

Scottsbluff Public Schools

# SAFETY MANUAL

Adopted: 2003-2004

Revised: 11/07

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# Emergency Contacts

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## **Senior High ..... 635-6230**

Galen Nighswonger..... 436-5334  
Lee Dick ..... 632-3665  
Jim Schmucker..... 641-4010  
Matt Huck ..... 632-7451  
Rich Guzman ..... 641-0144

## **Middle School ..... 635-6270**

Andrew Dick.....632-2274  
Jodi Benson ..... 632-4717  
Mike Mason..... 630-2319  
Rich Castillo ..... 635-1112

## **Lincoln Heights ..... 635-6252**

Jodi Benson.....632-4717  
Ron Eskam.....436-4722

## **Longfellow ..... 635-6262**

Barb Edwards..... 436-3305  
Rick Vallejo.....632-5753

## **Roosevelt ..... 635-6259**

Nora Porupsky ..... 632-2692  
Homero Torres.....436-8031

## **Westmoor ..... 635-6255**

Charlotte Browning..... 635-1653  
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Galen Nighswonger..... 436-5334  
Rich Guzman ..... 641-0144

## **Bearcat Stadium ..... 635-6200**

Lee Dick ..... 632-3665  
Larry Davis ..... 783-5435  
William Knapper ..... 631-4459

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Karen Johnson.....436-7898  
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## **Lake Minatare.....783-1134**

Karen Johnson.....436-7898  
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Emergency .....911  
Poison Control Center ..... 1-800-222-1222

## Committee Members

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Rory Vernon.....Chair.....	631-6162
Henry Jay Campbell.....	641-0153
Judy Broeder.....	436-2561
Terri Allen.....Vice. Pres.....	632-2041
Sheryl Root .....	220-4072
Larry Davis .....	783-5435
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# Scottsbluff Public Schools

## SAFETY MANUAL

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### **Purpose and Scope**

To aid in protecting students, employees, visitors and resources, the Scottsbluff Public Schools Safety Committee has developed this safety manual. This manual serves as a general resource and reference for school loss control issues, programs and requirements. It includes information on safety responsibilities, loss control and prevention, hazard identification, analysis and control, and accident and loss reporting.

The safety manual is designed to be used as a reference in conjunction with all applicable policies, regulations, rules and procedures. In addition, it is intended to be used in conjunction with all other district manuals, programs and plans which provide guidance and reference information in specific safety areas. Scottsbluff Public Schools safety policy requires all personnel to observe all recommended safety practices. For this reason this manual should be used by all employees and students and anyone associated with the school at any capacity.

The safety manual is designed to be evaluated and updated annually. The ongoing safety committee is responsible for coordinating the evaluation and update.

### **I. Safety Committee**

- A. The Safety Committee is responsible for developing and implementing the district's safety program. Specific duties include:**
- i. Ensuring compliance with governmental regulations
  - ii. Development of written safety policies, procedures and programs.
  - iii. Review loss reports, identify causes and make appropriate recommendations to prevent their recurrence.
  - iv. Provide support and consultation to all schools and departments on safety and loss control issues.
  - v. Manage district liability and insurance programs.

**B. Members**

- i. The safety committee will be comprised of twelve (12) members. The membership will be divided equally between Employer and Employee representatives. The Employee's representatives will be comprised of: three (3) appointed by the Scottsbluff Education Association, two (2) appointed by the Scottsbluff School Classified Association, and one (1) appointed by the Scottsbluff Administrator Association. Appointments will be made prior to September 1 of each year for any vacancies.
  1. The Director of Business Services will serve as one of the Employer's representatives and will be responsible for selecting five (5) additional Employer's representatives. An Employee will serve as recording secretary.
  2. The committee will annually select a chair and vice-chair to conduct the meetings and carryout other duties of the Committee. The election will take place at the first meeting following September 9.

**C. Committee Purpose**

- i. To bring employees and employers together in a non-adversarial, cooperative effort to promote safety at each worksite. The committee(s) is not a bargaining unit. The committee is limited to making recommendations regarding methods of addressing safety and health dangers at each worksite.
- ii. The Safety Committee shall maintain written minutes of all meetings for at least three years; develop ideas regarding corrections of dangers affecting workplace safety. Recommendations to the employer shall be advisory only.
- iii. An employer shall compensate employee members of the Safety Committee at their regular hourly wage plus their regular benefits while the employees are attending committee meetings or otherwise engaged in committee activity.
- iv. The names of such individuals shall be made available to all employees. Membership shall be made available to all employees at least once every two years. Employer representatives need not be rotated. It is an employee's right to seek to be an Employee Safety Committee member and to participate.

**D. Meeting Agenda**

- i. Call to Order
- ii. Old Business:
  - 1. Accident reports
  - 2. Workers Compensation Claim History
- iii. New Business:
  - 1. From the Committee
- iv. Reports
- v. Future Meeting Dates

**E. Effective Written Injury Prevention Program**

- i. It shall be the duty of each Safety Committee to adopt and maintain an effective written injury prevention program.
- ii. The Safety Committee shall address all worksite and classes of workers. The program presented by the employer shall approach each category of workplace danger with the intention of totally preventing workplace injuries. If total prevention is not feasible, the employer shall control the hazard as completely as is feasible.
- iii. The primary consideration that may determine a program to be effective is if it results in reduction or elimination of accidents.
- iv. There shall be an equal number of committee members representing the employer and the employees. The employer's representative may be a non-management employee(s).
- v. Committee members shall meet at least once during each three months of operation or in a reasonable timely response to unresolved employee complaint(s).
- vi. The program shall include:
  - 1. Initial safety orientation on rules, policies, and job-specific procedures for employees new to the work in a manner that is readily understood by each employee.
  - 2. Job-specific training for employees before they perform potentially dangerous work.
  - 3. Periodic refresher training/dissemination of information on at least an annual basis.

**F. Inspection Guidelines and Procedures**

- i. Opening Conference
  - 1. The employer and a member of the Safety Committee designated by the committee shall attend the opening conference and accompany the State Representative during any inspections.
- ii. Closing Conference
  - 1. Following the walk-through, the State Representative will meet with the employer and a member of the safety committee designated by the committee in a closing conference to discuss the findings of the inspection.
- iii. Employers who receive advance notice of an inspection must also inform their employees Safety Committee representative(s) in advance of an upcoming inspection.

- iv. Based upon inspections made by the Department of Labor, the employer will receive a written report explaining their findings.

**G. Imminent Danger**

- i. Employers are required to notify the Safety Committee(s) of their right to attend any hearings by the Department based upon an issued yellow tag.

**H. Employee Complaints**

- i. An employee shall not be discharged or discriminated against by their employer due to any complain to the Safety Committee.

## **II. Safety Responsibilities**

The responsibility for safety is shared at many levels within the school district, including the district administration, site administrators, site safety teams, all employees and all students as well as the district safety committee.

**A. District Administration**

School safety begins with the commitment and support of the district administration. The district administration:

1. Communicates the importance of school safety
2. Promulgates safety policies and regulations
3. Provides support for principals/directors, employees, and site safety teams.

**B. School Principals/Department Managers**

Principals and managers are directly responsible for the safety of their sites, students, and employees. They are required to integrate safety into the work process and to monitor potential safety and health concerns. Duties include:

1. Leading by example
2. Enforcing safety policies and procedures
3. Training new employees
4. Properly investigating and reporting accidents
5. Coordinating efforts of site safety teams
6. Conducting periodic safety inspections
7. Correcting unsafe acts and conditions

**C. Site Safety Teams**

Site Safety Teams are comprised of employees who serve in an advisory role to the principal/manager and are responsible for the following activities:

1. Assisting in the conduct of periodic safety inspections
2. Meet regularly to review accident and loss incidents
3. Make recommendations to management for correction of identified hazards
4. Encourage implementation of an effective safety culture

**D. Employees**

Employees must recognize the hazards inherent in their jobs and abide by safety rules and safe work methods. Involvement on the part of all employees is critical to the success of the safety effort. Employees' responsibilities include:

1. Take responsibility for personal safety and safety of students and co-workers
2. Follow all safety rules and procedures
3. Promptly report unsafe conditions to their supervisor
4. Make suggestions to improve safety in the work environment
5. Use all personal protective equipment as required
6. Attend safety training as requested
7. Serve as member of site safety team
8. Promptly report any on the job accidents to their supervisor

**E. Students**

Students also play an important part in school safety. Student should be encouraged to:

1. Take responsibility for personal safety
2. Promptly report unsafe conditions to their teacher
3. Follow all safety rules and procedures
4. Promptly report any accidents to their teacher

**F. Parents and Volunteers**

Parents and volunteers should also play an important part in maintaining safe schools. Parents and volunteers should be encouraged to:

1. Take responsibility for personal safety, safety of students and other parents/volunteers
2. Follow all safety rules and procedures
3. Promptly report unsafe conditions to administration or an employee
4. Make suggestions to improve safety in the school environment
5. Serve as representative on site safety team
6. Promptly report any accidents to the school

### **III. Keeping the School and Workplace Safe**

This section is meant to provide general loss control guidelines applicable to all school and support sites.

**A. General Safety Precautions**

The following rules apply to all employees:

1. Follow all safety policies and procedures
2. Report unsafe acts or unsafe conditions to your supervisor without delay
3. Report all accidents and injuries to your supervisor immediately
4. Horseplay and practical jokes, which may lead to injuries are prohibited
5. Good housekeeping practices must be maintained in all work areas
6. All employees are prohibited from arriving to work or remaining at work when their ability to perform the job safety is impaired
7. Use only the machinery, equipment and tools that you are qualified and authorized to use.
8. All damaged or worn equipment is to be promptly taken out of service for repair or replacement
9. Any facility/grounds modification, addition or improvement are to be coordinated through the facilities information center

**B. Blood and Body Fluid Exposure**

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction shall be made between body fluids and substances from individuals with a known disease or infections and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, wound drainage, feces, urine, vomitus respiratory secretions (e.g., nasal discharge or sputum), and saliva.

1. The following infection control practices should be followed in all situations involving potential contact with any body fluids and substances:
  - a) Wear gloves when it is likely that hands will be in contact with body fluids or substances. When possible, wear vinyl or latex gloves while holding bloody noses and dealing with cuts that are bleeding. Gloves should be kept in emergency response kits at controlled substance testing and should be readily accessible at sites where students seek assistance for bloody noses, injuries, or illness. (If vinyl or latex gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.)
  - b) Cuts and sores on your skin should be routinely covered to avoid infection and contact with body fluids.
  - c) When possible, students should wash their own cuts and abrasions. After cuts are washed with soap and water, the wound should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
  - d) When possible, a pocket face mask should be used for mouth-to-mouth resuscitation.

- e) Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers
  - f) Clean up as soon as possible after any skin contact with any body fluid or substance:
    - i. Wash skin with soap and water vigorously under a stream of running water for approximately ten seconds and rinse well. Dry hands thoroughly with paper towel
    - ii. Wash contaminated surfaces and non-disposable items with standard disinfectant (use germicide cleaner).
    - iii. Wash contaminated clothing and linen in detergent with hot water
  - g) Contaminated tissue, paper towels, gloves, discarded urine and other used disposable items and equipment should be placed in plastic bags before being discarded in a plastic-lined trash container, and should be secured and disposed of daily.
2. Use individual judgment in determining when gloves or other barriers are needed for unpredictable situations. It is strongly recommended to use barriers when contact with body fluids or substances are anticipated.
  3. Under no circumstances shall students be asked or allowed to clean up body fluids except their own and then only when appropriate.

### **C. Classroom Safety**

Prevention of accident and incidents in the classroom is a primary goal in order to avoid injury and disruption to the educational process.

1. Ensure housekeeping of the classroom addresses issues such as storage, clutter, tidiness, security of materials and safe access and egress.
2. Avoid excessive accumulation of combustible materials i.e. student work and decorations on walls.
3. Sprinkler systems should be free of decorations or adornments
4. Doorways should be kept free at all times of all obstructions and combustible materials
5. Shelving assemblies should be of sturdy construction and materials stored in an orderly and safe fashion
6. Avoid storage of flammable materials in the classroom
7. Avoid use of extension cord as a permanent source of power. When necessary for temporary use ensure that cords are in good condition and do not extend into traffic areas. Keep power cords away from heat, water, and oil.
8. Keep combustible materials away from sources of heat.
9. Avoid the storage and use of electrical appliances in the classroom
10. Ensure that plants retained in classrooms are properly maintained and free from mold. Avoid highly fragrant flowering plants or craft supplies.

### **D. Ergonomics**

Improper or inappropriate work processes or work postures can lead to strain or injury.

1. Indicators of problems to watch for:
  - a) Pain, tingling, numbness
  - b) Back shoulder, neck strains
  - c) Hand, wrist, arm problems
  - d) Repetitive tasks
  - e) Awkward Posture
2. Recommendations
  - a) Keep your body relaxed
  - b) Keep your wrists straight
  - c) Keep your shoulders relaxed
  - d) Keep your arms and elbows close to your body
  - e) Keep your spine and neck straight
3. Work Spaces
  - a) Use adjustable platforms, tables, and chairs
  - b) Equipment controls should be located shoulder to waist high
  - c) Work surfaces should be elbow height
  - d) Ensure sufficient leg room when seated
4. Standing
  - a) Use anti-fatigue mats
  - b) Keep work surface below elbows
  - c) Elevate one foot slightly
5. Sitting (chairs should)
  - a) Be comfortable, but firm
  - b) Have unrestricted movement
  - c) Have a rounded front
  - d) Have an adjustable seat height
  - e) Have a support for lower back
6. Video display terminals
  - a) To minimize screen glare, place monitor at a 90 degree angle to windows
  - b) Adjust monitor height to slightly below eye level
  - c) Distance to monitor should be about one arm's length
7. Lighting
  - a) Should be adequate but not excessive
  - b) Have adjustable window blinds
  - c) Avoid direct or reflected light into eyes
  - d) Reflect light down, not up

## **E. Electrical Safety**

1. Electrical Panels and Rooms
  - a) The main electrical equipment room should remain locked at all times with access by authorized personnel only
  - b) All electrical boxes outside of the secured area should be kept locked
  - c) There shall be no storage of combustibles/flammables in an electrical room

- d) Access to all electrical panels should be kept free and clear or any storage or obstruction at all times
  - e) Panel box doors should be kept closed
  - f) Service panels should not be warm or hot (this may indicate an over-loading).
  - g) Breakers should never be taped in the “on” position (this prevents them from operating correctly)
2. Electrical Outlets and Cords
    - a) Cover plates shall be provided for outlets
    - b) The use of multi-outlet plug adapters should be prohibited (unless these are of an approved type with built in circuit breaker protections)
    - c) Extension cords are not allowed to be used as permanent wiring
    - d) Electrical cords that are cut, grayed, etc. should be replaced by qualified personnel
    - e) Any equipment that sparks, stalls, or runs hot should be repaired or replaced by qualified personnel
  3. Repair & Modifications  
Always contact Facilities Maintenance when building electrical repairs or changes are needed

#### **F. Fall Safety**

Slips, trips, and falls are the most common and *most preventable* kinds of accidents. Preventing falls is a major responsibility of all employees.

1. Wear appropriate shoes with non-slip soles that are in good condition.
2. Use care when walking on stairways, hold on to handrails to keep your balance and maintain a safe pace to avoid slipping or falling.
3. Use the handrail when going up or down stairs. Be especially careful when carrying an item while on the stairway.
4. When it is necessary to climb use a ladder, not a chair, stool, or box.
5. In the winter, be on alert for slippery outdoor sidewalks and steps.  
Each school should have a snow removal plan including:
  - a) Maintaining an adequate supply of ice melt material
  - b) Prioritizing which walkways need to be cleared first
  - c) Arriving early enough to clear walkways
  - d) Ensuring that walkways are cleared in a reasonable amount of time.
6. Report tripping hazards, loose handrails, steps in poor condition, slippery indoor steps, etc.
7. Promptly remove debris and litter from floors and walkways
8. When mopping the floor, mop half of the corridor or lobby at a time so that people will not have to walk over wet surfaces
9. Mark wet/slippery floors with orange traffic cones, “Wet/Slippery Floor” signs, or other obvious caution signage. Put signs at both ends of the slippery area.

## **G. Fire Safety**

1. Fire Drills
  - a) Sufficient fire drills shall be held during the first two weeks of each school term to satisfy the principal that students and employees thoroughly understand the proper procedures and evacuation routes.
  - b) After the first two weeks of school fire drills must be held at least once a month during the school year.
  - c) School personnel, as well as students, must evacuate.
  - d) In addition to monthly fire drills, each school site must conduct at least one emergency drill (building lockdown, tornado shelter in place, bomb threat, etc.) per year.
  - e) Fire drills shall be documented on the appropriate form.

## **H. Housekeeping**

1. Employees must at all times keep debris clear of work areas, passageways, stairs, and in and around buildings and other structures.
2. Housekeeping in the classroom and office:
  - a) Keep aisle ways clear, and walkways between desks and work spaces free of boxes, cords, plants, etc.
  - b) Desk drawers and file drawers should be kept closed at all times to avoid injuries.
  - c) Objects shall be stored and stacked safely, especially heavy ones where they are hard to reach and liable to fall.
  - d) Sharp objects shall be stored properly and out of the way of potential hazards.
  - e) Immediately clean up spilled water, coffee, and other liquids that may pose a slip hazard.

## **I. Ladder Safety**

Various types of ladders are available at your location to use. There is no excuse for using a chair, desk, etc. to reach high places. Contact your custodian for the correct ladder.

1. Broken or damaged ladders must not be used. Have them repaired or dispose of them immediately. Ladders to be repaired must be tagged "DO NOT USE"
2. Do not splice together short ladders to make a longer ladder
3. All straight ladders must be tied off at the top
4. Ladders should not be placed against movable objects
5. The base of the ladder must be set back a safe distance from the vertical (approximately 1/4<sup>th</sup> of the working length of the ladder)
6. Ladders used for access to a floor or a platform must extend at least three feet above the landing
7. The areas around the top or base of the ladder must be free of tripping hazards such as loose materials, trash, electrical cords, etc.
8. Ladders which project into passageways or doorways, where they can be struck by personnel, moving equipment or materials being handled, must be protected by barricades or guards

9. You must face the ladder at all times when ascending or descending
10. Be sure that your shoes or boots are free from mud, grease, or other substances which could cause a slip and fall
11. always move the ladder before ascending to avoid over reaching
12. Step ladders must be fully opened to permit the spreader to lock
13. Metal ladders must not be used for electrical work or in areas where they could contact energized wiring. The use of metal ladders is restricted to specials applications where heavy wooden ladders or fiberglass are not practical
14. Wood ladders should never be painted as paint hides cracks and defects

## **J. Materials Handling Safety**

Before you lift, attempt to check the weight of the object. Try to estimate its weight. If you are not sure, squat down and try to lift the corner. If you do not feel comfortable about the lift, or if it feels too heavy, DON'T LIFT IT! Do not be afraid to ask for some assistance or locate a hand truck or other lifting device to aid you.

1. Manual Lifting
  - a) First position your feet
    - i. Preferably one alongside of the object to be lifted and the other behind
    - ii. This will provide the balance necessary for a smooth lift
  - b) Second tighten your stomach muscles
    - i. Pull in your stomach and straightening your back to keep your spine, back muscles, and ligaments in correct alignment
    - ii. This will evenly distribute the load over the entire spine
    - iii. A straight back does not necessarily mean a vertical back, your back can still be straight even if you are lifting at an angle
  - c) Third bend your hips and knees
    - i. Use the sit-down position
    - ii. Draw the object in close to your body
    - iii. Bend at your hips to aid in keeping your back straight
    - iv. Bend your knees to allow your to lift with your legs
  - d) Fourth grab the object by the opposite corners
    - i. Position the body so its weight is centered over the feet
    - ii. Tuck in your chin
    - iii. Start the lift with a thrust of the rear foot and remember that as you lift use smooth movement and avoid jerking
    - iv. When the load has been lifted keep the load close to your body
    - v. Pivot your feet if you must turn, remember, don't twist!
2. Carrying
  - a) Keep your back as straight as possible
  - b) Keep weight loads close to your body and center over your pelvis

- c) Put your load down by bending the hips and knees with your back straight and load close to your body
  - d) If the load is too heavy, get help
  - e) When a load is carried by more than one person, allow one individual to be the leader so that you have good timing and coordination
3. Reaching for objects
- a) When using a ladder:
    - i. Use a safe and proper ladder when the object exceeds a reasonable reach
    - ii. Use a ladder or platform, preferably with railing, whenever possible
    - iii. Stand close to the object
    - iv. Keep the center of gravity over the base of the support
  - b) When reaching from the ground:
    - i. Place your feet about shoulder-width apart
    - ii. Place one foot in front of the other so that you have freedom of movement forward and backward as arms are raised and lowered
    - iii. Keep good body alignment
    - iv. Move close to the object
    - v. Do not reach outward to the point of straining
  - c) When reaching for an object which is above the head:
    - i. Grip it with the palms
    - ii. Lower it slowly
    - iii. Keep it close to the body on the way down
4. Hand Trucks
- a) Two-wheeled trucks:
    - i. Keep the loads center of gravity as low as possible
    - ii. Never walk backwards with this type of hand truck
    - iii. When going down an incline, keep the truck ahead of you
    - iv. When going up an incline, keep the truck behind you
  - b) Four-wheeled hand trucks:
    - i. Keep the load even and not so high as to cause spillage and/or obstruction of the view
    - ii. Push rather than pull four-wheel trucks (if a truck has a third or fifth wheel with a handle it can be pulled)
  - c) Four main hand truck hazards:
    - i. Running wheels off work surfaces
    - ii. Jamming hands between trucks and other objects
    - iii. Leaving the handle down or leaving the truck in a location that trips or blocks employees

## **K. Playground Safety & Supervision**

1. Equipment
  - a) All playground equipment shall be designed, installed, and inspected in accordance with the Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety, and Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use.
  - b) Modifications which include the installation of new or donated equipment or modifications to existing equipment or play areas must be coordinated through the Facilities Information Center.
  - c) All playground equipment shall be inspected, repaired, and maintained by District employees on a regular basis with the necessary documentation.
  - d) Site Administrators are responsible for the conduct of regular inspections of their playgrounds.
2. Supervision

Duty staff are responsible for providing and supervising rules for the playground, suggested areas include:

  - a) Define play areas
  - b) Explain rules for various games
  - c) Direction of flow for games
  - d) Define walk/run areas
  - e) Procedures for dealing with injuries, illness, etc.
  - f) Any problems should be directed to the duty teacher/staff.

## **L. Security Issues**

1. During School Day
  - a) Require visitors to sign-in and sign-out from school office
  - b) Require visitors to wear visitor badges
  - c) Verify the identity of officials, visitors, such as district employees, police officers and social workers.
  - d) Limit outsider access by securing appropriate gates and doors.
2. After-Hours
  - a) Secure and lock *all* doors, exterior and interior
  - b) Secure and lock all windows, close all blinds
  - c) Secure and lock all cabinets and closets, where possible
  - d) Secure all gates where equipped with locks
  - e) Survey exterior lighting to make sure it is operating during nighttime hours
  - f) Make sure staff follow alarm use call in and call out procedure
  - g) Consider purchase and installation of locking cables to secure computer equipment. During breaks secure in alarmed, interior portions of main buildings where possible.
  - h) Consider letter to school neighbors asking them to watch for suspicious activity on school property after hours
  - i) Develop procedures which fix responsibility for securing school when last person leaves.
3. Key Control

All sites must maintain effective key control.

**M. Traffic Safety**

Site administrators are responsible for the maintenance of safe and orderly traffic on school campuses.

1. Laws and Regulations
  - a) Vehicles shall not park in designated fire lanes and handicapped spaces. Violators shall be directed to move their vehicles and law enforcement authorities summoned if they cannot be located or refuse.
  - b) Vehicles shall park only in designated parking areas and spaces.
  - c) Vehicles parking in an unauthorized or unsafe manner may be removed at owner's expense.
2. Safety Recommendations
  - a) Staff should receive training in traffic safety
  - b) Staff assigned traffic safety duty should wear high visibility orange vests for visibility.
  - c) Drivers of vehicles operated on campus in an unsafe manner should be reported to school administration and to law enforcement authorities. Administrators may revoke a driver's authorization to remain on campus
3. Site administrators should report unsafe traffic situations on and off campus for assistance.
4. Requests for crossing-guards should be referred to the appropriate law enforcement agency having jurisdiction on the surrounding streets.

## V. Hazard Identification, Analysis and Control

The identification, analysis and control of hazards *before* accidents and losses occur is the primary objective of the district's safety and loss control efforts.

### A. Reporting Losses

1. Students and employees must report accidents and losses
2. Supervisors and administrators must properly investigate and report all accidents, losses and injuries.

### B. Analysis of Loss Data

1. A comparison of accident and loss information with data from previous occurrences will allow the identification of trends and patterns

### C. Site Safety Teams

Site safety teams are comprised of employees who serve in an advisory role to the safety committee, principals, and managers on issues on school safety.

1. Site safety teams may be existing committees formed for other purposes (such as the Building Emergency Response Team) and are responsible for the following activities.
  - a) Meet regularly
  - b) Review each accident and property loss incident report submitted
  - c) Assisting in the conduct of periodic safety inspections
  - d) Make recommendations to management for corrections and identified hazards.
2. Recommendations for Conducting a Site Safety Team Meeting
  - a) Notify members of date, time, and place with advance notice and identify important agenda items
  - b) Prepare agenda and set time limits:
    - i. Call to order
    - ii. Read and approve previous minutes
    - iii. Unfinished business
    - iv. New business (review loss reports)
    - v. Recommendations/suggestions for inclusion into report to management
    - vi. Special announcements
    - vii. Adjournment
  - c) Start meetings promptly and do not make prompt attendees wait
  - d) Structure agenda topics, discuss the pros and cons, draw conclusions based upon facts and stay within designated time limits
  - e) Allow for everyone to actively participate and express their own views
  - f) Publicize all meetings and their findings by utilizing newsletters, bulletin boards, staff meetings and other acceptable means
  - g) Maintain site safety team records and documentation

**D. Safety Inspections**

1. Site administrator will conduct safety inspections on a regular basis and should provide employees a system to report hazards. Site administrators are responsible for the conduct and documentation of their sites' annual inspections to identify and remove vandalism, security hazards and other barriers to effective supervision as required by District environmental and safety program.
2. Site safety team will assist administrators in the conduct of regular safety inspections. Inspections findings and recommendations will be documented.

**E. Control of Hazards**

1. Implement corrective measures to prevent accidents and injuries.
2. All employees must take steps to correct unsafe situations.
3. Administrators and employees must monitor effectiveness of corrective action.

# VI. Accident Investigation & Reporting

Requirements for investigating and reporting accidents involving employees, students, and visitors.

## A. Employee Accident Investigation

All accidents and injuries regardless of how incidental, *must* be reported.

1. Administrator/Supervisor Responsibilities:
  - a) Take all necessary steps to ensure the injured person is provided with proper first aid and medical assistance.
  - b) In case of serious injury or death, the superintendent's office and the Risk Management Department must be notified immediately.
  - c) Take appropriate steps to investigate the cause of the accident of injury and to mitigate the cause to prevent recurrence.
  - d) Ensure reporting procedures for worker's compensation and employee accident forms are adhered to within the time limits established.
2. Employee responsibilities:
  - a) Report  
Any job-related accident or disease should be reported by you or your representative to the principal, your immediate supervisor or your department director within 24 hours of the occurrence or the onset of the disease. Report accidents even if they do not require medical treatment. Failure to give proper notice of injury or illness may result in loss of benefits.
  - b) Complete Forms  
You must complete an "Employer's First Report of Injury" form and the Risk Management Accident Report form. Your supervisor or his/her designee may also complete this form. The completed form must be sent to the Risk Management Department within four calendars days of the injury or onset of disease.
  - c) Select designated physician  
If medical treatment is required, select a physician or medical facility from those in the designated provider list maintained by Risk Management and make appointment. If they injury is life or limb threatening, please go to your nearest hospital emergency room. Advise the treating physician that this is a work injury and to please complete their workers' compensation treatment form, which will contain:
    - i. The physician's diagnosis
    - ii. A release to return to work
    - iii. Work restrictions
    - iv. Time off requirementsYou must then go to a designated provider for all subsequent medical care.

- d) Return to work  
Bring the treatment form from the physician and give it to your immediate supervisor. If you are unable to return to work, notify your supervisor by phone and mail the form to them. When you do return to work, you must bring a written release from the physician. Copies of all the forms and releases from all doctor visits must be sent to the Risk Management department. If your work restrictions cannot be accommodated, your supervisor must contact the Risk Management immediately.
- e) Complete necessary paperwork  
Upon returning to work from a lost time incident, you must complete form W.C. 12, "Supplemental Report of Accident." Risk Management personnel will supply this form to you. You must return the signed form to the Risk Management department within three days of the return to work date.

**B. Student Accident Investigation**

Student accidents and injuries must be reported on the student/employee accident report form.

- 1. Requirements
  - a) Render first aid, summon emergency assistance if necessary.
  - b) Notify parents
  - c) In case of serious injury or death, the superintendent's office and the safety/security department must be notified immediately.
- 2. Criteria for Writing Student Accident Reports
  - a) Injury severe enough to cause the loss of one-half day or more of either school time or activity during non-school time;
  - b) Injury severe enough to require a doctor's attention; or
  - c) Injury which requires first aid assistance for other than minor scratches, bruises, etc.

# VII. Transportation Department

General concerns regarding transportation safety and on site response for vehicle accident and personnel, student or visitor injury.

## A. General Safety Rules

1. Be fully aware of disaster procedures documented in the district disaster plan.
2. Know where all first aid kits are located
3. Keep all first aid kits and bodily fluid clean-up kits readily accessible and properly stocked.
4. Use jack stands when necessary to support a raised vehicle.
5. Know locations of all MSDS sheets and know how to read them.
6. Use ladders when it is necessary for vehicle maintenance and repair.
7. Be aware of potential safety issues and report

## B. Vehicle Operation

1. Pre-trip inspections
  - a) Complete a vehicle pre-trip inspection before each period of operation as defined by the Nebraska Department of Vehicle Education
  - b) Always look for potential safety hazards; do not operate a vehicle if one exists
2. Always wear seat belts and operate the vehicle with head lights on.
3. Do not drive backwards on school grounds unless the rear of the bus is observed by a responsible second person. Do not drive in any direction unless visibility is absolute.
4. School transportation vehicles are not to be operated with trailer or other vehicle attached.
5. No one except school personnel and school children regularly assigned to a vehicle for a particular route and schedule may ride in school transportation vehicles.
6. Student transportation vehicle shall not transport any item, animal, materials, or equipment that would endanger the life, health, or safety of the passengers.

## C. Vehicle Accidents General

1. Check vehicle radio daily before leaving en route for proper operation.
2. Notify your supervisor immediately of accidents
3. Call police involving two vehicle accidents.

## D. Vehicle Accident Procedures

1. Turn off ignition switch
2. Set parking brake
3. remain calm and reassure passengers
4. check for injuries
  - a) Follow first aid procedures
  - b) Summon assistance

5. Fire
  - a) Look for smoke
  - b) Check for ruptured fuel tank and lines
  - c) Check for electrical fire
  - d) Consider evacuation
6. Power lines
  - a) Do not exit bus
  - b) Do not touch metal parts in bus
  - c) Inform base with two-way radio so that necessary assistance (police, fire department, etc.) can respond to specific needs.
7. Protect the Scene
  - a) Protect scene from traffic and people
  - b) Vehicles at the scene should be stopped immediately at the scene of the accident
  - c) When police, fire or emergency personnel arrive they are in command of the scene. The driver does not maintain control over the scene of the accident. The driver should focus control over the passengers.

# VIII. Food Service Department

## A. General Safety Rules

1. Immediately report unsafe conditions or injury to your supervisor
2. Electrical appliances should be shut off when not in use and disconnected when being cleaned
3. Do not apply force to glass containers. If tight, try hot water on the metal lid or carefully tap the lid. If this fails, wrap the lid with a towel before trying to open.
4. Do not overload carts and dollies.
5. All drawers should be kept closed.
6. First aid kit must be readily available and properly maintained.

## B. Food Preparation Area

1. Exhaust hoods must be operated whenever ranges and/or steam kettles are in use.
2. Floors should be immediately cleaned of all spills.
3. Never use a piece of equipment without proper training
4. Guards must be left in place when operating equipment

## C. Serving Area

1. Steam table or other heated tables should be cleaned daily
2. Check glassware, china, silverware and plastic supplies regularly for chips or cracks.
3. Careful consideration should be taken when arranging for traffic flow for workers and people being served.
4. All spills should be cleaned up immediately on floors and ramps

## D. Slicing, Cutting, and Chopping Machines

1. Clear the immediate area around this equipment to provide free working space.
2. Never place fingers in the cutting chute. Always use provided plungers.
3. If machine jams shut off power immediately and use wooden push stick to free blades of obstructions
4. Never clean these machines unless power has been turned off and machine has been unplugged from the power source.
5. Never leave a running machine unattended. Shut off power even if you must leave the machine only for a moment.

## E. Cutlery

1. When not in use, store knives or other sharp objects in racks or containers
2. Inspect knives for defects before using them. The handle must be dry and free of splinters and burrs, and the blade properly sharpened.
3. Metal-mesh gloves should be worn during boning and cutting operations.