY PLAN

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SAFETY POLICY STATEMENT

The Westside Consolidated School District is committed to providing safe and healthy working conditions for all employees, and conducting business and educational objectives in compliance with appropriate safety standards. Our safety objectives focus on the prevention of all incidents that may result in personal injury. Also included is the prevention of accidents that may cause property loss, or that may result in the interruption of our daily business and educational activities.

To achieve these goals, safe work procedures have been implemented and will be enforced equally with other educational objectives and standards. Our primary objective is to provide quality education while actively preventing accidents and the injuries they may cause.

I firmly believe that accidents are preventable. Every job can, and must be performed in a safe manner. Members of Administration, Principals, Managers, and Supervisors have the responsibility of ensuring that each employee receives the training and instruction necessary to perform their respective jobs safely, and as such, will be held accountable for the job performance of their subordinates. It is also very important that emphasis of the District's Health & Safety Plan be demonstrated through personal standards and performance.

Each employee has the responsibility to comply with safe work practices and procedures that have been established for their protection. Employees are fully expected to report to their supervisor all accidents, unsafe actions and any hazardous working conditions.

We ask you to always work safely and remind you that "Safety is Everyone's Business."

Superintendent, Westside Consolidated School District

ASSIGNMENT OF SAFETY RESPONSIBILITY

It is clearly recognized that the District's administrative leadership bears the primary responsibility for and commitment to our personnel's health and safety. We know that to have a successful program everyone must make a personal commitment to support the district's safety program. Everyone must be, or become, actively involved for their personal welfare and safety as well as that of their co-workers.

The Superintendent will be the primary person responsible for the implementation and enforcement of the Health & Safety Plan and program components. The Superintendent may delegate specific duties for all related activities and programs. In the absence of the superintendent, responsibility for policy implementation and enforcement will pass to **the District Asst. Superintendent or other designated person(s)**.

ACCIDENT/INJURY ANALYSIS

First aid incident reports, accident investigation reports, workers' compensation injury and illness forms, insurance loss runs, hazard and self-inspection reports will be reviewed as needed, in order to identify any adverse trends in accident frequency or severity.

These documents may be reviewed at staff and school board meetings as well. If appropriate, corrective measures will be identified and documented. Specific responsibility for implementing the corrective action and follow-up will be assigned. Any documentation of accident/injury analyses will be maintained and included as part of the annual Health and Safety Plan review.

SAFETY PROGRAM RECORDKEEPING

The District Administrative Office will be responsible for maintaining documentation pertaining to the Health & Safety Plan, including incident investigation reports, self-inspection reports, and documentation of safety meetings.

Injury Records

The AWCC Form 1, *Employer's First Report of Injury or Illness* and the AWCC Form AR-N, *Employee's Notice of Injury* will be used to document work-related injuries and illnesses. Both forms should be completed and submitted to the District Central Office within 24 hours of the initial injury or illness.

Workers' compensation claims reports (loss runs) should be obtained at least annually from the ASBA Risk Management Department to review and analyze work-related incidents and workers' compensation claims.

Injury records will be retained for a period of five (5) calendar years.

Self-Inspection Reports

Copies of periodic self-inspection reports of all campuses will be maintained by the District's Central Office. **The District Maintenance Supervisor** will be responsible for conducting periodic inspections of the campuses and following up on any noted discrepancies.

Copies of inspection reports will be maintained until all discrepancies are corrected or for 12 months, whichever is longer.

Safety Meetings / Training

Documentation will include: (1) date of training, (2) name of the training leader, (3) subject(s) covered, and (4) a signed attendance roster. In addition to required **monthly** safety meetings for the Food Service, Custodial, and Maintenance employees, **training will be conducted with Certified Staff at the August In-Service meetings**, or as may be determined by a review of accident frequency and severity records.

HEALTH AND SAFETY TRAINING

Health and safety instruction and training are important elements of our Health & Safety Plan. There are numerous reasons for health and safety training -- it's required by law; it's a good business practice; and it helps prevent accidents and personal injury to our employees.

Part of our training plan will incorporate a periodic safety training activity at school in-service or departmental meetings. **Principals/Supervisors** will function as the training leaders. With some advance preparation, the plan will ensure pertinent education and training in a variety of health and safety topics.

Attendance at the annual August In-Service sessions for Certified Staff is mandatory, unless excused by their respective Principal. In addition, all Classified Employees must attend their monthly safety meetings unless excused by their respective supervisor. The following safety topics are to be included at the prescribed intervals:

Classified Employees

Annually or at Prescribed Intervals:

Chemical Right-to-Know
Personal Protective Equipment (PPE)
Back Safety
Bloodborne Pathogens
Slip/Trip/Fall Prevention/Ladder Safety
Fire Safety and Use of Extinguishers
Emergency Evacuation and Severe Weather Plan

Certified Employees

Annually:

Slip/Trip/Fall Prevention
Emergency Evacuation Plan
Severe Weather Plan
Back Safety
Other topics as necessary

_____ who serves as the school district's designated Safety Coordinator,* will monitor the monthly safety meetings and other training sessions in order to ensure appropriate documentation and to maintain training consistency within the various departments.

***NOTE:**

The position of District Safety Coordinator is NOT required by the Rule 32 Program, however it is recommended in order to maintain consistent monitoring of your Health and Safety Plan.

CAMPUS SELF-INSPECTIONS

Procedures

Routine campus and area self-inspections will be made on a periodic basis. **The campus Principal, Maintenance Supervisor, and Food Service Director** will be designated to perform these periodic safety and health inspections.

As a result of self-inspection activities, **the Principal, Maintenance Supervisor, and Food Service Director** will develop an action plan that addresses/corrects deficiencies identified by the self-inspection activity. The action plan will assign accountability for correction and a timeline for completion.

Background of the Self-Inspection Process

Maintaining a safe and healthy workplace requires the elimination or control of unsafe acts and unsafe physical conditions, processes, practices and materials. Facility inspections serve three distinct purposes. First, self-inspection is a positive accident prevention tool that attempts to identify and correct safety and health risks before an incident occurs. Secondly, self-inspection is a tool to determine the effectiveness of the business management system. Thirdly, a well-organized and diversified self-inspection program is an essential and effective way to stimulate and maintain employee interest and involvement in health and safety issues.

The frequency of inspections will vary depending upon safety and health performance or indications of a breakdown in the management system. A checklist of those items requiring periodic inspections will be developed and responsibility for making the inspections will be assigned to appropriate individuals, committees or teams.

HEALTH & SAFETY PLAN ANNUAL REVIEW PROCEDURES

The Superintendent and/or designated representatives will review the Health & Safety Plan annually to determine if the plan is achieving its intended purpose. Safety performance, safe work practices, and exposures to hazardous working conditions will be included in the annual review. First aid incident and workers' compensation claims reports, accident investigation reports, and inspection and audit documentation forms will be reviewed to determine if there are any developing trends in the frequency and severity of personal injury incidents, unsafe conditions, or potential problems that may affect the health and safety of employees or students. A revised plan and/or procedures to control or eliminate adverse trends will be determined and specific responsibility for implementation will be assigned.

Documentation of the annual Health & Safety Plan review will be documented and the Superintendent's office will maintain the appropriate records.

**WESTSIDE CONSOLIDATED SCHOOL DISTRICT
HEALTH & SAFETY PLAN
ANNUAL REVIEW**

Date of Review: _____

REVIEW PERIOD: From: ____/____/____ **To:** ____/____/____

DOCUMENTS/DATA REVIEWED:

Incident Reports	Yes	No	No Report
Accident Investigation Reports	Yes	No	No Report
Hazard Reports	Yes	No	No Report
Inspection Reports	Yes	No	No Report
Annual Loss Runs	Yes	No	No Report

New Exposures Identified:

Action Identified / Taken:

Reviewed and Approved By:



Safety Meeting Attendance List

Campus/Department: _____

Instructor: _____

Date: _____

Training Topic(s): _____

Attendees:

Printed Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

ACCIDENT INVESTIGATION PROCEDURES

An accident is any occurrence that interrupts or interferes with the orderly progress of the job. It usually occurs suddenly and unexpectedly. Some accidents result in personal injury while others may involve damage to equipment or property.

When an accident occurs, it is important to find out **Why** in order to take action to prevent a similar incident from recurring.

Investigation Policy:

1. **The Principal or Supervisor** will conduct the initial investigation. If they are not available, **then the Superintendent** will conduct the initial investigation.
2. The designated Accident Investigation Report Form will be used.
3. All investigations will be conducted as soon as the Principal or Supervisor becomes aware of the incident, and as soon as the employee is taken care of, if injured. Failure to conduct immediate investigations results in inaccurate information. Witnesses leave the area, details are forgotten, the accident scene changes.
4. Accident Reports will be sent to **the Principal's or Supervisor's office** for processing and further review by the Superintendent in accordance with our Health & Safety Plan.

Guidelines:

1. Understand the need for the investigation.
2. Prepare for the investigation.
3. Gather all the facts (who, what, where, when, why and how).
4. Take photos, draw diagrams, get written witness statements.
5. Analyze the facts.
6. Develop conclusions. Identify the responsible conditions.
7. Analyze the conclusions.
8. Make the Report.
9. Correct the situation or recommend corrective action to the appropriate level of authority.
10. Follow through on any recommendations.

Westside Consolidated School District INVESTIGATION REPORT

Name	Age	Time	Date
Location /Campus	Job	How long on this job?	
WHAT HAPPENED? _____ _____ _____		Describe what took place or what caused you to make this investigation.	
WHY DID IT HAPPEN? _____ _____ _____		Get all the facts by studying the job and situation involved. Question by use of WHY -WHAT - WHERE - WHEN -WHO - HOW	
WHAT SHOULD BE DONE? _____ _____ _____		Determine which of the 12 items under EMP require additional attention. <u>Equipment</u> <u>Material</u> <u>People</u> Select Select Select Arrange Place Place Use Handle Train Maintain Process Lead	
WHAT HAVE YOU DONE THUS FAR? _____ _____ _____		Take or recommend action, depending upon your authority. Follow up was action effective?	
HOW WILL THIS IMPROVE OPERATIONS? _____ _____ _____		OBJECTIVE: Eliminate job hindrances and Prevent recurrence	
Investigated by	Date	Reviewed by	Date



SAFETY HAZARD REPORT

NAME: _____

DATE: _____

DAY OF WEEK: _____ **TIME:** _____

LOCATION: _____

HAZARD DESCRIPTION:

RECOMMENDATION(S):

FOLLOW-UP ON RECOMMENDATIONS:

PERSON(S) RESPONSIBLE:

Westside Consolidated School District Campus Inspection Form

Name of Inspector: _____

Name of Campus/Building: _____

Date of Inspection: _____

HOUSEKEEPING	Good	Fair	Poor	COMMENTS
1. Floors				
2. Aisles clear				
3. Stacking/ Storage				
STAIRWAYS				
4. Steps/Surfaces Clean & Unobstructed?				
5. Railings in Safe Condition?				
LADDERS				
6. Non-slip shoes/feet in good condition?				
7. Rungs/Steps in good shape?				
ELECTRICAL HAZARDS				
8. Switch Covers in Place?				
9. Grounding/GFCI Used?				
10. Portable tools/ground plugs?				
11. Extension Cords (3 wire)				
FIRE HAZARDS/CONTROLS				
12. Extinguishers Inspected?				
13. Exits Marked/Unobstructed?				
14. Trash/Combustible Removed?				
15. Flammable liquids/chemical storage?				
MISCELLANEOUS				
16. Lighting				
17. First Aid Equipment				
18. Sidewalks, walking surfaces				
19. Playground Areas				
20. Bathroom/lockers/showers				

**Westside Consolidated School District
Safety Inspection Form**

School Campus _____

Inspector _____ **Date of Inspection** _____

I. ENTRANCES	YES	NO
1. Is lighting adequate with no glare or shadows?	_____	_____
2. Is inclement weather protection provided, i.e. mats, safety strips, de-icers, etc.?	_____	_____
3. Are tripping hazards eliminated, e.g. threshold plates in good repair, absence of cords, etc.?	_____	_____
4. Is safety glass provided in all doors?	_____	_____
5. Are doors, windows, exterior vents, hatches and chimneys secure with locks, chains, etc.?	_____	_____
6. Other (Comment on all items checked "No"): _____		

II. STAIRS AND HALLWAYS	YES	NO
1. Is housekeeping adequate, e.g. floor finish properly applied, adequate sweeping and pick-up procedures, etc.?	_____	_____
2. Is lighting adequate to eliminate glare and shadows?	_____	_____
3. Are treads in good repair and nonskid material?	_____	_____
4. Are handrails provided on both sides and in good repair?	_____	_____
5. Are landings free of storage materials, equipment, etc.?	_____	_____
6. Are ramps provided with nonskid surfaces and in good condition?	_____	_____
7. Are all elevation differences between floors clearly defined and properly lighted?	_____	_____
8. Are fire alarms, extinguishers and sprinkler systems presently in good working order?	_____	_____
9. Other (Comment on all items checked "No"): _____		

III. CLASSROOMS	YES	NO
1. Is housekeeping adequate?	_____	_____
2. Are desks, chairs and tables in good repair?	_____	_____
3. Is adequate aisle space provided so that a quick exit of students is possible?	_____	_____
4. Are floors in good condition and not slippery?	_____	_____
5. Are potential hazards protected, e.g. extension cords across aisles, covered, electrical equipment properly grounded, etc.?	_____	_____

6. Other (Comment on all items checked NO"): _____

IV. SHOPS	YES	NO
1. Are tools in good condition and properly stored?	_____	_____
2. Are all machines properly guarded and are guards and machines in good repair (points of operation, belts, gears, etc. guarded)?	_____	_____
3. Are self-closing containers (safety cans) available for storage of flammable liquids in use?	_____	_____
4. Are ladders provided where needed in storage areas?	_____	_____
5. Are heavy items stored on floor or bottom shelves?	_____	_____
6. Are shelves adequate for intended load and fastened to walls?	_____	_____
7. Is personal protective equipment provided and utilized?	_____	_____
a. Eye protection, welding hoods, goggles, etc.?	_____	_____
b. Apron for welding, etc.?	_____	_____
c. Gloves?	_____	_____
d. Respirators?	_____	_____
8. Is housekeeping adequate, e.g. proper storage, clear aisle space, proper furniture and equipment arrangement, etc.?	_____	_____
9. Are pressurized cylinders secured and capped properly?	_____	_____
10. Are nonskid floor surfaces provided by or near machines?	_____	_____
11. Is all electrical equipment properly grounded and in good repair?	_____	_____
12. Are safety devices on car lifts in good working order?	_____	_____
13. Are tool rests adjusted to no more than 1/8 inch?	_____	_____
14. Are switches and other danger areas on machines, etc., color coded?	_____	_____
15. Is adequate space available for safe operation, e.g., machines and equipment not crowded and arranged properly?	_____	_____
16. Is all equipment permanently fastened to the floor?	_____	_____
17. Are welding curtains provided in the welding area?	_____	_____
18. Is the shop adequately ventilated?	_____	_____
19. Is proper ventilation provided for toxic vapors, e.g. solder, paint, etc.?	_____	_____
20. Are personal items of clothing, such as rings, ties, etc., removed before operating equipment?	_____	_____
21. Other (Comment on all items checked "No".):		

VII. MISCELLANEOUS

YES

NO

- | | | | |
|-----|---|-------|-------|
| 1. | Are lockers in good condition and secured to the floor or wall without sharp projections? | _____ | _____ |
| 2. | Have sharp projections and edges been eliminated? | _____ | _____ |
| 3. | Is the gym equipment in good condition? | _____ | _____ |
| 4. | Are obstructions removed before playing games, gymnastics, wrestling, etc.? | _____ | _____ |
| 5. | Are the bleachers in good condition and structurally adequate, both indoors and outdoors? | _____ | _____ |
| 6. | Is the condition of playing fields satisfactory, devoid of holes, rocks, glass, etc.? | _____ | _____ |
| 7. | Are shower controls working properly, e.g. water not too hot? | _____ | _____ |
| 8. | Are floors in shower area clean and not slippery ? | _____ | _____ |
| 9. | Is the playground equipment in good condition? | _____ | _____ |
| 10. | Are there adequate parking lot lights? | _____ | _____ |
| 11. | Are traffic controls adequate on school grounds? | _____ | _____ |
| 12. | Are guard rails situated where needed? | _____ | _____ |
| 13. | Are the sidewalks in good repair? | _____ | _____ |
| 14. | Are stage areas in good repair, e.e. safety chains on overhead lights, etc.? | _____ | _____ |
| 15. | Are shelves bolted to the wall? | _____ | _____ |
| 16. | Is there adequate first aid equipment placed appropriately throughout the building? | _____ | _____ |
| 17. | Other (Comment on all items checked No".): | _____ | _____ |

**WESTSIDE CONSOLIDATED SCHOOL DISTRICT
CAFETERIA/KITCHEN CHECK LIST**

Campus: _____

Inspection Performed by: _____ **Date:** _____

STORAGE AREAS	Yes	No	Recommendations	Date of Correction
Loading docks are kept clear, free from fall hazards, and cleaned prior to peak traffic times.				
Supplies are stored at a safe height.				
Shelves are adequate to bear weight of items stored.				
Bulky/heavy items are stored between knuckle and shoulder height of most persons.				
Smaller/lighter materials are stored higher or lower.				
A step ladder is provided for reaching high storage.				
Step ladders are in good condition.				
Lighting is adequate in the area.				
Detergents, solvents, and other non-food chemicals are stored in properly labeled containers.				
Labels on the containers indicate the proper handling and emergency instructions.				
There are sufficient hand trucks, carts, and dollies available. They are in good repair and they are used.				
FREEZERS	Yes	No	Recommendations	Date of Correction
Floors in walk-in freezers are free of ice.				
The emergency interior door latch on the walk-in freezer or refrigerator is in good working order.				

KITCHEN	Yes	No	Recommendations	Date of Correction
Lighting is adequate for area.				
Floor is free of foreign objects				
Drain and other floor holes are covered.				
Doors are clearly marked with signs that read "exit" and "entrance".				
Mopped floors are blocked off to protect fellow employees from slips and falls.				
Fatigue, anti-slip mats have been provided in front of ranges and other similar work and serving stations (including portable bars.)				
Slip-resistant footwear is worn where necessary.				
All the electric food-processing equipment is equipped with ground wire and 3-prong plugs.				
Employees are instructed never to reach into or hand-feed food chopping, slicing, mixing, or meat-sawing machines.				
Food waste disposal units are equipped with rubber guards to prevent reaching in.				
Protrusions from old equipment are removed and broken tiles and holes in the floor are repaired.				
The range tops and exhaust hoods are clean to prevent grease fires.				
Range hoods, filters, and exhaust ducts are kept clean and free from grease accumulation. Ducts are accessible and cleaned at least every 2 months.				
Breaker panels, fire extinguishers, or fire exits are unobstructed and free from rolling tables, food warmers, etc.				
All electrical extension cords are in a safe condition.				

A plastic shield or cover protects the fluorescent tubes in kitchen fixtures.				
There is a First Aid kit available				
Fire-extinguishing instructions on kitchen systems are given to the employees, and there are adequate extinguishers available and properly labeled.				
DINING AREAS	Yes	No	Recommendations	Date of Correction
Dining areas and approach aisle floors are free of foreign objects, liquids, and surface defects.				
Wet floor signs are available and used when necessary.				
Floors near drink stations are covered with non-slip materials or mats.				

***WESTSIDE CONSOLIDATED
SCHOOL DISTRICT***



***RETURN-TO-WORK
PROGRAM
(2016)***

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Return to Work Program

At the Westside Consolidated School District, we believe that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone.

We have developed a plan and process designed to help injured employees receive prompt medical attention and recovery assistance. This plan is called a ***Return-to-Work Program***. It includes a team effort involving the injured worker, the treating medical provider, our insurance carrier, and our District Administrative Office.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will send a form for completion by the treating provider with the injured employee to help diagnose the injury and provide a treatment plan. We will make every effort to provide transitional work intended to facilitate a return-to-regular work duty as soon as medically feasible.

Injured employees who are released to transitional duty, and offered a transitional duty job, will be offered wages determined by the employer. If there is a difference between an employee's regular rate of pay, and the transitional duty pay, an employee may be entitled to additional benefits in accordance with the Arkansas Workers' Compensation Commission.

Failure to report for work at any of the designated times or places will be regarded as voluntary resignation and may affect your time loss compensation and/or re-employment rights. This policy is not intended as a guarantee of continuity of benefits or rights.

Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to full gainful employment as soon as is medically feasible.

All work related injuries should be treated at any one of the three locations of ***First Care Clinic in Jonesboro.***

Superintendent, Westside Consolidated School District

Roles and Responsibilities of District Personnel:

Workers' Compensation Claims Coordinator

- Train and help Principals, Supervisors and employees each understand their roles and responsibilities within and the expectations of the Return-to- Work Program. Train new employees at orientation and annually review with all employees.
- Call the **ASBA Workers' Comp Injury Hotline** at **1-855-769-7900** in the event of a work related injury or online at www.arsba.org/home/wcform1/. Work with the supervisor to identify suitable temporary assignment within the restrictions and limitations of the treating WC Physician.
- Communicate with the treating medical provider regarding the availability of transitional duty. Maintain communications with the injured employee, internal management, the medical provider, and the ASBA Claims Adjuster.
- Monitor recovery progress and coordinate efforts of all parties involved.

Supervisors

- Immediately assure prompt medical attention for your injured employee according to emergency response plan and assure that all job injuries are immediately reported District's Central Office or the ASBA Hotline.
- Conduct an incident investigation to determine any underlying causes of how and why the accident occurred.
- Prepare for an injured employee's work modifications by identifying jobs and tasks that may be suitable as temporary transitional duty assignments.
- Continuously monitor the progress of injured employees during recovery period.

Employees

- Immediately report all injuries, illnesses and incidents (regardless of severity).
- Inform the treating physician that there are transitional duty jobs available.
- Return to transitional duty assignment and follow recommended physical restrictions and treatment plan at home and work.
- Stay in touch with your employer and the workers' compensation provider's case manager (when one is assigned to your case).
- If you are experiencing difficulty with your transitional work assignment, contact your supervisor and/or the WC Claim coordinator immediately.

Letter to Provider - Transitional Duty Work Availability

Date: _____

ATTENTION: Treating Healthcare Professional

This is to notify you that the Westside Consolidated School District has a “Transitional Duty” Return-to-Work Program for injuries resulting from work related accidents.

Please feel free to contact me at **870-336-8036** should you have any questions about our Return-to-Work program. Our Workers' Compensation Insurance Provider is the ***Arkansas School Boards Association*** at ***1-866-223-9587***.

Thank you very much for your cooperation! We look forward to working with you and helping us promote a smooth recovery back to work.

Sincerely,

WC Claims Coordinator
Westside Consolidated School District

**Westside Consolidated School District
Transitional Duty Job Offer**

Name of Employee _____ Date _____

Address _____

City, State, Zip _____

Claim # _____ Date of Incident _____

We were glad to learn that our medical provider has released you for transitional duty work. We have a suitable temporary position for you for whom your provider feels is consistent with your current abilities. You will be regularly evaluated for your progress at periodic intervals to be certain your recovery is improving.

Please report to work on:

Date _____ Time _____ Hours per day/week _____

Duration of Job _____

Please report to _____ Phone _____

Location _____ Department _____

We are looking forward to seeing you back with us and hope we can help you towards a prompt and smooth recovery.

Sincerely,

WC Claims Coordinator

Principal/ Supervisor

I have read and fully understand the above information and procedures:

I accept this job assignment: _____ Yes _____ No

Employee Signature

Date

