

**EMPLOYEE  
SAFETY  
MANUAL**

# **SAFETY PROCEDURES**

## **I. Safety Policy**

It is our practice to:

- provide and maintain safe and healthful working conditions
- establish safe work practices at all times.

## **II. Implementation**

The Safety Coordinators for Haywood County Schools are the Safety Maintenance Director and Workers' Comp Administrator. They will also be the Safety Coordinators for Central Office buildings.

The Directors of Maintenance, Facilities, Transportation, Child Nutrition, and Instructional Technology Director will act as Safety Coordinator for their respective departments.

Principals will act as the Safety Coordinator for their schools.

Other Directors such as Technology, Career-Technical Education, etc. will serve as Safety Coordinator over their respective areas.

The Workers' Comp Administrator will appoint a Safety Committee.

1. The Safety Committee for Haywood County Schools will be comprised of the Principals and Central Office Administrators. The Safety Committee will meet monthly at the monthly Principals' Meeting.
2. Agendas from the Safety Committee Meetings will be contained on the HCS Moodle.
3. The mission of the Safety Committee for Haywood County Schools is to increase safety among its work force. HCS will proactively promote a safe and secure work environment.

## **III. Responsibilities of Safety Coordinators**

Within each school, department, or area, the Safety Coordinator should ensure:

1. Proper standards and work practices are developed and enforced.
2. Frequent and appropriate training and on-the-job safety instructions are provided.
3. Appropriate safety policies and procedures are posted.
4. Safety inspections are frequently conducted to identify potential and actual operational hazards.
5. After an incident that results in any type of on the job injury, immediately conduct an investigation to determine causes and take required action to prevent reoccurrence.
6. Provide appropriate personal protective equipment (PPE) for department employees, i.e., gloves, eye protection, etc.
7. Ensure department employees are properly trained and licensed to safely operate motor vehicles, to include tow trucks, lifts, etc.
8. Continuously promote safety and ensure department employees operate in a positive work environment and emphasize that supervisors promote safety.
9. Emphasize that safety and preventing accidents is everyone's responsibility.

#### IV. Expectations

The Superintendent and the Board of Education must set high expectations and emphasize safety at all levels within the school system.

Safety Coordinators should ensure that each person is held accountable for his/her actions.

Safety Coordinators and Supervisors should provide positive guidance and expectations to all personnel.

All employees should receive a general safety briefing annually or more frequently as appropriate.

Ensure employees are properly informed of new safety policies and accidents caused by neglect of safety procedures.

#### I. General

It is the responsibility of all Principals, Directors, and Supervisors, at all levels, to ensure that all employees comply with safety guidelines and directives. All personnel must work together to create and maintain a safe work environment.

#### II. Development of Safety Rules

##### A.

R

##### Review of past incidents resulting in an injury

1. Schools and departments will submit the Form 19 to the Workers' Comp Administrator within 24 hours. This form, in turn, will be submitted to our insurance carrier immediately. **NOTE: If death occurs OSHA must be notified within eight (8) hours.**
2. At each meeting the Employee Safety Committee will review all accident reports from the preceding month. Emphasis will be placed on looking for accident patterns and trends.

##### B. Inspection of Work Areas

1. The appointed Safety Coordinator or designee should frequently, at least once weekly, inspect work areas.
2. This inspection should concentrate on identifying work hazards and unsafe acts.

##### C. Interview with Supervisors and Employees

1. The appointed Safety Coordinator should frequently address potentially hazardous procedures and work methods with their employees.
2. Employees are encouraged to identify and to discuss areas of concern with their supervisor.

##### Enforcement of Safety Rules

1. All HCS employees are expected to comply with safety rules.

## **SAFETY RULES – GENERAL**

Any accident requiring more than minor first aid or any accident resulting in damage of equipment or property will be immediately reported to the employee's Supervisor, Principal or Director. The Supervisor will fill out the Form 19 and if medical attention is required, the employee will report to Urgent Care, Clyde, NC.

Employees shall use proper lifting techniques at all times and ask for assistance when needed.

Employees are to follow Board Policy when working around any bodily fluids and are to take universal precautions against contact with any Bloodborne Pathogen.

All chemicals shall be properly labeled. Employees will use all chemicals according to label instructions.

OSHA standards must be followed in disposal of hazardous waste such as chemicals, oil and paint.

The appointed Safety Coordinator will report all fuel and petroleum-based spills (gasoline, diesel, heating oil, etc.) in excess of 5 gallons to the Safety Director immediately. Spills of less than 5 gallons shall be cleaned up immediately using the proper technique as described in the material safety data sheets. In the case of laboratory chemical spills, the appointed site Safety Coordinator will report all spills regardless of size to the Safety Director. However, a laboratory chemical spill of less than 1 gallon may be cleaned up using the proper techniques and proper personal protective equipment.

Rubber gloves shall be worn when there is a danger of contact with chemicals or bodily fluids.

Approved safety glasses or full-face shield will be worn when working in a situation where there is a reasonable probability of any foreign object, or liquid, coming in contact with the eyes.

Employees will use only ladders and scaffolding that meet OSHA standards. They shall visibly inspect any ladder before using it. If it is deemed unsafe for any reason it will be immediately taken out of service and reported to the Maintenance Department.

Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas.

Secure electrical cords and wires away from walkways.

Close drawers completely on file cabinets and desks after each use.

Pick up objects you or co-workers may have left on the floor

Fire equipment, extinguishers, fire door exits, and sprinkler heads must remain unobstructed.

Clean up spills immediately.

Employees are to use caution when working around any bodily fluids and are to take universal precautions against contact with any Blood borne Pathogen.

All chemicals shall be properly labeled. Employees will use all chemicals according to label instructions. If there is a question about its safety, they will consult the Material Safety Data Sheet.

OSHA standards must be followed in disposal of hazardous waste such as chemicals, oil and paint.

Rubber gloves shall be worn when there is a danger of contact with chemicals or bodily fluids.

Employees will abide by all D.O.T. safety regulations when operating any vehicle.

**Ladders, step ladders and step stools are the only acceptable equipment for use when necessary to climb to a higher level to fix/hang/retrieve something, etc. Employees will not use tables, chairs, cabinets, or desks for these purposes.**

Employees are not to store any item within three (3) feet of any electrical panel. **Electrical Rooms and Boiler Rooms must not be used as storage rooms.**

Only trained, authorized personnel will operate any equipment such as forklift, power actuated tools, backhoe, trencher or shop equipment such as saws, planer, joiner, sander, grinder, etc. Those personnel will follow all safety guidelines regarding any equipment they are operating.

**Employees will abide by all Department of Transportation (D.O.T.) safety regulations when operating any vehicle.**

*These safety rules may not incorporate all aspects of safety as they may relate to each employee's specific job requirements. All employees will use common sense and good judgment as to the safe performance of their duties. If potential or questionable safety hazards exist or are observed, they should be corrected where possible or otherwise reported to the supervisor. No task is so urgent that safe procedures cannot be used.*

#### **ADDITIONAL SAFETY RULES – CUSTODIAL AND MAINTENANCE**

Employees are not to store any item within three (3) feet of any electrical panel. Electrical Rooms and Boiler Rooms must not be used as storage rooms.

Only trained, authorized personnel will operate any equipment such as electric drills, scrubbers, electric or propane buffers/burnishes, carpet extractors, and lawn equipment such as push/riding mowers, weed eaters, pressure washers, hedge clippers, etc. Those personnel will follow all safety guidelines regarding any equipment they are operating.

Employees will abide by all D.O.T. safety regulations when operating any vehicle.

Footwear must completely cover foot. Open toed/open heeled footwear is unacceptable. **Approved slip proof/leather upper footwear will be worn at all times.**

Any accident requiring more than minor first aid or any accident resulting in damage of equipment or property will be immediately reported to the employee's Supervisor, Principal or Director. The injured employee will fill out the Form 19 and if medical attention is required, the employee will, on the authorization of their supervisor, will report to the designated medical provider, which is

Urgent Care located behind the Haywood County Regional Medical Center. For emergency care after hours, go to Haywood Regional Medical Center Emergency Room.

Employees shall use proper lifting techniques at all times and ask for assistance when needed.

Employees are to use caution when working around any bodily fluids and are to take universal precautions against contact with any Blood borne Pathogen.

Before performing any maintenance on any equipment, or working with any stored energy source, all lockout/tag out procedures will be followed.

All aisle ways in shop areas will be left open and clean of any debris. This will require a 36" wide space along all aisle ways.

Safety glasses shall be worn when operating any power-actuated tool, nail guns, or any tool that emits a projectile of any kind.

Proper personal protective equipment (PPE) i.e.: face shield, eye protection, and gloves will be worn when any employee is welding, torching, grinding or if there is a danger of contact with sharp or abrasive materials.

Hard hats will be worn when working in any situation where there is a reasonable probability of any object falling on, or striking a person's head.

Hearing protection will be worn when working with saws, planer, joiner, compressors, jackhammers, or any other tool or piece of equipment that emits a loud noise continuously for over a 30-minute period of time. When in doubt, the Safety Director whether hearing protection is needed.

Respiratory protection will be worn when performing any task that requires a respirator.

Before entering any confined space, each employee will have proper training and will be responsible for following the written policy and procedures.

# ACCIDENT INVESTIGATION

## **I. Steps to Follow**

- A. The injured employee's supervisor/ safety coordinator should conduct the initial investigation.
- B. Preserve the scene. Do not move key materials/elements involved in the accident until the Investigation has been completed.
- C. Conduct interviews with the injured employee and any witnesses.
- D. Take notes and be specific.
- E. Just state and record the facts.

## **II. Determine the root cause of the accident.**

- A. Identify unsafe acts or conditions.
- B. Determine the required action to prevent future accidents.

## **III. Retain Key Information**

- A. File reports, witness statements, take photographs of the accident scene, etc.
- B. Keep key accident elements as evidence.
- C. Follow up.
- D. Assign responsibilities for implementation of corrective measures.
- E. Establish dates and follow up on corrective measures.

## **HOW TO HANDLE INJURIES AT WORK**



## **I. All Emergencies Regardless of Time of Occurrence**

- A.** Report the injury to a Supervisor immediately.
- B.** Emergency Medical Services should be summoned if needed. The Supervisor or other employees should, up to their level of training, provide first aid. If an ambulance isn't needed, the employee should be transported, by a designated employee, to Haywood Regional Urgent Care Center located in Clyde, North Carolina. The Workers' Comp Administrator should be notified.
- C.** If time permits, the Supervisor or Safety Coordinator should complete the Form 19 send with the employee, otherwise the Supervisor or Safety Coordinator should insure that the Form 19 is completed within 24 hours of the accident.
- D.** The Supervisor faxes the form 19 to the Workers' Comp Administrator provides the employee with a copy; files the original.

## **II. Reporting**

- A.** Each school or work-site has a person designated to be responsible for the completion of the Form 19. The OSHA 300 Report must also be maintained.
- B.** A completed Form 19 must come to the Workers' Comp Administrator's Office within 24 hours of the accident. Any absences due to work related injury must be reported immediately to the Workers' Comp Administrator.
- C.** Employees must stay in contact with their supervisor and/or Workers' Comp Administrator regarding their care under Workers' Compensation.
- D.** Employees may return to work **ONLY** with the approval of the Workers' Comp Administrator after authorization is received from treating physician.
- E.** The School or department will be notified if the employee will be returning to work with restrictions.
  - ❖ Each department and school will be responsible for accessing the risks and hazards each employee may encounter and will assure each employee is properly trained in all areas.
  - ❖ Directors or Supervisors and Principals of each department will be responsible for the training or will appoint an employee in that department to be responsible for training.

## **H. First Aid**

- ✓ Each department shall provide a well-stocked first aid kit with supplies that reflect potential injuries in the work area.

An employee who suspects that he or she has a blood or body fluid exposure resulting from performing his/her job duties may request to be tested, at the school district's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 15A NC Administrative Code 19A .0202 (4) (HIV) and 19A .0203(6)(3) (HBV). The school district will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

#### Nondiscrimination Policy

The school district will not discriminate against any applicant or employee who has or is suspected of having a communicable disease, including TB, HBV, HIV infection or AIDS. An employee may continue to work as long as the employee is able to satisfactorily perform the essential functions of the job and there is no medical evidence indicating that the employee's condition poses a significant, direct threat to co-workers, students or the public.

Legal References: 29 C.F.R. §1910.1030; 15A NCAC 19.0200, 19A.0202 (4), 19A.0203 (6) (3)

Cross References: Communicable Diseases – Blood Borne Pathogens