



Santa Rosa County School District

Safety and Health Policy and Plan

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Safety and Health Policy and Plan

The School Board of Santa Rosa County, Florida

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SECTION I

1.0 Scope

Provisions of this plan apply to all personnel employed by the Santa Rosa County School Board and all activities accomplished in their regularly assigned duties. Any deviation from safety requirements outlined in this or other safety publications will be accomplished only by approved waivers.

1.1 Policy Statement

The School Board of Santa Rosa County is committed to providing employees with a safe and healthful workplace. All practical steps will be taken to safeguard students, employees and the public from accidents and to, at all times, maintain an effective safety program.

Safety is a primary and continuous responsibility of each employee. We are committed to operate all facilities of Santa Rosa County Schools without harm to any employee. Each member of management is responsible for providing a safe work environment, for instructing employees in the safe way to work and for continually improving the safety awareness of their employees.

Each employee is responsible for following established safety practices and for learning sufficient safety skills to avoid injury.

All employees are expected to question conditions that appear unsafe and make a written report of any substandard condition to their supervisors. By preventing injuries and accidents, we prove that our employees are our most valuable asset.

With the help and cooperation of all employees in the school district, our Loss Control Program should succeed in providing a safe, healthful and pleasant working environment.

1.2 Exemptions, Waivers, and Authorized Deviations

Under certain conditions, precautions that are normally applicable will not permit accomplishment of a particular task or function. In such cases, the Superintendent will issue and process written requests for variance of an exemption, waiver, or authorized deviation. A record of all such issuances will be maintained by the Safety Specialist.

1.2.1 Exemptions from certain safety requirements may be authorized for existing operations or facilities. Exemptions will be for the period specified in the request.

1.2.2 Waivers are granted for specific situations, are limited as indicated in the authorization, and do not apply to other locations or to similar operations or conditions.

1.2.3 Deviations are authorizations to deviate from approved safety precautions and regulations for one time only.

1.2.4 Request for variances will be via the Superintendent and will include a determination of variance class, i.e., waiver, deviation, or exemption. The requesting department/individual will be advised by letter from the Superintendent as to approval/disapproval of request.

1.3 Authority

The Santa Rosa County School District Safety Policy and Plan is established by the School Board of Santa Rosa County and is designed to satisfy requirements outlined in Federal, State and local regulations.

SECTION II

2.0 Minimum Requirements

Provisions of this plan include minimum safety requirements and functional responsibilities necessary to meet desired safety standards. Stated in general terms, these are:

- Adherence to all safety directives unless waiver is obtained through the procedure set forth in Section I (1.2).
- Surveying all work areas and operations to determine potentially hazardous work elements or operational functions.
- Preparation and use of proper safety procedures in all hazardous operations.
- Utilizing proper personal protective equipment and clothing.
- Investigating and reporting all accidents, injuries, and property damages.
- Reporting all job related personal injuries for consideration under the Workers Compensation law.
- Proper pre-operational inspection, operation and control of rolling stock including vehicles, cranes, hoists, and forklifts.
- Providing necessary training, including initial orientations, on-the-job instructions and retraining as necessary.
- Assuring proper tools and equipment are used in all operations and that they are maintained in an acceptable manner.

2.1 Use of Proven Techniques

Most of the job functions accomplished possess work or operational processes common throughout the industry. In most cases, considerable safety data has been accumulated relating to these functions. These proven safety techniques are available to ensure activities can be performed safely without undue risks to personnel, property, facilities or the public.

Consequently, human behavior is the only unknown factor in many day-to-day routines and this may well prove to be the primary cause factor of accidents. Each individual must be constantly aware that routine tasks tend to decrease normal alertness and may result in personal injury or equipment damage if complacency is permitted. Supervisors should give constant attention to this factor and frequently monitor all functions and operations to preclude "short cutting" of proven and established safety principles.

2.2 Reference Publications.

Frequent reference to the State Requirements for Educational Facilities, Florida Fire Code, Florida Building Code, OSHA Regulations and DOT Standards will provide adequate directions and safety precautions necessary in most common work requirements. Further instructions are contained in Policy Statements, Safety Operating Procedures and Safety Instructions.

SECTION III

3.0 Administrative Responsibilities

Staff direction and management of this plan will be performed by the Risk Manager, with authority delegated from the Superintendent and the Santa Rosa County School Board.

Each administrative employee will be fully responsible for implementing the provisions of this plan as it pertains to operations under his/her jurisdiction. The responsibilities listed below are MINIMUM, and they shall in no way be construed to limit individual initiative.

3.1 Risk Manager Responsibilities

The Risk Management Department will maintain an aggressive Loss Prevention Program. The Risk Manager is responsible to the Superintendent, and will take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, the Risk Management Department will:

- Provide technical guidance and direction to supervisory personnel and management in the safety plan.
- Monitor the work of the safety program.
- Provide inspection services required by the Florida Department of Education Office of Educational Facilities, State Required Educational Facilities. This inspection does not take the place of the site based self-inspections.
- Provide to administration statistical studies of accident data.
- Monitor all safety inspections and surveys.
- Periodically evaluate compliance of the program within required minimum limits.
- Periodically attend school and /or departmental staff safety meetings to promote maximum understanding of the program objectives.
- Be responsible for chairing the District Safety Accident Review Committee and custodian of committee minutes.

3.2 Assistant Superintendent Responsibilities

Each Assistant Superintendent has authority and responsibility for maintaining safe and healthful working conditions within his/her jurisdiction. Although personnel exposure to hazards varies widely from site to site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material (hazardous or human, if applicable). Therefore, each Assistant Superintendent will:

- Hold each Principal, Assistant Principal, or Site Administrator accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- Demonstrate a personal concern for departmental losses for each employee who has lost time from an on-the-job injury because of negligence and for each employee who has been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.

3.3 Principal, Assistant Principal and Site Administrator Responsibilities

Each Principal, Assistant Principal or Site Administrator will be fully responsible and accountable for compliance with the provisions of this plan within his/her work site. The Principal, Assistant Principal or Site Administrator will ensure that:

- One administrative person at the site is designated with the primary responsibility for safety compliance at the site. In most instances, the person designated will be the Assistant Principal or Dean.
- One individual is appointed duties as Safety Chairperson for the school site.
- Safe work procedures for all hazardous tasks are covered by specific published work rules to minimize injury and property damage potential. (Reference publications in Section II, 2.2).
- All personnel are briefed and fully understand safety work procedures and existing policies that apply to their job.
- All employees, new and old, are required to complete district required safety training and, when necessary, retraining in the safe work procedures for each hazardous job they must perform.
- All employees are instructed and understand the use and need for personal protective equipment required for specific hazardous jobs.
- Necessary safety equipment and protective devices for each job are available and used properly.
- All safety policies and procedures are complied with by all personnel under his/her direction.
- Safety meetings are conducted quarterly, at a minimum, to review accidents, analyze their causes and promote free discussion of hazardous work problems. Committee meeting minutes must be recorded and maintained by the work site and a copy submitted to Risk Management.
- Safety suggestions and written comments from employees are encouraged, and those that are feasible are adopted.

- All accidents are thoroughly investigated, recorded and promptly reported as outlined in Section XIII.
- Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- Each Principal, Assistant Principal and Site Administrator is held accountable for the preventable injuries, collisions, and liabilities incurred by employees.
- All equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
- Necessary action will be initiated to assure compliance with safety requirements established for hazardous conditions, locations and operations, to include notification to the Safety Specialist prior to the start of any hazardous operation.
- That all injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing the injury will be investigated and an accident report will be submitted.
- Safety Committees will be used for continuity of the Safety Program.
- Employees will be scheduled for formal safety training; administer required on-the-job training, and comply with job qualification requirements when applicable.
- On-the-Job and Safety Training Records will be maintained.

3.4 Directors and Coordinators' Responsibilities

Each Director and Coordinator has authority and responsibility for maintaining safe and healthful working conditions; whether it is in the field, in the shop or the office. The Director or Coordinator will work toward controlling injuries, collisions, liabilities and waste material (hazardous or human, if applicable), and will:

- Hold each Principal, Assistant Principal, Department Supervisor or Manager accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- Ensure that all safety policies and procedures are complied with by all personnel under his/her direction.
- Demonstrate a personal concern in departmental losses for each worker who has lost time from an industrial injury because of negligence and for each worker who has been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.
- Ensure all hazardous tasks are covered by specific published work rules to minimize injury and property damage potential.

- Ensure all personnel are briefed and fully understand safety work procedures and existing policies that apply to their job.
- Ensure all employees, new and old, are trained and when necessary, retrained in the accepted way each hazardous job must be accomplished.
- Ensure all employees are instructed and understand the use and need for personal protective equipment required for specific hazardous jobs.
- Ensure necessary safety equipment and protective devices for each job are available and used properly.
- Ensure that quarterly site safety meetings are conducted to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.
- Encourage safety suggestions and written comments from employees and adopt those that are feasible. A written response will be provided by the work site administrator to these suggestions.
- Ensure all accidents are thoroughly investigated, recorded and promptly reported.
- Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- Be held responsible for the preventable injuries, collisions and liabilities incurred by his/her employees.
- Ensure all equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
- Ensure that all injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing the injury will be investigated and an accident report will be submitted.
- Ensure that safety committees are utilized for continuity of the Safety Program.
- Ensure employees are scheduled for formal safety training; administer required on-the-job training, and comply with job qualifications requirements when applicable.
- Ensure that on-the-job and safety training records are maintained.

3.5 Supervisory Personnel Responsibilities

A Supervisor/Manager or Foreman has responsibility for the safe actions of his/her employees and the safe performance of machinery and equipment within his/her operating area. He/She has authority to enforce the provisions of this Plan to keep losses at an absolute minimum. Each Supervisor/Manager or Foreman will:

- Assume responsibility for safe and healthful working area for his/her employees while they are under his/her jurisdiction.

- Be accountable for preventable injuries, collisions and liabilities caused by his/her employees.
- Ensure that all safety policies and regulations are implemented for maximum efficiency of each job.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts.
- Be firm in enforcement of work policies and procedures by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.
- Ensure that each employee is trained for the job he/she is assigned to do, that he/she is familiar with published work rules.
- Cooperate with the state and county and other safety inspectors in shutting down operations considered to be eminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed personal protective equipment.
- Ensure that periodic safety training is conducted for all employees.
- Inspect all tools and equipment at frequent intervals and make sure they are kept in a safe and serviceable condition.
- Ensure that untrained employees are not permitted to operate mechanical or electrical equipment involved in hazardous operations.
- Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injury.
- Maintain a continuous program of on-the-job training and supervise potentially hazardous activities.
- Use safety checklist for hazardous operations.
- Notify his/her manager prior to the start of any hazardous operation.
- Properly maintain all protective devices and safety equipment.
- Ensure that all employees are physically qualified to perform their work.
- Use the "buddy" system for tasks that involve hazardous work.
- Mark all areas prescribed as dangerous with the type of hazard involved.
- Ensure that as few persons as possible are permitted to enter hazardous work areas.

3.6 Employee Responsibilities

All employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and their fellow workers and to conserve materials. Each employee will:

- Obey all safe work practices and safety rules.
- Report all unsafe conditions and acts to his/her supervisor.
- Be individually responsible to keep themselves, fellow employees and equipment free from mishaps.
- Keep work areas clean and orderly at all times.
- Follow prescribed procedures during emergencies.
- Immediately report all accidents and injuries, no matter how minor, to his/her supervisor.
- Be certain that he/she understands instructions completely before starting work.
- Learn to lift and handle materials properly.
- Avoid engaging in any horseplay and avoid distracting others.
- Review the safety educational material posted on bulletin boards or distributed to their work areas.
- Know how and where needed medical help may be obtained.
- Not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.
- Bring a doctor's release when returning to work after an injury or illness; when requested by supervisor.

EACH EMPLOYEE working at hazardous jobs will:

- Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he/she will STOP and get instructions from his/her supervisor before continuing work.
- Operate only machinery and equipment that he/she has been authorized to operate by his/her supervisor.
- Use only the prescribed equipment for the job and handle it properly.
- Wear required personal protective equipment when working in hazardous operation areas. Dress safely and sensibly.

SECTION IV

SAFETY TRAINING

4.0 General

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of this safety plan, through his/her supervisor, for review and future reference. Employees will also be provided with a copy of job specific safety rules, policies and procedures pertaining to his/her job. Supervisors will ensure knowledge and understanding of safety rules, policies and job specific procedures described in the safety plan and instruct employees that compliance with established safety rules and procedures is a condition of employment.

Personnel training in job responsibilities and job operations, proper methods and techniques to be used, the hazards associated with the function or system are the most important elements in achieving safe operations.

Formal training is required for all employees engaged in hazardous operations such as high voltage work, chemicals, pesticides, entering confined spaces and other functions designated hazardous by the Risk Manager.

All employees will be retrained periodically on safety rules, policies and procedures and when changes are made to the district's safety plan.

Employees injured on the job will receive refresher safety training following the incident.

4.1 First Aid Training

Training in first aid will be provided to as many employees as possible. However, due to the class quota limitations, priority will be given to personnel involved in the more hazardous operations or work areas. (See paragraph 9.9 for additional requirements).

4.2 Defensive Driving Courses

The defensive Driving Course will be presented to all personnel who operate school bus vehicles. The contracted service Safety Supervisor will coordinate class schedules with their Director of Transportation.

4.3 On-The-Job Training

On-the-job training will be accomplished by supervisors and managers responsible for the individual. The training will include:

- Santa Rosa County School District Safety and Health Policy and Plan
- Required personal protective equipment and clothing for the job.
- First Aid procedures and emergency treatment of injuries.
- How to report a fire or serious injury and/or accident.
- Specific hazards associated with the job.
- General hazards encountered in the work area and how to avoid them.

If an employee demonstrates, through accidents or continued unsafe acts, that he/she does not understand the safety requirements of his/her job, he/she will be re-trained by formal training programs, repeat on-the-job instructions, or be personally counseled by his/her supervisor and or his/her Manager.

4.4 Specialized Training

Specialized training will be required from time to time for special areas of operation and to meet specific requirements of unique tasks. These include special equipment for personnel working with or exposed to toxic or corrosive chemicals, storage of toxic or corrosive liquids or solids and other special requirements.

4.5 Supplemental Special Training

Supplemental safety training and promotion of safety activities will be accomplished by the Risk Management Department to include on-line safety training courses and safety promotional emails and literature.

4.6 Environmental Health

The Coordinator of Math and Science and Maintenance Foreman will maintain close association with environmental health activities to coordinate county requirements for those functions falling within their purview. The Coordinator of Math and Science is responsible for coordinating training classes for affected personnel on proper use, storage and disposal of hazardous chemicals and materials in accordance with local, state and federal regulations. Periodic hazardous waste pick up will be coordinated with the Maintenance Department. The Coordinator of Math and Science and the Maintenance Foreman will collaborate with the Health Department, Department of Environmental Protection Agency and the Risk Management Department to ensure environmental health initiatives minimize occupational health and safety hazards.

SECTION V

OCCUPATIONAL SAFETY AND HEALTH INSPECTIONS (OSHI)

5.0 General

Formal safety inspections of all schools and departments will be conducted annually. Informal inspections may be accomplished at a frequency to assure that hazards are kept at a minimum and safe work practices are enforced.

5.1 Safety Inspections

5.1.1 The District Safety Specialist will conduct a formal fire, casualty and sanitation inspection annually on facilities under the jurisdiction of the school district.

5.1.2 Each Site Administrator will follow-up on all deficiencies identified in the inspection reports to ensure all items are corrected.

5.1.3 All personnel will cooperate in the inspections, ensure that all areas are covered and all hazards are documented.

5.1.4 Emphasis will be placed upon condition of facilities, equipment, and machines as well as implementation of the overall safety program, such as:

- Good Housekeeping
- Use of required personal protective equipment
- Compliance with published local, state and federal safety requirements
- Qualifications of drivers and condition of vehicles
- Proper maintenance of electrical equipment
- Proper guarding of open pits, ditches, and tanks
- Proper storage of flammable-combustible liquids
- Fire extinguisher, first aid kits and emergency lighting
- Proper condition of power and hand tools
- Proper guarding of powered equipment and machinery
- Excessive noise levels
- Excessive dust levels
- Administrative compliance with this plan and other pertinent regulations

5.1.5 Inspection reports will be kept on file in the Risk Management Department and at the individual schools/departments.

5.1.6 The Safety Specialist will provide a copy of the inspection report to the appropriate schools/departments and agencies.

5.1.7 Facilities and equipment noted to be unsafe for use will be tagged on the spot by the Safety Specialist. Personnel who continue to use any item that has been tagged or who willfully removes the tag before the unsafe condition is corrected may be subject to disciplinary action.

5.1.8 Class 1 - Imminent Danger - hazards will be corrected before work is resumed.

5.1.9 Corrections requiring special monetary funds or those beyond control of the school or facility will be presented to the Assistant Superintendent of Administrative Services.

5.1.10 Supervisors will inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

5.2 Environmental Health Inspections

Environmental Health Inspections can be requested by principals, assistant principals, supervisors, and employees whenever the need arises. Employees are encouraged to report any suspected safety violation to their immediate supervisor.

5.3 Site Safety Inspection/Self Inspections

The Site Administrator is responsible for ensuring that periodic informal site safety inspections are conducted. Documentation of all discrepancies found during a self-inspection shall be maintained by the Site Administrator. Appropriate corrective action taken should be taken to mitigate discrepancies. Discrepancies requiring Maintenance repairs should be submitted utilizing the Maintenance work order system.

5.4 OSHA Safety and Health Inspections

All personnel will cooperate with the inspectors in order to make each visit as beneficial as possible. The Risk Manager will be notified immediately when a federal compliance officer arrives at a work location.

5.5 Safety Enforcement

Provisions for disciplinary action against employees for safety violations may be established in policies. Actions against employees found in violation of established safety rules may include written reprimands, warnings, suspensions, from duties for various time periods and possible

termination. Action taken will be in accordance with the applicable collective bargaining Master Contract.

All employees, particularly those in a supervisory capacity, will report safety violations committed or observed in their area to their immediate supervisors. If the violation is of an extremely serious nature, immediately report the violation to the Assistant Superintendent of Human Resources for corrective action.

5.5.1. Compliance officers will concern themselves with hazards that affect personnel. They will be looking at the following areas: Safe working practices, use of prescribed personal protective equipment, adequacy of personal protective equipment configuration with respect to operator protection and training. No corrective action will be cause for issuing a notice of violation.

5.5.2 Principals, Site Administrators or Supervisors who receive a state citation will:

- Correct the hazard within the abatement period if possible.
- If time required for corrective action will exceed indicated abatement period, send a memo to the appropriate legal authority having jurisdiction indicating why the extension is needed and approximately how long the delay will be.
- Upon actual completion of corrective action, so certify by dating and signing the citation and send to the appropriate legal authority having jurisdiction.

5.5.3 The work site administrator will handle all the administrative details for the citations to ensure full compliance with the law. The work site administrator shall be responsible for:

- Maintaining current, complete records on citations from the time they are received until all action is taken.
- Notifying appropriate Director/Supervisor and Safety Specialist that a citation has been issued.
- Maintaining a record all abatements of violations, requests for variances and protests of validity relative to citation.
- Accompanying the compliance officer on all inspections.

SECTION VI

INVESTIGATIONS

6.0 General

Investigation of any accident or incident is an invaluable tool in controlling losses. Thorough investigation, reporting, recording and corrective follow-up of each accident/incident can be time consuming. However, the time used for such purpose contributes relatively little to the total time wasted from the disruption that invariably follows. Devoting necessary time and effort to prevent the recurrence of each accident/incident is an investment of effort that benefits employees and the School District.

6.1 Investigation Procedures

Each accident/incident will be investigated by the immediate supervisor of the employee as soon as possible after it has occurred. The following procedures will be followed:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, processes, and procedures to determine the root cause of the accident/incident. Investigate unsafe conditions, unsafe acts, misuse of equipment or other factors not in accordance with safe work procedures and policies.
- Interview the injured employee to gain first hand information relative to the accident/incident. Injured employee will be asked to complete the Employee Accident/Incident Statement.
- Identify each witness to the accident/incident. Interview each witness and ask each witness to complete a Witness Statement form.
- Take photographs of the accident/incident location/site.
- Complete the First Report of Injury and submit to the Risk Management Office within 24 hours of the accident/incident occurring. Complete the Accident/Incident Investigation report and submit to Risk Management within five working days from the date of the accident/incident. The Employee Accident/Incident Statement, Witness Statements and photographs should be submitted along with the Accident/Incident Investigation report.
- Provide recommendations for corrective action including the need for additional or remedial safety training.
- The District Safety Specialist will conduct a thorough follow up accident/incident investigation to include interviews with the Site Administrator, injured worker and witnesses. A report with corrective action recommendations, including refresher safety training for the injured worker as noted in Section IV, 4.0, will be forwarded to the Site Administrator once the report is complete.

SECTION VII

MEDICAL TREATMENT OF INDUSTRIAL INJURIES AND ILLNESS

7.0 General

An industrial injury or illness is as defined in Florida Statute 440.

7.1 Emergency Medical Treatment

7.1.1 For all life threatening or serious injuries call 911.

7.1.2 Administer first aid treatment as necessary until help arrives, if qualified.

7.1.3 Fatalities and/or injuries within this emergency medical treatment category will be reported by office or cell telephone to the Superintendent and Risk Manager immediately after the emergency is under control. Provide the name of the employee, when, how and where the accident occurred. This does not eliminate the need for a written report which should be submitted to the Risk Management office.

7.2 Non-Emergency Medical Treatment

7.2.1 Upon the notification that an employee has been injured or became ill on the job, the supervisor will ensure that:

- First Aid is administered if qualified to do so.
- If treatment by a physician is required, the Site Administrator will contact the Risk Management Department for Physician assignment prior to treatment.

FOR NON-EMERGENCY MEDICAL TREATMENT, THE TREATING PHYSICIAN MUST BE AUTHORIZED BY THE RISK MANAGEMENT DEPARTMENT AND/OR THE DISTRICT'S WORKER'S COMPENSATION INSURANCE CARRIER PRIOR TO TREATMENT.

7.3 First Aid Treatment in the Field or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., will be treated in the field or office when an employee is qualified to administer first aid is present and a first aid kit is available. Responses will be in compliance with blood borne pathogen guidelines. Such injuries will be made a matter of record and reported to the Risk Management Department.

SECTION VIII

ACCIDENT REPORTING PROCEDURES

8.0 General

All accidents, incidents and occupational illnesses must be reported as soon as possible. REPORTING IS MANDATORY. Immediate notification provides the opportunity for an on-the-scene investigation of serious accidents, ensures prompt preventative action and, if needed, provides the individuals assistance in obtaining medical treatment under the worker's compensation provisions. It is the responsibility of each employee and/or supervisor to report all accidents in accordance with criteria outlined in this section.

8.1 Definitions

8.1.1 Accident - An unintended, unforeseen event which may result in an injury to personnel and/or damage to property and equipment.

8.1.2 Incident- A condition, event or series of events that indicates the existence or occurrence of a hazard, regardless of whether the incident contributes to an injury, illness, occupational disease or fatality.

8.1.3 Occupational Illness – An abnormal condition or disorder, other than one resulting from an injury, caused by an exposure to environmental factors associated with employment. Illness includes acute and chronic illness or diseases caused by inhalation, absorption, ingestion or direct contact with an environmental factor.

8.1.4 Workers Compensation - Governed by the language of the Florida Statutes.

8.1.5 Property Damage Accident - An accident which produces damage or loss to property, facilities, or equipment.

8.1.6 Motor Vehicle Accident - An accident that occurs in a district owned, rented or leased vehicle regardless of damage or injury.

8.1.6 Fire - Any fire regardless of extent or damage.

8.1.7 Unsafe Act - The action of any employee which could cause injury to himself, a fellow employee, a student, or a citizen. Also, the action of any employee which could cause physical damage to either public property or private property.

8.1.8 Unsafe Condition - A condition over which the School Board has jurisdiction that has the potential of injury to an employee, student or citizen. Also, any condition that has the potential of physical damage to either public property or private property.

8.2 Reporting Schedule

The following schedule is provided as a general guideline for reporting all accidents, incidents and occupational injuries/illnesses or other occurrences of damage in which the School District of Santa Rosa County has jurisdiction or responsibility.

Post incident drug screenings are required for all employees who report an accident, incident or occupational illness, regardless if an injury results or not.

8.2.1 Employee incidents, injuries or occupational illnesses must be immediately reported to the Site Administrator/Manager and to the Risk Management Office. The affected employee will be subject to a post-incident drug screen immediately after reporting. If the employee needs non-emergency medical treatment an appointment will be scheduled within 24 hours by the Risk Management Department. The NOTICE OF INJURY (First Report of Injury) form must be completed and forwarded to the Risk Management Department within 24 hours of the incident/accident. In the case of a weekend or holiday the form will be completed and forwarded to Risk Management on the next work day.

8.2.2 Student injuries shall be reported by completing the STUDENT INCIDENT OR ACCIDENT REPORT form and forwarding to the Risk Management Department not later than the following workday. Serious injuries and/or students transported to the hospital for emergency treatment will be immediately reported to the Risk Management Department by telephone.

8.2.3 Injuries to visitors at schools or other School District facilities will be reported by completing the VISITOR ACCIDENT/ INCIDENT REPORT form and forwarding to the Risk Management Department not later than the following work day. Serious injuries, visitors transported to the hospital for emergency treatment or incidents that may result in adverse publicity will be immediately reported by telephone to the Risk Management Department and a formal report submitted as stated above.

8.2.4 Accidental damage to school property and/or equipment, or to private property as a result of actions by School Board employees, will be reported immediately to the Risk Management Department.

8.2.5 All accidents involving vehicles owned, leased, or rented by the School District, including driver education vehicles, shall be reported as required by Florida State Statutes.

All bus vehicle accidents, regardless of amount of damage or injury, will be immediately reported, by the most expeditious means available, to the Director of purchasing and Contracted Services. The Director will ensure the appropriate forms are completed by the transportation service contractor, forwarding one copy to Risk Management and maintaining a file copy. The Director of Purchasing and Contracted Services will notify the Risk Management Department immediately when serious injury or extensive damage occurs. Any

injuries to county employees as a result of a vehicle accident will be reported as outlined in 8.2.1 above. The First Report of Injury will be completed by the Director of Contracted Services and forwarded to the Risk Management Office, maintaining a file copy.

White fleet vehicle accidents, school/site owned vehicle accidents, rental vehicle accidents or driver's education vehicle accidents will be reported immediately to the appropriate Administrator, Department Manager or Supervisor. The Administrator, Department Manager or Supervisor will ensure the appropriate forms are completed, forwarding one copy to Risk Management and maintaining a file copy. Risk Management must be notified immediately when serious injury or extensive damage occurs.

8.2.6 Any occurrence of fire, regardless of extent of damage or injury, must be reported to the Assistant Superintendent of Administrative Services and the Risk Management Department by telephone immediately upon receipt of information regarding occurrence. This internal reporting is in addition to immediately reporting to the local fire department as required in FLORIDA STATE STATUTES. A formal report, using the Property Damage Claim Form, will be forwarded to the Risk Management Department not later than the following workday. Fire incidents of serious nature occurring after normal work hours will be reported in accordance with established site emergency notification procedures.

8.3 Recordkeeping Procedures

The Risk Management Department will maintain all employee, student and visitor accident and injury records. Accident and injury records are maintained for a minimum of five years from the date of the accident/incident. Records for litigated claims are maintained for a minimum of five years from the date the case is closed. Records for closed cases of minors under the age of 18 must be maintained for five years after the minor turns 18. Records maintained include:

- Worker's Compensation First Report of Injury Report (DCW 1)
- Employee Accident Investigation Reports
- Student Accident Reports
- Visitor Accident/Incident Reports
- Employee and Witness Statements
- Photos taken at the scene of the accident

8.40 OSHA Logs

The Risk Management Department will maintain an OSHA 300 log for each individual work site and document all recordable injuries and illnesses on the appropriate log. The OSHA 300-A log will be completed by the Risk Management Department annually and sent to each site administrator to review, sign and post in a conspicuous location accessible to all employees. The OSHA 300-A log for the prior calendar year must be posted by February 1 and remain posted until April 30. Upon removal, the original OSHA 300-A log should be returned to the Risk Management Department and a copy maintained at the work site.

SECTION IX

INDUSTRIAL INJURY AND ILLNESS CONTROLS

9.0 General

The effectiveness of industrial injury and illness control is directly related to the appropriate supervision of personnel, a thorough understanding of the hazards of the jobs to be accomplished, and daily operations that consistently follow safe work practices specified in published work rules.

9.1 Job Safety Analysis for Hazardous Work

To eliminate accidents in highly hazardous areas, each supervisor is required to thoroughly train, evaluate and educate his/her workers on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.

It is essential that the supervisor use published work rules which define each hazardous task his employees are responsible for and define the correct work procedures for its safe accomplishment. This enables him/her to maintain a consistent quality of instruction that instills employee confidence in his/her own capabilities and those of management. By providing the employee with a copy of the safe work rules after instruction, he/she has a ready reference for his/her review at any time. Procedures for job safety analysis are as follows:

- The job is broken down into basic steps. These steps describe what is to be done in sequence. Omit details which have no bearing on the objective.
- After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible, whether produced by the environment or connected with the mechanics of the job procedure, so that each step of the entire job can be done safely and efficiently.
- When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four ways in which this can be handled:
 - Eliminate the process of operation or provide a substitute action which can be done without the hazard, or
 - Isolate the process or operation so as to eliminate or minimize the hazard, or
 - Provide guards or automatic devices to eliminate or minimize the hazard, or
 - Provide personal protective equipment and, enforce its use to eliminate the possibility of injury.
- Using the information gathered from the first three steps department work rules shall be written, disseminated among all employees, and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing his/her employees in the safe method of performing their jobs and what personal protective equipment will be

required. It also provides each employee with a source of information he/she can use for occasional review.

9.2 Hazard Communication Program

9.2.1 Purpose

The Santa Rosa County School District Hazard Communication Program has been established to ensure compliance with the Occupational Safety and Health Administration's Hazard Communication Standard (HCS) 29 CFR 1910.1200. The HCS provides workers with the right-to-know the hazards and identities of the chemicals they are exposed to in the workplace.

The District Safety Specialist is designated as the Hazard Communication Program Coordinator and acts as the representative for the Superintendent of Santa Rosa County School District, who has overall responsibility.

All district employees will be informed of the substance of the HCS, the hazardous properties of chemicals they work with and measures to take to protect themselves from these chemicals.

9.2.2 List of Hazardous Chemicals

Each school or facility is responsible for maintaining a list of all hazardous chemicals present in the school/facility. The list should be updated as new chemicals are acquired and/or chemicals are removed from the premises. New chemicals acquired for use in science labs must be approved by the School District Math and Science Coordinator or the District Safety Specialist to ensure that no unauthorized chemicals are used.

The Hazard Communication Coordinator will maintain a District Master Chemical List of all hazardous chemicals used in each school/facility and update upon receipt of any new SDS/MSDS from any school/facility. Additionally, hazardous chemicals removed from a school/facility will be removed from the master list upon notification from the school/facility. The District Master Chemical List of hazardous chemicals will be maintained in the Risk Management Office.

9.2.3 Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS)

Each school or facility is responsible for acquiring, maintaining and updating all SDS/MSDS for hazardous chemicals present at the worksite. The school administrator/ facility manager or their designee will review all new chemicals introduced to the school/facility and ensure compliance with this policy. Each school/facility will ensure the SDS/MSDS for any potentially hazardous chemicals purchased from a vendor is received at the facility either prior to or at the time of receipt of the first shipment and meets HCS requirements. A copy of any new or updated SDS/MSDS will be forwarded to the Risk Management Office. The Risk Management Office will also be notified of any hazardous chemicals removed from the premises.

Each school/facility will ensure that employees know where the SDS/MSDS's are located and be accessible to employees at all times.

9.2.4 Labels and Other Forms of Warning

The school/facility administrator is designated to ensure that all hazardous chemicals in the facility are properly labeled. This can be designated to another competent person within the school/facility. At a minimum, labels should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The administrator or their designee will refer to the corresponding SDS/MSDS to verify label information. Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the administrator or their designee prior to their use.

The administrator or their designee will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date. The school district Safety Specialist will also perform an annual check during the fire, casualty and sanitation inspection conducted each school year.

9.2.5 Hazard Communication Training

All employees will receive initial training on the HCS and the safe use of chemicals. Additional training will be provided for employees who work with or are potentially exposed to hazardous chemicals. Training will be provided for employees whenever a new hazard is introduced into their work area. Hazardous chemical training will be conducted by using the Safe Schools on-line training course: Hazard Communications: The Right To Understand.

The training will emphasize the following elements:

- A summary of the Hazard Communication Standard
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals
 - Physical and health hazards associated with potential exposure to workplace chemicals
 - Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures
- Hazardous chemical spill and leak procedures including
 - Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- Review of the Santa Rosa County School District written hazard Communication Program

The Hazard Communication Coordinator will monitor and maintain records of employee training and advise the facility manager of training needs.

9.2.6 Contractors and Other "Outside" Employers

The Assistant Superintendent for Administrative Services or Director of Purchasing and Contracting will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required to provide information to the Hazard Communication Coordinator in Risk Management regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing SDS/MSDS's to the Assistant Superintendent for Administrative Services or Director of Contracting and Purchasing or the school district Safety Specialist. Any information received will be added to the school/facility Master Chemical Inventory List and the District Master Chemical Inventory List maintained by the Hazardous Communication Coordinator in Risk Management.

9.2.7 Non-Routine Tasks

Supervisors, maintenance personnel or others planning a non-routine task such as repairs or construction should consult with the Hazard Communication Coordinator. Those undertaking such activities will be responsible for notifying the school/facility administrator to ensure employees at the site are informed of chemical or physical hazards associated with the non-routine tasks and told how to protect themselves.

9.2.8 Emergency Information

At the beginning of each school year or whenever updated, schools and facilities will provide the Hazard Communication Coordinator with the name(s) and telephone number(s) of knowledgeable representative(s) who can be contacted in case of an emergency.

9.2.9 Additional Information

Further information on this written program, the Hazard Communication Standard, and applicable SDS/MSDS's is available by contacting the Hazard Communication Coordinator in the Risk Management Office for the Santa Rosa School District. .

9.3 Lock-Out/Tag-Out Program

The Santa Rosa County School District has established the Lock-Out/Tag-Out Program in order to ensure that employees and other personnel are protected from hazards related to the unexpected energization, start up or release of stored energy during machinery and/or equipment servicing or maintenance work.

9.3.1 General Requirements

Lock-Out/Tag-Out is the process of putting equipment into a temporary condition in which ALL power is blocked.

It is required:

- During set-ups and when a machine is being prepared for operation
- Whenever guards, safety switches or other safety devices are removed or bypassed in order to perform maintenance or troubleshoot
- When any part of the employee's body may be placed in a possible danger zone
- During maintenance is being performed
- During trouble-shooting (if feasible)

It is **NOT** required:

- When making minor tool changes, adjustments and/or other servicing activities during normal production operations that are routine, repetitive and integral to the use of the equipment and alternative methods are used that provide effective protection.
- When work is done on cord and plug connected electric equipment under the control of the employees performing the servicing or maintenance.

Remember, before you remove or bypass a guard or other safety device, or get any part of your body into a possible danger zone, LOCK OUT and TAG OUT the energy source. THIS IS NOT CONSIDERED A NORMAL OPERATION OR ADJUSTMENT.

9.3.2 Potential Energy Sources

All energy sources must be identified, isolated and controlled by locking and tagging out disconnects, valves, etc. before work is conducted.

Energy may either be:

- Kinetic (energy in motion), or
- Potential (stored energy)

Different types of energy that may be found in the workplace may include:

- Chemical energy which may include corrosives, flammables, reactives, toxins or asphyxiates
- Electrical energy
- Gravitational energy, when weight or position can cause movement
- Hydraulic energy generated by liquids under pressure
- Mechanical energy which includes spring driven equipment, clutches, cams, etc.
- Pneumatic energy generated by pressurized gas or air
- Thermal energy – extreme heat or cold

9.3.3 Initial Lock-Out/Tag-Out Survey

An initial survey of all machines and equipment must be conducted to identify and categorize energy sources and control methods.

The survey must identify and include:

- The name of the person conducting the survey
- The date of the survey

- The identification name or number of the equipment/machinery
- The location of the equipment/machinery
- A list of all energy sources
- Any available isolation devices such as circuit breakers, valves, disconnects, etc.
- A list of required lock-out tag-out devices
- The names of any “affected personnel”
- Any special shut down or start up procedures

A copy of these completed surveys is to be retained by the School District Maintenance Department.

A Lock-Out/Tag-Out Procedure Form is available by contacting the Safety Specialist in Risk Management.

9.3.4 Lock-Out/Tag-Out Devices

A lock-out device is to be used unless a lock cannot be attached to the isolation device, or it is not otherwise feasible. A tag-out device (tag) may ONLY be used if:

- Protective measures that are equivalent to lock-out are used: and
- The tag is attached to the same place a lock would be attached

REMINDER: *Tags are warning devices and **DO NOT** provide physical restraints.*

All Lock-out/Tag-Out devices will be issued by the Maintenance Supervisor or their designated representative.

Each authorized person will be issued locks, tags, multiple lock hasps or other lock-out/tag-out devices as deemed necessary.

Additional locks, hasps, tags and lock-out devices may be obtained from the Maintenance Supervisor or their designated representative, if required.

Locks physically prevent the use of equipment or machinery. They must:

- Be durable
- Standardized according to either color, shape or size
- Substantial enough to prevent easy removal
- Clearly identify the employee who applied them
- Be keyed individually (the individual who applies the lock must maintain possession of the key at all times until he/she removes the lock)
- NOT be used for any other purpose

Tags provide warnings to alert workers to the status of the equipment. They must:

- Be durable and printed so that they remain legible
- Be standardized according to print and format
- Indicate the identity of the employee who applied them

- Include the signal word “DANGER” to warn against hazardous conditions if the machine or equipment is energized and must include a message such as:
DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE OR DO NOT OPERATE

The means of attachment must be:

- Non-reusable
- Attachable by hand
- Self-Locking
- Non-releasable
- Have a minimum unlocking strength > 50 pounds

9.3.5 Lock-Out/Tag-Out Training

Employees will receive initial training or instruction in lock-out/tag-out procedures in accordance with their level of responsibility.

Employees will be retrained when their job assignment changes, the lock-out/tag-out procedures change or when an inspection indicates a lack of knowledge or deficiency in work practices.

All pertinent employees will be trained in new or modified lock-out/tag-out procedures necessitated by the installation of the new equipment.

Levels of responsibility include:

- Authorized Employees – those who service or maintain equipment and follow lock-out/tag-out procedures. Authorized employees must be trained to:
 - Recognize the types of hazardous energy sources
 - Identify the hazardous energy sources present in the workplace
 - Understand the danger of the energy sources present in the workplace
 - Understand and follow the department’s lock-out/tag-out procedures
- Affected Employees – those who operate or use the equipment being serviced or maintained and others in the area where equipment is locked out and/or tagged out. Affected employees must receive training in order to:
 - Recognize when lock-out/tag-out procedures are being implemented
 - Understand the purpose of the procedure and the importance of not attempting to start up or use machinery or equipment that has been locked out or tagged out
- Other Employees – those who may have reason to enter or work in the area where lock-out/tag-out may be implement must be instructed about the purpose of the procedures and informed of the prohibition related to attempts to restart or re-energize equipment which is locked out or tagged out

9.3.6 Periodic Program Inspections

An annual inspection must be conducted in order to ensure that the lock-out/tag-out program and the requirements of OSHA 29 CFR 1910.147 are being met and to correct any deviations or inadequacies that may be identified.

An authorized and properly trained employee must perform the inspection. Someone who is not actually performing the work must complete the inspection.

After the inspection or observation, the results must be reviewed with each authorized and affected employee.

Documentation certifying the completion of the inspection must be maintained on files and include the following information:

- The date of the inspection
- The identity of the machinery or equipment
- The affected and authorized employees included in the inspection
- Any deviations or inadequacies
- A plan for correction
- The signature of the person conducting the inspection/observation

9.3.7 Lock-Out/Tag-Out Procedure Form

The lock-out/tag-out procedure form may be used for all machinery or equipment subject to lock-out/tag-out.

Group lock-out/tag-out procedures may be used if there are multiple locks required for a single machine or piece of equipment and several employees are involved in maintenance and servicing activities.

In addition to previously discussed requirements, the following process must be adhered to when applying lock-out devices for a group:

- A principal authorized employee (PAE) applies the equipment locks
- The PAE places keys to equipment locks in a master lock box and applies his personal lock
- The PAE places his personal lock in a separate box and each member of the crew, including the PAE, applies their personal lock
- All lock-out/tag-out procedures are followed until the job is complete

Completed Lock-Out/Tag-Out Procedure Forms should be maintained for a period of three years.

9.4 Chemical Hygiene Plan

9.4.1 Purpose

The Santa Rosa District Schools is committed to managing chemical safety in an effort to maintain a safe environment for all employees and students. This Chemical Hygiene Plan sets forth operating procedures and work policies designed to control chemical hazards.

9.4.2 Scope

To protect employees and students from health hazards associated with the use of hazardous chemicals. We will accomplish this through the following:

- Identifying hazardous chemicals
- Developing an outline of responsibility in the district
- Developing safe procedures
- Discussing procedures for procurement, distribution, and storage of chemicals
- Implementing a plan for monitoring safety equipment and storage areas
- Developing a written plan to address accidents involving chemicals
- Establishing a chemical hazard training program
- Developing a chemical waste disposal program

This plan will be located in the following areas:

- Principal's Office
- School District Risk Management Office
- Site School Laboratory Classrooms
- Office of the School District Coordinator of Math and Science
- Santa Rosa County School District Maintenance Department

This plan will be reviewed annually and updated as necessary.

9.4.3 Chemicals

A school data base or list of all chemicals will be maintained in each school Science Lab, in the office of the Coordinator of Math and the Risk Management office. Any additions or deletions should be communicated to the above personnel/offices within ten (10) working days. *(We need to have the most updated list to present to the local fire service in case of a fire event.)*

9.4.4 Responsibilities

In order to properly manage the chemicals in our schools, we will establish a Chemical Hygiene Officer (CHO). The CHO and the school district Safety Specialist will have authority to make needed decisions regarding this plan in order for it to remain effective and relevant. The **Chemical Hygiene Officer (CHO)** for Santa Rosa District Schools will be the **Coordinator of Math and Science**. The Safety Specialist for Santa Rosa County Schools will assist in the absence of the Coordinator of Math and Science or when needed to consult on a safety related concern.

- Chemical Hygiene Officer duties will include:

- Being familiar with all aspects of the Chemical Hygiene Plan
 - Being a contact person for distributing information involving chemical safety
 - Being a resource on matters involving the use of chemicals
 - Advising school Principals of any chemicals that pose risks to health or safety
 - Maintaining updated copies of chemical inventories
- Principal
 - The Principal of the school is responsible for enforcement of all federal, state, and local health, safety and environmental regulations and policies including the Chemical Hygiene Plan in their respective facilities. Any issues with the contractor and the scheduled pick up for chemicals must be communicated to the CHO or the District Safety Specialist.
 - School Chemical Hygiene Officer
 - The School Chemical Hygiene Officer is selected by the building Principal. Their responsibilities include:
 - Providing copies of the SDS sheets for all chemicals in the building
 - Monitoring chemical handling and storage procedures
 - Follow the school district Safety and Health Plan guidelines for disposal of unwanted chemicals
 - School District Employees are responsible for::
 - Participating in training programs provided by the school district
 - Maintaining an awareness of health and safety procedures
 - Awareness of location and use of SDS
 - Using and modeling good personal chemical hygiene habits
 - Immediately reporting accidents, injuries, unsafe practices, and unsafe conditions
 - Providing safety training for all students participating in school laboratories
 - Consulting the CHO prior to bringing any chemical on site
 - Students

Students **must** adhere to safety procedures and good chemical hygiene habits. They **must** report accidents and maintain an awareness of health and safety procedures to their teacher or principal. Students will be trained on Lab Safety Procedures and sign the attached Science Lab Student Agreement.

9.4.5 Safe Operating Procedures

SDS (Safety Data Sheets) will be maintained and readily accessible to all occupants.

The School Chemical Hygiene Officer will ensure that all chemicals have an SDS and proper labeling.

Appropriate personal protective equipment must be worn to avoid contact with chemicals. Chemical splash goggles must be worn any time chemicals, glassware or open flames are used in the laboratory.

Each lab shall be equipped with appropriate ventilation.

9.4.6 General Laboratory Rules and Procedures

Accidents must be reported to the school Principal or their appointed representative and to the Risk Management office.

Emergency telephone numbers shall be posted in the chemical storage areas.

Discard chipped, etched or cracked glassware.

Teach everyone how to properly use the eyewash station and shower.

If an accident occurs, an accident report shall be completed the end of the work day and submitted to Risk Management.

Fire extinguishers shall be accessible and the appropriate type.

Employees and students shall be knowledgeable of primary and secondary evacuation routes.

Drinking from lab glassware or other lab vessels is prohibited.

Eating or drinking is not allowed in the laboratory.

Cosmetics shall not be applied in laboratories or chemical storage rooms.

All unlabeled chemicals are prohibited.

Know the hazards and precautions before using any chemical.

Follow proper disposal procedures for all chemicals as outlined in this plan.

Provide emergency eye wash and showers in labs where needed. Eye wash and showers shall be tested monthly and documented.

All exits, emergency equipment, and master utility controls shall remain clear and unobstructed.

When hazardous airborne contaminants are generated, fume hoods shall be in use. Fume hoods shall be inspected monthly for proper operation.

No chemicals shall be stored in the fume hood.

9.4.7 Chemical Procurement, Distribution, Storage Guidelines

The district will identify all “approved” chemicals allowed to be purchased, stored, and used on school premises.

Employees shall not bring chemicals on site that are not on the “district approved” list. Consult the CHO/ Coordinator for Math and Science or District Safety Specialist.

All chemicals shall be properly labeled at all times and be accompanied with the proper SDS sheet.

The district will ensure proper chemical storage by using cabinets that are approved for Flammable Storage and Chemical Storage. They must meet OSHA, Florida State Fire Code, and SREF requirements for all storerooms/cabinets.

All chemicals shall be kept under lock and key. All laboratories shall be locked when not in use.

Chemicals shall be checked out and used only by trained and authorized employees.

An inventory of all chemicals shall be conducted annually, updated as needed, and all unwanted chemicals shall be gathered for disposal based on guidelines in the school district Chemical Hygiene Plan. Chemical containers shall be inspected during the annual inspection for container integrity and proper labeling.

9.4.8 Records Maintenance

The district will establish and maintain documentation of:

- Any accidents and incidents involving chemicals
- Comprehensive inventory of hazardous chemicals
- Monthly inspections of equipment
- Annual inspections of storage areas
- All chemical turn-in/disposal operations conducted. Turn in of chemicals for disposal will be done in accordance to the FDEP, EPA and school district Safety and Health Plan. The instructions for chemical turn-in/disposal procedures must be followed exactly as detailed and listed below.

9.4.9 Emergency Plans for Spills and/or Accidents

The district will provide a spill kit accessible for each laboratory. This kit should include:

- Neutralizing agents for acid spills
- Neutralizing agents for alkali spills
- Spill absorbing materials such as sand, kitty litter, or other spill control materials
- Quantities of cleanup materials shall be sufficient for the largest anticipated spill

Each school should have a system for prevention, containment, cleanup, and reporting of chemical spills.

9.4.10 Training Programs

The district will ensure employees are trained in the following:

- Awareness and location of the district written Chemical Hygiene Plan.
- Hazardous Communications: The Right to Understand.
- Appropriate safety measures and safe work practices.
- Blood Borne Pathogens Training.

9.4.11 Chemical Waste Disposal

Following are the policies and procedures for the identification, segregation and disposal of hazardous and universal waste.

Initial identification and segregation of hazardous waste for disposal:

- School District personnel will identify hazardous waste that is expired or no longer needed at the school.
- School District personnel will identify the container type and size, as well as the physical state of the hazardous waste, and log this information on the hazardous waste log provided by the hazardous waste disposal vendor contracted.
- School District personnel will label the container with the name of the hazardous waste and date the container as the accumulation start date.
- School District personnel will determine if the waste will be stored in either a flammable storage cabinet or corrosive storage cabinet. Note: Hazardous Waste with either corrosive or flammable characteristics must be placed into one of these storage cabinets.
- School District personnel will notify the responsible administrator at the school via e-mail that a hazardous waste has been generated.

9.4.12 Monthly Inspection

The hazardous waste disposal contracted vendor will inspect the amount of waste generated on a monthly basis to determine when transportation and disposal is needed to ensure EPA/FDEP compliance.

The hazardous waste disposal contracted vendor will determine if hazardous categorization is required or whether the waste can be profiled based on the information provided by school site/district location.

9.4.13 Transportation and Disposal of Hazardous Waste

Per EPA/FDEP compliance regulations, hazardous waste disposal contracted vendor will complete a waste material profile and submit this profile to the Maintenance Foreman for approval and signature.

Once the waste profile has been approved and signed, the hazardous waste disposal contracted vendor will submit the profile to the proper disposal facility for approval and acceptance of the waste.

The hazardous waste disposal contracted vendor will coordinate a date and time for pick-up of the hazardous waste with the facilities manager of each school. Upon pick up, the contracted vendor will provide a completed hazardous waste manifest to be signed by school district personnel and the waste will be transported to the disposal facility.

9.4.14 Records and Documentation

School District personnel will place the generator's initial copy of the manifest in the designated 3-ring binder provided by the hazardous waste disposal contracted vendor at the school. The binder will also contain the above referenced hazardous waste log.

Once the waste has reached its final destination, the school will receive the original executed manifest by mail from the disposal facility. The school's facility manager will then place the original manifest in the 3-ring binder with the initial copy left at time of pick up.

The hazardous waste disposal contracted vendor will keep the transporter copy of the manifest in the job file, and a copy will be given to the school district Maintenance Foreman.

9.4.15 Universal Waste

The hazardous waste disposal contracted vendor will provide the school with pre-labeled boxes for storing fluorescent bulbs. School District and/or contracted custodial services personnel will place used bulbs in the boxes provided by the hazardous waste disposal contracted vendor.

At the time the first bulb is placed in a box, school district and/or contracted custodial services personnel will write the accumulation start date in the label.

The hazardous waste disposal contracted vendor will provide the school with a properly labeled 30 Gallon Poly drum to store batteries.

School district and/or contracted custodial services personnel will place all batteries for disposal in the drum provided.

The hazardous waste disposal contracted vendor will inspect the universal waste generated at each school upon request.

All universal waste will be manifested on non-hazardous manifests for tracking purposes and disposed of at a proper disposal facility.

Once the universal waste has reached its final destination, the school will receive the original executed manifest by mail from the hazardous waste disposal contracted vendor. The school's administrator will then place the original manifest in the 3-ring binder with the initial copy left at time of pick up.

The hazardous waste disposal contracted vendor will keep the transporter copy of the manifest in the job file and a copy will be provided to the district's Maintenance Foreman.

9.4.16 Chemical Waste Disposal Contractor

Vendor: SWS
Address: 1783 West Nine Mile Road
Pensacola, FL 32534
Phone: 850-969-0092

9.4.16 Emergency Phone Numbers

Fire: 911
Emergency Medical: 911
Law Enforcement: 911

Risk Management: 850-983-5008
Maintenance: 850-983-5120

9.5 Job Safety Training

No supervisor will assume that a newly hired, newly assigned or reassigned employee thoroughly knows all the safe job procedures. HE/SHE MUST BE TRAINED. The four-point method of job instruction has been found best for all hazardous operations: Preparation, Presentation, Performance, and Follow-up.

9.5.1 Preparation:

- Put him/her at ease
- Define the job and find out what he/she already knows about it
- Get him/her interested in learning his job
- Place him/her in the correct position in which to work

9.5.2 Presentation:

- Tell, show, and illustrate one important step at a time
- Stress each key point
- Instruct clearly, completely and patiently, but cover no more than he/she can master each time

9.5.3 Performance:

- Have him/her do the job; coach him/her while he/she works
- Have him/her explain each key point to you as he/her does the job again
- Make sure he/she understands. Continue until YOU know HE/SHE knows

9.5.4 Follow-up:

- Put him on his/her own
- Designate to whom he/her goes to for help
- Check frequently; encourage questions
- Taper off extra coaching and close follow-up

All new employees will be required to complete assigned on-line safety training courses for their respective position/job title. These courses must be completed within the designated timeframe. In addition, all employees will be required to complete assigned on-line safety training courses on an annual basis.

9.6 Personal Protective Equipment (PPE)

The designation and use of personal protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specifications for the design, purchase and use of all protective equipment shall be coordinated among the Purchasing Department, Risk Management Department and the supervisors of the users. Specialized personal protective equipment specified as mandatory on hazardous jobs will be utilized.

9.6.1 Types of Equipment:

- HARD HATS to protect the head against falling objects, head bumping situations or electrical conductors
- GOGGLES, FACE SHIELD, or SAFETY GLASSES to guard against airborne debris, dust, flying particles, chips, chemicals, heat or injurious rays
- EAR PLUGS or EAR MUFFS to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law
- RESPIRATORS, GAS MASKS, AIRLINE RESPIRATORS, HOSE MASKS and SELF-CONTAINED BREATHING APPARATUS to protect employees against toxic or abnormal atmospheric conditions
- SAFETY SHOES to protect feet against possible mashing from articles that can be dropped from vehicle wheels, machines and nail punctures
- REFLECTIVE VESTS OR BRIGHT ARTICLES to increase worker visibility while working in and around traffic lanes
- PROTECTIVE CLOTHING such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, heat, or melted metals

9.7 Mandatory Use of Personal Protective Equipment

When the use of personal protective equipment has been specified for hazardous work, ITS USE WILL BE MANDATORY AS A CONDITION OF EMPLOYMENT. SUPERVISORS WILL BE HELD ACCOUNTABLE FOR EMPLOYEES ALLOWED TO WORK WITHOUT COMPLIANCE. Enforcement can be made easier by educating employees on the reasons for using or wearing the articles and the possible injuries that can result when the need is ignored.

9.8 Proper Dress for Work

Each employee will wear clothing suitable to the job he/she is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc.

9.8.1 Individuals with long hair shall wear a cap or net while working around food or machines.

9.8.2 Individuals required to wear breathing devices in toxic atmospheres shall be clean shaven where the mask contacts the face.

9.8.3 EMPLOYEES WORKING IN HAZARDOUS AREAS WILL NOT WEAR TENNIS SHOES, LOAFERS OR SANDALS.

9.9 First Aid Training for Supervisors

All supervisors responsible for hazardous operations and other selected employees should be trained in first aid and blood borne pathogens.

9.9.1 Courses will be scheduled by the Director of Student Services.

9.9.2 Adequate first aid materials will be available to, and under the charge of, a person trained in first aid.

9.10 Procurement of Power Tools, Heavy Equipment, Safety and Protective Equipment

Detailed specifications for the design, purchase and use of these items will be fully coordinated between supervisors of the users (in case of safety equipment the users are required to wear or use, the equipment will also be included), Administrative Services (when appropriate), the Purchasing, Maintenance and Risk Management Departments. Emphasis will be placed on the inherent safety considerations used in design, quality, durability and uniformity of each item. In the case of safety equipment, complete protection, worker acceptance, comfort and quality will also be considered. In addition, all machines and equipment will be in conformance with the standards specified in the FEDERAL AND STATE RULES AND REGULATIONS.

9.11 Disciplinary Action

When violations of policies occur which are directly associated with saving lives, preventing crippling injuries or eliminating expensive law suits, corrective action will be taken when any person causes injury to himself or others or destroys or damages equipment either by willfully violating work rules or by disregarding traffic regulations or by demonstration of an attitude of indifference or defiance.

Principals and supervisors determine the extent of disciplinary action to be taken within their schools or departments. Any disciplinary action will be in accordance with guidelines contained in the appropriate Management-Employee Agreement.

SECTION X

MOTOR VEHICLE ACCIDENT CONTROL

10.0 General

The operation of motor vehicles is essential for conducting school district day to day business operations. Motor vehicle collisions are a major exposure for the school district and potentially the most costly type of loss the district can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered. The following-responsibilities and controls have been developed to minimize the exposure and risk of motor vehicle accidents.

10.1 Responsibilities

10.1.1 Directors for Departments using district vehicles will:

- Assume responsibility for the documentation of the driving record of their employees while they are on duty
- Establish firm internal requirements for personnel to adhere to the established policies and frequently check on their compliance
- Establish firm policies on disciplinary action that will be taken against employees and their supervisors who show a repeated disregard for good driving practice and ensure it is applied consistently
- Insist that all assigned vehicles are maintained adequately for safe operation
- Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have needed repairs made as soon as possible
- Support the transportation contractor's driving training program to promote defensive driving that meets or exceeds DOE standards
- Review each preventable vehicle collision and unsafe driving report WITH THE EMPLOYEE AND SUPERVISOR to emphasize management's intolerance of irresponsibility behind the wheel
- Enforce the wearing of seat belts at all times
- Enforce the School Board's prohibited use of mobile hand held units to place or receive calls, text message, surf the internet, receive or respond to emails, check phone messages, or any other purpose related to employment or any other personal related activity not named while driving, unless using a "hands free" cellular phone or similar device (SB 0052 State of Florida Ban on Texting While Driving Law effective October 1, 2013)

10.1.2 Principals, Assistant Principals, Department Managers and Supervisors having direct authority over employees will:

- Ensure that any employee(s) operating any School Board vehicle have has a valid driver's license, for the type vehicle which they are operating in accordance with state law. Also, functions shall be reviewed to ascertain what license is required.
- Maintain an up-to-date master list of Authorized Drivers along with a copy of the employee's driver's license. This list must be available to the Safety Specialist upon request.
- Ensure that only authorized personnel be allowed to operate vehicles, special purpose vehicles and trucks
 - An employee shall not be certified as authorized to operate a special purpose vehicle until he has satisfactorily demonstrated his/her complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures and be able to successfully pass an operator's checkout test to the satisfaction of the supervisor. Documentation of the checkout test will be maintained on file.
 - These procedures shall be accomplished for each type of special purpose vehicle and truck the operator is required to operate.
- Be alert in observing unsafe driving practices and ensure that action is taken immediately to correct the driver
- Review all preventable vehicle collisions with employees at safety meetings and discuss each unsafe act that was responsible so that something can be gained from the loss
- Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected by the automotive maintenance shop
- Ensure that all employees are briefed and understand that the use of seat belts while driving or riding in a county vehicle is mandatory
- Ensure that all employees are briefed and understand that the use of mobile hand held units to place or receive calls, text message, surf the internet, receive or respond to emails, check phone messages, or any other purpose related to employment or any other personal related activity not named while driving, unless using a "hands free" cellular phone or similar device, is strictly prohibited

10.1.3 Employees are required to follow defensive driving practices for the protection of themselves, their fellow employees and each employee driving a vehicle as follows:

- Inspect the vehicle which is about to be driven, in accordance with established work rules
 - If there is evidence of accident damage, the employee shall report it to his/her immediate supervisor prior to leaving. Otherwise he/she could be charged with the accident.

- If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle
- Report to the supervisor in writing all defects noted during the trip
- Follow all traffic rules and laws
- Wear seatbelts at all times when driving
- Refrain from using mobile hand held units to place or receive calls, text message, surf the internet, receive or respond to emails, check phone messages, or any other purpose related to employment or any other personal related activity not named while driving, unless using a “hands free” cellular phone or similar device
- Call law enforcement to investigate all collisions involving vehicles resulting in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least \$500 and report details to immediate supervisor as soon as possible

10.1.4 The Director of Purchasing and Contracted Services will ensure that the transportation contractor will:

- Maintain and administer an aggressive program for employees that will limit vehicular collisions and liability claims against the School Board
- Establish driver performance standards and ensure that all employees understand them
- Provide a defensive driving course for employees and maintain records on their attendance
- Recommend safety equipment requirements and specifications for purchasing new transportation vehicles
- Establish a driver's license program for all operators of vehicles and periodically spot check driver's qualifications and validity of license
- Maintain complete records on vehicular collisions, property damage and liability claims and provide the Risk Manager with reports

10.2 General Policies

10.2.1 Transportation Contractor Bus Operator Selection

School bus operators (drivers) are defined as any person employed or contracted to the school district to transport prekindergarten through grade 12 students in school buses as defined in Section 1006.25, F.S.

The transportation contractor's selection of employees who will be required to drive a bus full or part-time shall be done with care. The safety of our students is crucial and the professionalism of employees is under public evaluation and scrutiny every time a vehicle is operated. It is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned driving tasks.

Bus drivers shall be considered qualified when capable of meeting the following criteria:

- Possess a valid driver's license of the proper class
- Meet the physical standards established by the Federal Motor Carrier Safety Administration pursuant to 49 C.F.R. sections 391.41 and 391.43 applicable to all school bus drivers
- Be capable of passing written tests on driving regulations whenever required
- Be capable of demonstrating familiarity with the type of vehicles assigned
- In addition to the above, bus drivers shall be qualified when they are capable of meeting the following criteria as per, 6A-3.0141, Florida State Board of Education Administration Rules
 - (1) At the time of initial employment the transportation contractor, on behalf of the School Board, shall assure that the driver of a school bus meets the following requirements:
 - (a) Has five (5) years of licensed driving experience
 - (b) Has submitted to the transportation contractor an application for employment in a form prescribed by the transportation contractor
 - (c) Has filed a set of fingerprints for the purpose of the required background check for determining criminal record
 - (2) Form ESE 479, Physical Examination for School Bus Driver and Medical Examiners Certificate is hereby incorporated by reference and made a part of this rule. This form may be obtained from the Administrator of School Transportation Management Section of Information Services and Accountability, Division of Public Schools, Department of Education, The Florida Education Center, Tallahassee, Florida 32399.
 - (3) Prior to transporting students on a school bus and before being issued a valid school bus driver's license, each driver shall meet the following requirements:
 - (a) Hold a valid commercial driver license with passenger and a school bus endorsement
 - (b) Successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the Department's Basic School Bus Driver Curriculum, revised 2006, which is hereby incorporated by reference and made a part of this rule. This document may be obtained from the Bureau of Career Development, Department of Education, The Florida Education Center,

Tallahassee, Florida 32399, at a cost not to exceed actual production and distribution costs

- (c) Demonstrate the ability to prepare required written reports
- (d) Be physically capable of operating the vehicle as determined by a physical examination, Form ESE 479, prescribed by the Commissioner and given by a physician designated by the transportation contractor/School Board and as determined by a dexterity test administered by the transportation contractor
- (e) Demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus driver
- (4) A certification of training provided by the Commissioner shall be issued by the transportation contractor to each driver successfully completing the forth (40) hours of pre-service training.
- (5) At least annually, the school district shall assure that the driver of a school bus meets the following requirements:
 - (a) All the requirements of paragraph (4)(a) of this rule
 - (b) Successfully complete a minimum of eight (8) hours of in-service training related to the operator's responsibilities for transporting students
 - (c) Successfully pass a dexterity test administered by the school district and maintain a valid Medical Examiners Certificate
- (6) The transportation contractor, on behalf of the School Board, shall obtain a driver's history record from the Department of Highway Safety and Motor Vehicles for each regular school bus operator, substitute operator, or any other individual certified to drive a school bus by the transportation contractor and district. The schedule for reviewing these records shall be:
 - (a) Prior to initial employment
 - (b) Prior to the first day of the fall semester
 - (c) Thereafter, the district shall continuously screen operator records using the automated weekly updates, ensuring proper retrieval documentation for every week
- (7) Driver history records shall be requested by the transportation contractor, on behalf of the school district, in a manner prescribed by the Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System through the Department's data base. The transportation contractor, on behalf of the school district, shall obtain and review records for school bus operators using the automated data base system. For any operator licensed in another state, the transportation contractor, on behalf of

the school district, shall obtain and review the driver's history record from appropriate state.

- (8) The transportation contractor, on behalf of the School Board, shall establish a policy that specifies which infractions of the traffic code deem an application unqualified for hire and which causes an employee to be subject to a prescribed follow-up action. At a minimum, this policy shall state that any school district school bus operator or contracted bus operator who should have known that his or her license has expired or has been suspended or revoked shall be subject to prescribed disciplinary measures up to and including dismissal by the transportation contractor or School Board.
- (9) At the time of re-employment, the School Board shall assure that each school bus driver meets all of the requirements of subsections (2) and (3) and paragraph (4)(a) of this rule. If not more than a twelve continuous calendar month break in service has occurred, a driver shall be required to complete eight (8) hours of in-service training related to their responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred, the operator shall be required to successfully complete all of the requirements of subsections (2) through (5) of this rule.
- (10) All school bus operators shall be subject to the Federal requirements of 49 C.F.R., Parts 382 and 391 related to the substance abuse testing and alcohol detection program. Rulemaking Authority 316.615(3), 1001.02 (1), 1006.22, 1012.45 FS. Law Implemented 112,044(3), 322.03(1), (3), 1006.22, 1012.32(2)(a), 1012.45 FS. History-New 8-1-86, Amended 7-5-89, 11-15-94, 4-18-96, 6-24-03, 11-26-06, 4-25-07.

10.3 Vehicle Operator's Records

Each department will maintain a record on each vehicle operator within their department to show a complete picture of his/her capability. Information shall include: date started, date of driver's permit and subsequent dates of renewal, date of driver training courses and refresher courses, date of physical examinations (if required), accident history showing date, type of accident, whether it was preventable, and list of traffic or civil law violations. The records shall be an item of interest on annual formal inspections.

SECTION XI

PROPERTY DAMAGE AND LIABILITY CONTROL

11.0 General

Liability claims resulting either directly because of some action by an employee or indirectly because of an unsafe condition of facilities constitute a significant financial drain upon School District funds. While some liability potential is beyond control, a high percentage can be kept within reasonable limits when efforts are directed toward eliminating the causes. It shall be the responsibility of every employee to include such efforts as an integral part of his/her everyday duties.

11.1 Facility Inspections

The Site Administrator assigned safety responsibilities shall ensure thorough inspections at a frequency determined to be adequate for controlling defects. Such inspections performed by departments in their own respective areas will include, but not be limited to, the following:

- Condition of all streets, gutters and sidewalks, with respect to holes, roughness, drainage, cracks, breaks, irregularities and excessive amounts of gravel or as sand or pavements
- Condition of easements with respect to accumulated piles of trash, illegal fencing or structures that endangers personnel working in easements, or that constitute a fire hazard
- Condition of playgrounds, with respect to holes, uneven surfaces, glass, cans and debris on grounds and the presence of structural hazards which could cause cuts, tripping, bumping and falling injuries
- Condition of playground equipment. Any defective equipment should be restricted from use and Maintenance notified
- Condition of passageways for obstructions to passage, excessive holes, weeds and rough surfaces that could throw a vehicle out of control or cause injuries
- Condition of trees and shrub growth along streets and sidewalks which could damage vehicles, hurt people or create blind areas at intersections
- Condition of drainage ditches to ensure good flow of water
- Proper guarding of street drains and drain ducting
- Proper placement of speed limit and traffic regulatory signs
- Condition of pavement stripes and marked crosswalks

11.2 Building Inspections

The Site Administrator assigned safety responsibilities will make **monthly informal inspections** to keep hazards at a minimum in work areas and public facilities. The inspection should include, but not be limited to, the below listed items:

- Good housekeeping
- Condition of stair treads, floor tiles and carpeting for tripping hazards
- Exposed floor electrical/telephone outlets for tripping hazards and improper use of extension cords and surge protectors
- Loose stairway railings
- Windows for cracked glass
- Walls and door frames for protrusions
- Furniture in need of repair
- Machines in need of repair
- Proper storage of chemicals and materials, particularly flammable chemicals
- Adequate lighting and ventilation
- Freedom from insects and other pests
- Exit signs and emergency lights
- Building means of egress clear of obstruction
- Fire extinguishers (current on monthly and annual inspections)
- Locks on security doors and gates in good condition and used
- Emergency telephone numbers for police, fire, and rescue posted

11.3 Self-Inspection Reports

Documentation of all discrepancies on self-inspections shall be maintained by the Site Administrator. Appropriate corrective action taken should be taken to mitigate discrepancies. Discrepancies requiring Maintenance repairs should be submitted utilizing the Maintenance work order system.

11.4 Street, Road, and Excavation Barriers

11.4.1 All barriers, markers and lights shall be maintained in good repair, clean and brightly finished to insure high visibility.

11.4.2 Placement of traffic cones, warning flags, barriers and lights for street work will be in accordance with the Florida Manual of Traffic Control and Safe Practices.

SECTION XII

DISTRICT SAFETY ACCIDENT REVIEW COMMITTEE

12.0 General

The District Safety Accident Review Committee is to review all accidents. The committee will convene in accordance with established procedures or at the call of the Superintendent of Schools or Risk Manager. Primary function will be to review and evaluate matters involving School District employees in motor vehicle accidents, work related incidents and injuries, damage to School District property or damage to private property caused by School District employees. Incidents/accidents will be reviewed objectively, for the purpose of defining exact cause, ruling whether it was preventable, and disciplinary action if deemed appropriate in preventing the occurrence of a similar type accident.

12.0.1 The Director of Purchasing and Contracted Services shall establish a subcommittee to provide a vehicle accident review function of the committee listed in 12.0 above. The Director of Purchasing and Contracted Services will function as chairperson.

12.1 Committee Membership

The District Safety Accident Review committee shall be chaired by the Risk Manager and will consist of a minimum of four (4) additional members selected on a rotating basis from various work centers within the School system. Duration of membership should be at least nine months; however, time may vary due to individual circumstances. The Vehicle Review Sub-Committee chaired by the Director of Purchasing and Contracted Services and shall have at least three (3) additional members. Members are to be selected from sections that have had individuals involved in vehicle accidents, vehicle maintenance and other sections, at the discretion of the Director of Purchasing and Contracted Services. Members may be selected on a monthly basis in an effort to involve as many sections as possible in the vehicle safety program.

12.2 Responsibilities

The Accident Review Committee and Sub-Committee will (as appropriate):

- Convene to review all incidents and accidents. On occurrence or serious incidents and accidents, the committee may be convened at the call of the chairperson.
- Determine if equipment failure or malfunction was the cause of the accident
- Determine if the employee has been briefed on, and was complying with, all published work rules and operating instructions
- Determine the exact cause of the accident and if it resulted from employee negligence, lack of knowledge of work procedures, poor supervision, unsafe equipment, lack of proper equipment or other causes

- Review the employee's past work record
- Determine if the accident was Preventable or Non-Preventable. A preventable accident is one in which the employee failed to do all that could be reasonably expected of him/her to avoid the accident.
- Report the findings and recommendation of the committee to the Superintendent. If disciplinary action is recommended by the committee or the department supervisor determines that action is necessary, follow the disciplinary procedures as outlined in the appropriate Management-Employee agreement contract.

SECTION XIII

SITE SAFETY COMMITTEE

13.0 General

A site safety committee will be established at each work site. The committee will be made up of a cross section of employees who will collaboratively engage in a comprehensive review of safety issues, review employee accident/incidents, recommend improvements to workplace safety programs and identify corrective measures needed to eliminate or control recognized safety and health hazards. The committee will have at least six members with a recommendation for membership not to exceed ten. A quorum of the committee members is required before official business may be transacted at a meeting. Members of the committee will serve a minimum of one school calendar year and a maximum of three school calendar years.

13.1 Purpose and Scope

13.1.1 The committee will be responsible for assisting the administration in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

13.1.2 The committee will be responsible for assisting the administration in reviewing and updating workplace safety rules based on accident investigation findings, inspection findings and employee reports of unsafe conditions or work practices. The committee will review and analyze all accidents/incidents that have occurred since the prior safety committee meeting.

13.1.3 The committee will be responsible for making recommendations to Risk Management for updates to the district's Safety and Health Policy and Plan by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence.

13.1.4 Safety committee members will participate in safety training and be responsible for assisting the administration in monitoring workplace safety education and training to ensure that it is in place, effective and documented.

13.1.5 The site administrator will appoint a safety committee chairperson. The chairperson will be responsible for preparing an agenda for each committee meeting. The chairperson will also designate a member to take complete and accurate minutes of the meetings. Meeting minutes shall be maintained at the work site for a period of three years. Meeting minutes shall be posted in a conspicuous place where employees normally gather. A copy of the meeting minutes shall also be forwarded to the Safety Specialist in the Risk Management Department.

13.1.6 The safety committee shall convene its scheduled meetings at least once each quarter during the school year and at such other times as a majority of the committee membership

agrees or the site administrator requires. The meeting schedule dates, times and location should be posted in a conspicuous place where employees normally gather.

13.1.7 The committee will review results of the site's annual fire, safety and sanitation safety inspection conducted by the school district's Safety Specialist and the site's annual fire inspection conducted by the local fire authority.

13.1.8 Safety suggestions and written comments from employees are encouraged. The committee shall communicate to employees the specific procedure to use for submitting suggestions and written comments to the committee. All suggestions and comments, including anonymous suggestions and comments, should be discussed by the committee. Suggestions and comments that are feasible to implement should be adopted by the committee.