

CROOKSTON PUBLIC SCHOOLS

A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM (AWAIR)

I. EXECUTIVE POLICY STATEMENT

The safety of our employees is the foremost consideration in the operations of Crookston Public School. Accidents and injuries are not only costly to the district and the individual workers but are often disastrous for the future of their families. Crookston Public School endeavors to provide our employees with a workplace free of recognized health and safety hazards in an effort to conserve our human and financial resources. It is our district policy that everything within reason will be done to maintain a safe workplace for all employees. Crookston Public School supports the concept of returning injured employees to work in a productive position within our district at the earliest, medically possible opportunity. We believe that each employee has a place in our accident prevention program and is expected to cooperate fully in all measures taken to control and prevent losses.

II. SAFETY AND HEALTH PROGRAM DESCRIPTION

The objective of our health and safety program is to reduce employee accidents, injuries, and illnesses through:

1. Maintenance of safe and healthy working conditions.
2. Insuring employee adherence to proper operating practices and procedures designed to prevent accidents, injuries, and illnesses.
3. Observing, applying, and complying with all Federal, State and Local safety regulations.
Including, but not limited to:
 - School Emergency Plan
 - Employee Right to Know Program
 - Personal Protective Equipment Standard
 - Lock out\ Tag Out Program
 - Confined Space Entry Program
 - Hearing Conservation Program
 - Respirator Program
 - Drug Testing
 - Pre-employment Screening
4. Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments.
5. Providing regular safety meetings for all employees as a means of obtaining new and updated information and training.
6. Conducting periodic safety and fire inspections to identify potential workplace hazards.
7. Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent future reoccurrence.
8. Implementing a management/labor safety committee.

III. RESPONSIBILITIES FOR WORKPLACE ACCIDENT AND INJURY CONTROL

Although safety is the responsibility of every employee, the management of Crookston Public School is responsible for the implementation, maintenance and enforcement of safety and health policies and procedures. These efforts will be in the form of employee education in safety and health practices, periodic safety inspections of the facilities and work sites and district safety meetings to review safety

concerns and provide a forum for employee education. Specific responsibilities/accountabilities for safety are as follows:

Crookston Public School has appointed Superintendent of Schools as Program Administrator.

Health and Safety Coordinator and School Administrators - are responsible for the development, implementation and maintenance of the health and safety program. Administrators will assign specific safety responsibilities and establish accountability measures. They will provide the resources needed to comply with all safety regulations and programs. Management will ensure that accident investigations are conducted after every reported incident, regardless of whether an illness or injury occurred. These incident reports will be analyzed by managers to determine corrective measures for preventing reoccurrence.

Lead employees- are responsible for acting as an extension of their supervisors in day-to-day activities. These responsibilities include participating in accident investigations, supervision of employees and conducting daily inspections of the work site conditions and equipment to ensure safe practices and procedures are followed.

Employees - are responsible for day-to-day work activities and are responsible for complying with all safety regulations, district safety rules, following safe job procedures and notifying their supervisor in the event of an accident or unsafe work conditions.

IV. SAFETY COMMITTEE

The purpose of the safety committee is to assist in the detection and elimination of unsafe conditions and work procedures utilizing the following measures:

1. The Safety coordinator will oversee the committee and maintain records of committee activities. Copies of minutes shall be provided to:
 - Administrators
 - Committee members
 - Employees by posting on bulletin boards.
2. Employee representatives from each work unit should be present at each meeting. In the event they are unable to attend an alternate should attend.
3. Employees shall select fellow workers from each work area to represent them on the committee.
4. The frequency of meetings shall be determined by the committee but shall not be less than four times per year.
5. The date, hour and location of meetings shall be determined by the committee.
6. The length of each meeting shall not exceed one hour.

Scope of activities:

- Conduct safety inspections.
- Assist in accident investigations to uncover trends.
- Review accident reports to determine the means of eliminating accidents.
- Accept and evaluate employee suggestions.
- Promote and publicize safety.
- Monitor safety program effectiveness.
- Review job procedures and recommend improvements.

V. INSPECTIONS

Safety inspections of Crookston Public School facilities will occur on a continual basis and may be performed by the health and safety coordinator, administrators, supervisors, consultants, insurance agents, government representatives and/or the safety committee.

VI. CROOKSTON PUBLIC SCHOOL SAFETY RULES AND STANDARD OPERATING PROCEDURES

Each employee of Crookston Public School is part of the safety team. Coworkers are dependent on each person, performing their assigned duties. The keys to preventing accidents are following safety rules and procedures by all employees, the proper use of all machines, equipment, and personal protective equipment. The following rules are provided to help employees perform their jobs safely and correctly.

Compliance with these rules is required to help prevent injuries to individual employees or others and to prevent damage to property.

These rules apply throughout the school, although some departments, because of their specialized work, may have special, additional rules. Employees are required to read all the safety rules, to know and follow them. A copy of the safety rules will be made available to each employee. Violations of safety rules or safety instructions may be followed by disciplinary action even though the particular violation did not result in an accident. These rules may not be completely detailed or all inclusive, therefore, whenever unique or unusual problems arise, or more specific information is necessary, employees are to contact their supervisor.

SAFETY RULES

All Employees will:

1. observe all school safety and health rules and apply the principles of accident prevention in all day-to-day activities.
2. remain in their assigned departments unless called away by assigned duties or in the regular course of their employment.
3. refrain from horseplay, throwing objects, scuffling, fooling around and/or distracting others in ways that may lead to injuries.
4. obey all posted rules, warning signs and no smoking areas.
5. read safety bulletins.
6. Always walk on school premises (no running) and take no unauthorized shortcuts.
7. never report to work under the influence of alcoholic beverages or drugs nor shall any employee consume, purchase, or possess these items while on school premises.
8. never climb upon, through, under or around vehicles, trucks, equipment, or other obstructions.
9. not attempting to lift or push objects that may be too heavy for them. Ask for help when needed. Learn to use correct lifting techniques to avoid strains: bend knees, keep the upper body erect, push with the legs.
10. advise fellow employees to work safely and warn workers who are working carelessly.
11. remove jewelry, rings, bracelets, and chains as these items may get caught in machinery or cause accidents.
12. always use proper personal protective equipment for each assigned job.
13. report hazards to supervisors immediately.
14. never wear frayed or loose clothing or unrestrained hair in areas where it may get caught in machinery.
15. check to make sure ladders are free from defects, broken rungs and have solid feet.
16. never use makeshift ladders, scaffolding or climb on boxes.
17. never tamper with electrical switches, extension cords or circuits unless authorized.
18. always shut down machines before cleaning, adjusting, or repairing. Lock and tag the machine and switches.
19. never oil machines while in motion.
20. never use hands to remove obstructions from equipment unless equipment is shut off, locked, and tagged.
21. never use defective hand tools.
22. never operate equipment for which you have not been properly trained and authorized. Observe safe operating procedures for equipment or processes.

23. Always ensure that they follow safe procedures and use all safety devices and equipment. Never operate machines when guards are not in place. Guards must never be removed except when necessary to make adjustments or repairs or when their use is impractical, and they should be replaced immediately upon completion of work.
24. never alter equipment without prior authorization.
25. Always wear respirators when there are heavy fumes or dust present. Ensure that proper training in the use, care and cleaning of respirators has been received prior to use.
26. always wear appropriate footwear for each assigned task.
27. always keep work areas and floor clean. Put all oily and wet materials in proper containers. Put all the rubbish in the containers provided. Pick up all broken pallets and wrapping from the floor.
28. keep doors, aisles, control switches, emergency equipment, fire extinguishers, eye washes, first aid kits and exits clear.
29. learn the location of firefighting equipment, safety exits and evacuation procedures for their department.
30. report all accidents, near misses and injuries to their supervisor immediately.
31. always find out the safe way to perform a task.
32. actively support and participate in the company's efforts to provide a workplace accident and injury reduction program.

VIII. ENFORCEMENT

The following procedures will be followed in dealing with safety infractions:

1. Any employee observed committing an unsafe act, violation of safety rules or causing an unsafe condition to exist will be stopped immediately and questioned:
2. The reason for the violation will be determined.
 1. Instructions on the safe procedure will be given. When this instruction is given the following will be observed:
3. Tell the employee what has to be done.
 1. Show the employee the correct way to do the job.
 1. Test the employee, let the employee practice, the employee will be observed and suggestions for improvements will be given as needed.
 2. Check the employee by following up after the employee has returned to work to see that the safety rules are being followed.
 3. Unsafe conditions will be corrected at once. If unable to do so, all employees involved will be warned of the hazard. Prompt notification of those responsible for making the correction will be made.
 2. Employees will be spot checked occasionally to see that they are following instructions.

IX. ACTION PLAN FOR IMPLEMENTATION

A. WRITTEN EMPLOYEE TRAINING PROGRAM

1. **Communications** - Each employee will receive a copy of this program for review and training. All new employees will receive this information through the new employee orientation process. Additionally, employees will be kept aware of changes and additions to the program through notices on bulletin boards, signs, newsletters, booklets, and accident alert notices.
2. **Supervisor training** - All supervisors will receive copies of this AWAIR program and instructions on how to train their employees in this material. Supervisors will receive training in new processes and procedures as these programs are developed and prior to the assignment of employees in these areas. This training will be conducted by district administrators, vendors or consultants. Refresher training will be provided as needed, but not less than annually.

3. **New employee orientation** - Orientation will begin on the first day of employment for all new employees, rehires, part-time employees, and those transferred from different departments. The orientation program will include the district policies and rules and will provide a thorough safety briefing, as it relates to the job the employee will be performing.
4. The employees' immediate supervisor will thoroughly instruct the employee in the specific safety and health requirements of each job before assigning the employee.
5. Existing employee training will include:
 1. Regular safety meetings
 2. Training on new hazards or operations
 3. Training prior to all work assignments, including specific hazards.
 4. Annual refreshers on existing district safety programs
 5. Specialized training would include special processes, one-time use of certain equipment, first aid training, emergency response training, etc.

B. HAZARD ASSESSMENT AND CONTROL

Crookston Public School will conduct safety surveys of all departments and work sites on a periodic basis to determine potential hazards which may be encountered in the normal course of duty. Periodic follow-up surveys and/or environmental sampling may be conducted when it is believed employees may be exposed to hazardous materials in concentrations which may be above recognized OSHA standards. This sampling may be conducted by qualified individuals retained by the district. The results of the sampling will be provided to employees on a timely basis. Employees are encouraged to report potential hazards and unsafe conditions to their supervisor or lead worker. It will be the responsibility of the supervisor to verify whether or not a hazardous condition actually exists and to initiate corrective actions should they be necessary. It will be the responsibility of the supervisor to report noted hazards to the safety coordinator who will document the identified hazard and the corrective actions taken. This documentation will be kept in file with the safety coordinator. Once hazards are identified we will take measures either to eliminate the hazards by removing them from our operations or work sites or to control those hazards through:

1. **Engineering controls** - which would include replacing defective equipment, changing processes, utilizing different procedures, or making additions or modifications to facilities, equipment or processes which would eliminate, or control identified hazards.
2. **Administrative controls**- which will be implemented after all practical engineering controls have been reviewed, include new procedures, limits on employee exposures, written policies, and training.
3. **Personal protective equipment** - is the final method of controlling hazards and will be implemented upon review of engineering and administrative controls. Personal protective equipment will be provided for all tasks that present risks which cannot be reasonably controlled using the other two methods. The use of PPE will always require administrative controls in the form of written policies and formal training of the employees exposed to the identified hazard.

C. ACCIDENT INVESTIGATION

Crookston Public School recognizes that accidents do not "just happen", rather they are caused by a series of actions, steps, or failures. Once these steps are identified, they can be eliminated or controlled. The purpose of accident investigations is not to place the blame, but rather to determine the cause of the accident or "near miss" and eliminate the causative factors. Accident investigations begin with prompt reporting of accidents by employees. It is then the responsibility of the supervisor to ensure that employees receive prompt medical attention as required. Basic information collected at the scene of the accident should be entered on the Crookston Public School accident report form. Supervisors have access to copies of these forms. Upon completion of the form, it should be sent to the safety coordinator to review, and corrective actions should be taken to prevent a reoccurrence. All workplace injuries and illnesses will be monitored by the safety coordinator. These injuries and illnesses will be recorded on the

OSHA 300 log which will be posted on school bulletin boards each February. The safety coordinator, managers and insurance staff will be responsible for monitoring these records to identify trends that may indicate previously unidentified hazards or additional training that may be required.

D. ACCOUNTABILITY

All employees are responsible for safety; therefore, safety will be one item that is included in every employee's job description. Safety attitude and participation will also be considered as part of all employee performance reviews.

For employees - accountability includes adherence to safety rules and procedures, using protective equipment as required, participation in the safety committee and prompt reporting of any hazard.

For Supervisors- Accountabilities include training new and existing employees in safe practices, enforcement of safety rules and procedures, prompt reporting and correction of hazards, accident investigations, department safety inspections, positive reinforcement of safe behavior and timely employee communications.

For Administrators - accountabilities include all the areas required for supervisors with the addition of participation on the safety committee, reductions in injury rates and workers compensation costs, accident investigations, proactive elimination of hazards and demonstrated leadership in safety related matters.

E. ESTABLISHED GOALS

The number one goal of the Crookston Public School AWAIR program is to establish a safe work environment for all district employees. In order to measure the effectiveness of our program the company has established the following additional goals:

1. Reduction in lost workday incidence rate (LWDIR) which is calculated using the following formula:

$$\frac{\# \text{ of lost time injuries/illnesses per year } \times 200,000}{\text{LWDIR} = \text{Total number of employee hours worked during the year}}$$

1. Reduction in workers' compensation premium.
2. Reduction in accident reports filed.
3. Reduction in near miss accidents.
4. Actual documentation of hazards removed from the workplace.

F. ANNUAL PROGRAM REVIEW

The safety and health efforts of Crookston Public School are ongoing and will be reviewed and updated annually or as often as necessary to help us meet our program goals.