

**MONADNOCK REGIONAL
SCHOOL DISTRICT
SAFETY MANUAL**

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SECTION 1

INTRODUCTION

Each year incidents to school employees cause untold suffering, loss of productivity, low morale and inefficient use of thousands of dollars. Many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

The Monadnock Regional School District Safety Manual is designed to accomplish one primary purpose: TO PREVENT INCIDENTS. Preventing incidents results in saving lives, eliminating injuries, increasing efficiency of operations, and directly and indirectly saving thousands of dollars for both the school district and its employees. The district Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.

To be successful, the Safety Procedures must have the continuous, active support of all employees and particularly of those in supervisory and management positions.

This manual will be updated to provide a readily available reference of written policies and procedures for the guidance of all personnel.

SECTION 2

MANAGEMENT STATEMENT OF COMMITMENT

Every employee of the Monadnock Regional School District has the right to a workplace free from safety and health hazards (LAB 1403.01). A “Joint Loss Management” Committee is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the School District. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of the government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all Monadnock Regional School District personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time. For this reason, the manual will be a “working” document and will be kept online so that additional or revised pages may be easily inserted.

The policies and procedures have been developed, and are expected to be followed, in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended.

As Superintendent of Schools for the Monadnock Regional School District, I would like to assure the employees of the District that the School Board and members of the Leadership Team all share my commitment to safety in the workplace. I would encourage you to voice your concerns regarding safety issues and would welcome your participation in the process.

Lisa Witte

Superintendent of Schools

SECTION 3

RESPONSIBILITIES

All employees are fully responsible for implementing all aspects of this Safety Manual within his/her own area. The responsibilities listed are the minimum responsibilities and should not limit anyone to create more thorough procedures to control losses and better workplace safety.

Management

SAU management has the overall responsibility to ensure that this Safety Plan is implemented and followed. The responsibilities of the SAU Management, at a minimum, are as follows:

- Provide overall support, direction and commitment and participate in the process whenever possible.
- Provide funding for safety equipment, personal protective equipment and other safety related materials.
- Provide funding to correct any unsafe conditions.
- Permit and encourage all employees to participate in the training process.
- Support building administrators and district-wide directors and staff with decisions concerning issues of safety.

Building Administration

Each building administrator is responsible for the success of the Safety Program within their building. They will share the authority and responsibility with the District-Wide Directors & Supervisors. Their responsibilities, at a minimum, are as follows:

- Provide overall support, direction and commitment and participate in the process whenever possible.
- Take immediate action to correct any unsafe condition or action.
- Assure that all staff and faculty are well-informed of safety, sanitation and emergency procedures, as well as Good Housekeeping Standards for Classrooms. (See section 5).
- Ensure that all employees understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process. (See section 6).
- Immediately review and participate in the investigation of accidents.
- Provide guidance for safe behavior and educate employees in the correct methods of performing tasks.
- Provide training in safety procedures and safety issues to staff as necessary.

SAU 93 Directors and Maintenance & Custodial Supervisors

SAU 93 Directors for Facilities, Food Service and Information Technology and Supervisors are responsible for assuring that the employees that work in their departments are working safely. Their responsibilities, at a minimum, are as follows:

- Provide all new staff with appropriate training at the beginning of every year at the district workshop, to guarantee the greatest number of staff are trained.
- Provide training at least yearly for Blood Borne Pathogens, Hazard Communication, and Personal Protective Equipment as necessary to job responsibilities.
- Enforce safety rules, policies and procedures and make sure that protective equipment is worn as the hazards of the job dictate.
- Take immediate action to correct any unsafe condition or action.
- Assure that all equipment is properly guarded and in safe operating condition.
- Promptly investigate and report all incidents and accidents to the SAU office
- Ensure that contractors and vendors follow all appropriate safety and health standards.

Employees

Each employee is always responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed. The employee's responsibilities, at a minimum, are as follows:

- An employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- An employee shall wear personal protective equipment such as gloves, goggles, etc. as deemed necessary by the Director, Supervisor or Building Principal or as common sense dictates.
- An employee, if injured on the job, will report all accidents **and** incidents to the Supervisor, immediately.
- An employee shall promptly inform Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- An employee shall obtain specific instruction from a Supervisor in all cases where conditions and/or previous instructions are not completely understood.
- Complete all required safety training.

SECTION 4

SAFETY & HEALTH COMMITTEES

Joint Loss Management Committee

Purpose of Joint Loss Management Committee:

The purpose of a joint loss management committee (JLMC), as required by law (NH RSA 281-A:64) is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Establishment of Joint Loss Management Committee:

The District Safety Committee (JLMC) consists of employees who represent all buildings in the district and also all areas of work including, teachers, office staff, custodial staff, SAU staff, nurses, paraprofessionals and food service staff. The Committee must meet four times each year, and all minutes from meetings are posted in all school owned buildings and on the MRSD web site. The Chairperson duties are rotated between management and employees.

Duties & Responsibilities of the Joint Loss Management Committee:

The District Safety Committee will maintain and disseminate to all employees the clearly established goals and objectives of the committee. All injury/incident reports are reviewed by this team and injury data is used to help establish the committee's goals and objectives.

Duties and Responsibilities of the Employer:

The District Safety Committee (JLMC) will request support from the School Board and/or Superintendent to approve resources needed for safety-related initiatives within the district. Responses should be in writing but a verbal response that has been recorded in the committee's official minutes shall be considered a written response.

All required and necessary safety and health training for employees will be provided at no cost to the employee and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Emergency and Evacuation Teams

Each school has established an Emergency Evacuation and Response Plan along with an Emergency and Evacuation Team that consists of several members from the faculty and staff. This team is responsible for addressing emergency situations as defined in the Emergency Plans for each school, and shall be

provided with periodic training. Emergency plans are kept in the main office at each building as well as the SAU office.

SECTION 5

SAFETY STATUTES, RULES AND REGULATIONS

Lab 1403.01 Safety and Health Requirements

General safety rules are broad in nature and apply to all employees regardless of position. Their purpose is to set forth the minimum requirements expected. The General Safety Rules at Monadnock Regional School District are:

- No smoking in school buildings or on school grounds
- Know the locations of fire extinguishers, safety equipment, and fire alarm stations. Keep a clear access of 36" in front of these at all times.
- Be sure that you thoroughly understand your job and attempt only those assignments with which you are familiar. In case of doubt, ask your principal or supervisor. Don't attempt to do something you're not properly trained to do.
- Be considerate of the health, safety and welfare of others.
- Use only proper equipment and use it safely for the job at hand. Avoid substituting boxes, crates or makeshift arrangements in place of ladders, seats or benches.
- Correct unsafe acts or conditions immediately and report those you are not able to correct.
- Practice good housekeeping at your work area and in the immediate vicinity.
- **Ask for assistance when necessary to lift or move objects which may be beyond your ability. Never lift more than 50 pounds unassisted.**
- School machinery shall be operated by authorized persons only.
- Lockout all equipment or machinery before any service or repair work is to be done. Use lockout/tagout procedures.
- Hearing protection is readily available.

Lab 1403.03 Abrasive Grinding:

- Abrasive wheels shall be used only on machines provided with safety guards.
- Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed $\frac{1}{4}$ ".
- Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections.

- An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8".
- Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move.
- All abrasive wheels shall be closely inspected and ring-tested before mounting to make sure that they are free from defects.

Lab 1403.04 Accident Reporting:

- It is the responsibility of every employee to report an injury (however minor) or incident to the building supervisor and/or nurse.
- The nurse or administrative assistant will gather sufficient information to accurately complete the Employer's First Report of Occupation Injury or Disease (Form 8-WC) online.
- Within 8 hours after an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees will be reported to the commissioner of labor. Notification may be given by telephone.

Lab 1403.05 Aerial Lifts:

- Prior to the operation of any aerial lift a Pre-Use Inspection Checklist must be completed.
- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights or back-up alarm) must be reported for immediate repair. They must also be locked and tagged, and taken out of service.
- Operators shall not wear any loose clothing or any accessory that can catch in moving parts.
- Before the machine is started, the operator must walk completely around the machine to ensure everyone and everything is clear of the machine.
- Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

Fall Protection:

- Ensure that access gates or openings are closed.
- Stand firmly on the ground of the bucket or lift platform.
- Do not climb or lean over guardrails or handrails.
- Do not use planks, ladders, or other devices as a working position.
- Use a body harness or a restraining belt with a lanyard attached to the bucket.
- Do not belt-off to adjacent structures or poles while in the bucket.

Maintenance:

- Any aerial lift not in safe operating condition must be removed from service.
- Aerial lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.

- Only use replacement parts that are currently recommended by the manufacturer.

Training:

- Employees will receive instruction on the intended purpose and function of each control.
- Employees will read and understand the manufacturer's operating instructions and aerial lift procedures or receive training by a qualified person.
- Understand the operating limitations and restrictions and understand all decals, warnings and instructions displayed on the Aerial Lift.
- Employees will receive Annual Training to include at a minimum, review of the inspection and maintenance record and procedures.

Lab 1403.07 Belt Sanding Machines.

- Belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley.

Lab 1403.08 Blood Borne Pathogen Program

The purpose of this program is to guarantee the safety of all employees that might be exposed to blood borne pathogens due to their work environment.

- Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Employees responding to an emergency or situation where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves and wear eye protection when blood or other potentially infectious materials might be splashed.
- Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.
- All employees who have potential exposures will receive training in proper handling and disposal procedures.
- The Monadnock Regional School District will provide appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face masks and eye protection. The Clean-up kit will be stored in the building's custodial area.

Lab 1403.14 Confined Space Entry Procedures:

The Monadnock Regional School District will contract any jobs that involve any confined space entry.

Lab 1403.25 Hand Tools:

- All portable tools must be grounded or double insulated.
- Do not carry portable tools by the cord.
- Inspect your tools prior to usage.
- Make sure that the tool is adequate for the job.
- Keep electrical cords free from kinks. Protect the cords from water, oil, chemicals, heat and sharp objects.
- Power must be disconnected before making any tool adjustment.
- Proper guards or shields must be on power tools.
- Never use an extension cord that has the ground lug removed.
- Use appropriate floor covering for temporary placement of cords in walkways.

Lab 1403.27 Housekeeping

Good housekeeping is basic to any safety program. Accidents and fires are prevented by keeping areas clean and orderly. Overall responsibility for good housekeeping lies with the building principals. It is the principal's responsibility to ensure that all areas of the building meet the minimum standards set forth by town and state officials as well as the following:

Housekeeping Standards

- Textiles (sheets/fabric) and stuffed furniture must have a flame spread rating in accordance with NFPA 701 or be removed from the classroom. UL Listed tag or fire rated Tag A label are acceptable.
- All stuffed animals will be removed. In addition to increasing the fire load in the building, these items can also be a source of indoor air quality pollutants since they are not likely washed or cleaned on a regular basis.
- Emergency egress must be kept clear at a width of 36"
- Overhead items should be a minimum of 18" below the ceiling. Sprinkler heads must not be blocked.
- Saved material should be packed in plastic totes and cross stacked for safer storage.
- "Clutter" in classrooms should be kept to a minimum. Clutter has the potential to increase Asthma triggers in a room, provide potential trip and fall hazards and cause egress problems.
- 3 feet (36") of access to electrical panels must be maintained at all times. It is recommended that the boiler rooms, machine and automotive shops and other areas with electrical panels be evaluated regularly to make certain that electrical panels are accessible. "Kill" switches should be readily identifiable, and accessible from several areas of the room.
- Artwork and teaching material shall not exceed 50 percent (in a sprinklered building) of the wall area when attached to the wall.
- Fire extinguishers must be accessible at all times.
- Keep electrical cords out of walkways, or tape them down and/or cover when necessary.
- Stage curtains must have a flame spread treatment rating in accordance with NFPA 701. There must be documentation of this flame spread rating.

- Custodial chemicals should be used only by the custodial staff and used only after normal school hours where potential volatile organic compounds (VOCs) have time to dissipate and the building has time to circulate fresh air prior to re-occupancy of the building. Teachers should not have these chemicals present in the classrooms and accessible to students. Teachers should not bring in their own cleaning supplies.
- Televisions on carts must be strapped to a cart at all times. The size of the television must be appropriate for the cart it is on. Due to the fact that some televisions are top heavy and difficult to move even on a cart, students should not be allowed to move the carts.
- Only televisions purchased by the Monadnock Regional School District are allowed in school buildings.
- Heating sources (radiators and unit ventilators) should always be free of any paper or other storage that can block the fans. The equipment will not operate properly when blocked and this can affect air quality and personal comfort.
- Medicine cabinets in Nurse's offices should be locked at all times.
- Custodial closets and boiler rooms must be locked at all times.
- Basement and attic storage should be kept to a minimum. Overloading these areas causes excessive fire loads.
- Appliances in the classroom create potential safety hazards related to fire, overloading of electrical systems, injury and the attraction of insects and rodents. Appliances will not be allowed in the classrooms unless purchased by the District for use in accomplishing activities related to the educational program. The location of personal appliances* is prohibited in student occupied areas (e.g. classrooms or work spaces) unless deemed necessary for instructional purposes or medical needs.

Where personal appliances are required to meet instructional or medical needs the following steps are required:

1. Prior written approval by the director of facilities and building principal.
2. Documentation of educational uses or medical needs, to include length of time the appliance is necessary.
3. Evaluation and certification that the items will not present a safety hazard.
4. Proper cleaning schedules will be followed.
5. When not in use, appliances in student occupied areas will be turned off.
6. All personal appliances are to be removed from the buildings over the summer break.

*Including, but not limited to, toaster ovens, microwaves, coffee pots, hot plates, refrigerators, portable heaters.

Lab 1403.32 Lockout/Tagout

The Lockout/Tagout standard identifies the practices and procedures necessary to shut down and lockout or tagout machines and equipment. This program will ensure that equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees or contractors perform any servicing, repairs or maintenance, where the unexpected start-up of the machine or equipment or release of stored energy could cause injury. This lockout program establishes minimum procedures for the control of potentially hazardous energy sources by requiring that energy control devices such as disconnect switches, buss switches, valves or circuit breakers be locked out and tagged in the off position.

This program applies to all areas, equipment and employees in all District owned buildings. Cord and plug connected equipment will be exempt, provided that the cord is disconnected and under the direct control of the employee performing the service. Cords should be tagged by the employee performing the work. Employees authorized to implement lockout/tagout procedures will be designated by the Director of Facilities and provided necessary training.

Each employee that is to perform work under the lockout/tagout procedure must be trained to ensure that the purpose and function of the energy control program is followed and understood. It is also necessary that each employee show an understanding in the safe application, usage, and removal of energy controls. Only authorized employees should perform service or maintenance under the lockout/tagout program.

Procedure for Lockout/Tagout:

- Employees in the equipment area are notified that lockout/tagout will be in effect.
- Identify the energy sources (mechanical, electrical, pneumatic, hydraulic, chemical, steam, etc.).
- The equipment is shut down in the “normal” stop procedure.
- Physically disable all power sources.
- Lockout each energy source using your own personal Lock(s) and Tag(s). One worker, one lock, one tag, one key.
- Relieve any stored energy/potential energy. Prevent accidental energy release by blocking, disconnecting, restraining, etc.
- Verify that the equipment is in zero energy state, that it is fully de-energized. Test the equipment “start” controls.
- When the job is complete, remove your own lock and tag.
- Make a final check of the equipment and notify all employees in the equipment area that the equipment is cleared for normal operation.

Lab 1403.33 Machine Guarding:

- Lineshafts, inshafts, couplings, pulleys, and belts revolving at high speed are potentially hazardous to work around.
- Guarding is required to protect employees and students in the area from hazards such as those created by point operation, in-going nip points, and rotating parts.
- All guards should be secured to the machine.
- Do not remove guards unless it is for maintenance purposes. If guards are removed, they must be replaced before the equipment is turned on.

Lab 1403.40 Personal Protective Equipment:

This program will ensure that each employee is protected in the workplace from all recognized hazards that may cause serious injury or health effects that could result in death. Personal Protective Equipment (PPE) includes: gloves, eye protection, hearing protection, or face masks.

- There is no use of employee owned PPE allowed. If the employee feels the need for more protection, he/she must ask their supervisor for additional equipment.
- The district will be responsible for assessing the hazards and providing and requiring the use of appropriate PPE.
- The district will be responsible for the regular inspection and maintenance of eye wash stations and safety showers.
- Hearing protection must be sanitized after each use and properly stored, if not disposable.
- Each building principal is responsible to ensure that the location and use of any PPE is included in any employee orientation meeting.

Lab 1403.51 Saws

- Band Saws-
 - All portions of band saw blades will be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table.
 - Band saw wheels will be fully enclosed according to the following requirement:
 - The outside periphery of the enclosure shall be solid.
 - The front and back shall be either, solid wire mesh or perforated metal.
- Portable Circular Saws-
 - All portable power-driven circular saws having a blade diameter greater than 2” shall be equipped with guards above and below the base plate or shoe.
 - The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work.
- Swing or Sliding Cut-Off Saws-
 - All swing or sliding cut-off saws shall be equipped with a hood that completely encloses the upper half of the saw.
 - Limit stops will be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table.
 - Each swing or sliding cut-off saw will have an effective device to return the saw automatically to the back of the table when released at any point of its travel.
 - Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut.
- Table Saws-

- Circular table saws will have a hood over the portion of the saw above the table, so mounted that the hood shall automatically adjust itself to the thickness of material being cut.
- Circular table saws shall have a spreader aligned with the blade spaced no more than ½” behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required.
- Circular table saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted.
- Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point.

Lab 1403.54 Storage

- All stored materials stacked in tiers shall be stacked, blocked, interlocked and limited in height so that they will not slide or collapse.
- Storage areas/classroom closets shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pests.

Lab 1403.57 Toxic Substance

There is a Hazardous Materials book in all schools. It includes a list of hazardous materials along with individual material safety data sheets (MSDS) for each hazardous product purchased by the school district. Employees must be trained in the reading of MSDS before they use any chemicals that require them. There is a minimum of one book in each district owned building. Some schools have additional copies of these books in appropriate locations as well. Employees are not allowed to bring in chemical products “from home” as they cannot be monitored.

- Hazard determination:
Each chemical that is to be used on site shall be looked at before purchase to identify any hazards that might exist and compatibility with current chemicals in use.
- Written hazard communications program:
A hazard communication program for labels and other forms of warning, MSDS, and employee information and training will be written.
- Container Labeling:
Each chemical product that has hazardous substances inside must come with a label to identify what it is and provide appropriate warnings. The label will identify the hazardous chemical(s) and provide the appropriate hazard warnings. The label will also include the name and address of the chemical manufacturer or distributor.

Any product received with defaced or missing labels should be rejected unless the contents are definitely known and the container is immediately labeled with the appropriate information. All labels will be legible and prominently displayed on the container, or readily available in the work area throughout each work shift.

If any new hazard is found while using any chemicals, it must be brought to the attention of the immediate supervisor.

- **Employee Information and Training:**
During the first month of employment, all employees routinely exposed to toxic substances, will have education and training regarding the nature of the toxic substances to which they will be exposed, learn proper and safe procedures for handling toxic substances in all circumstances and advising them of potential risks. Training will be updated as often as needed and at the least annually. Training will be done each time there is a change in the program, or if something in the work environment changes.
- **Trade Secrets:**
Manufacturers/Producers may withhold the specific identity of a chemical based on the trade secret provisions. This information may be obtained in certain circumstances by qualified individuals such as treating physicians or nurses in a medical emergency, or by the commissioner of labor.

Lab 1403.66 Woodworking Machinery

- All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes, sanders, veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation.
- A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his/her position at the point of operation.
- Power controls and operating controls shall be located within easy reach of the operator while he/she is at their regular work location, making it unnecessary to reach over the cutter to make adjustments.
- Each operating treadle shall be protected against unexpected or accidental tripping.
- Disconnect switches shall be capable of being locked or tagged in the off position.
- On machines where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power.

Nutrition - Food Service

Providing safe meals is of the utmost importance to the SAU # 93- Monadnock School District.

- The food service program will comply with all sanitation & program requirements of the ***US Department of Agriculture, US Food Code, State of NH Department of Health and Human Services- Food Protection Bureau*** and ***the NH Department of Education- Nutrition Programs & Services***
- SAU # 93 facilities shall be licensed by the NH Department of Health & Human Services
- SAU # 93 will require that all Nutrition Service employees complete and have on file a Employee Health: Management and Food employee knowledge, and conditional employee; responsibilities and reporting.

<http://www.dhhs.nh.gov/dphs/fp/sanitation/documents/employeehandout.pdf>

- All SAU #93 Nutrition employees will have completed food safety awareness training
- All SAU# 93 Nutrition Directors and site managers will have completed and maintain advanced training in food safety **Serve Safe** © or equivalent.

SECTION 6

DISCIPLINARY POLICY

The Monadnock Regional School District will normally follow progressive discipline: oral reprimand, written reprimand, suspension without pay, discharge. Discipline may be taken out of order depending on the severity of the infraction. For employees whose positions are in collective bargaining units, the disciplinary procedures set forth in the collective bargaining agreements for those units will govern the extent that they differ for the procedures in this policy.

If it is determined that an employee does not fully understand the procedures, re-training on safety rules and regulations will be provided.

SECTION 7

EMPLOYEE ACCIDENT & INCIDENT REPORTING AND INVESTIGATION

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries. Naturally, the first course of action to be taken when an accident occurs is to ensure that proper medical treatment is provided.

An incident is defined as "a sudden event that has resulted in injury to an employee, has nearly missed causing an injury to an employee, or has caused property damage in excess of \$1,000."

Accident Reporting

- It is the responsibility of every employee to report an injury, however minor, or incident.
- In each school both the Administrative Assistant and the School Nurse have access to process an online First Report of Injury, **within 24 hours** of the injury. This form must be filed within five calendar days of the injury.

Accident & Incident Investigation

The immediate supervisor or other designated person(s) and members of the JLMC shall be notified of all accidents and incidents. Every accident or incident which results in death, severe injury to persons or severe damage to property shall be investigated immediately by the supervisor, Principal, Director of Facilities and Business Manager as appropriate. Other incidents will be investigated by the JLMC. The purpose of the investigation is to determine what happened, why it happened, and how to prevent its recurrence.

- The Building Principal should start an investigation as soon as possible after an incident. The appropriate Department Manager (Facilities, IT or Food Service) should be notified if the incident involves an employee under their supervision.
- The injured person and any witnesses will be interviewed when appropriate.
- Record information as to the conditions present at the time. If possible, take photographs or sketch the scene.
- The Employee Accident/Incident Report should be completed as soon as possible and forwarded to the SAU office if necessary and to the JLMC member in the building.

The investigation should answer the following questions:

Who was injured or What was damaged?

How did the incident happen?

Who saw it happen?

What persons, equipment, materials and conditions were involved?

Why did the incident happen?

What could and should be done to prevent this and similar incidents from happening in the future?

MONADNOCK REGIONAL SCHOOL DISTRICT

EMPLOYEE INCIDENT FORM

School: _____

Date of Injury: _____

Describe accident: Specify activity engaged in when accident occurred: _____

Were all safety regulations being followed at the time of the accident? Yes No

Comments:

Recommendations to Joint Loss Management Committee:

1. _____

2. _____

Joint Loss Management Committee Review:

Meeting Date: _____

Incident Investigation Completed: Yes No

Corrective Actions:

Please outline actions to take or already taken to reduce likelihood that this type of incident will reoccur:

1.

2.

Corrective Actions Implemented: Yes No

Comments:

Recommendations to JLMC Implemented: Yes No

Comments:

ANALYSIS CHECKLIST

Potential Causes – Check all that apply

1. Mechanical Controls (Guards/Devices)

- Were not designed to prevent this circumstance.
- Were not available but not in place at time of accident
- Were in place but did not work.
- Were available but were intentionally not used at time of accident.

- Were not available.
- Warning devices did not function.
- Warning devices functioned but were ignored.
- Not applicable.

2. Inspection program/Defective equipment

- Equipment was not adequately inspected or was defective.
- Processes/operations were not adequately reviewed.
- Inspector was not adequately trained to recognize hazard.
- Preventative maintenance performed did not address this circumstance.
- Inspections were not frequent enough to detect this problem.
- Problem was recognized, but work order was never written.
- Not applicable.

3. Policy/Procedure/Work Instructions

- There is not a written policy or work instruction covering this circumstance, but there should be.
- There is written instruction or policy, but they were not followed.
- There is a policy, but it does not correctly address this circumstance.
- Not applicable.

4. Environmental/Storage Factors

- Poor housekeeping.
- Insecure storage.
- Poor illumination.
- Improper ventilation
- Leaking containers.
- Improper containers.

5. Materials Handling/Process Operations/Maintenance

- Mixing or using the wrong chemical.
- Improper opening or closing procedures.
- Failure to follow lockout or confined space procedures.
- Overloading equipment.

6. Training

- Employee was not adequately trained in safe work procedures/ policies, rules, including chemical hazards.
- Employee was not adequately trained in hazard identification.

- __ Employee was not adequately trained in job/equipment specific operation.
- __ Employee was trained, but did not utilize learned skills/information.
- __ Supervisor was not adequately trained.

SECTION 8

TRAINING REQUIREMENTS

Specific safety training will be provided to all employees according to their job responsibilities.

All employees will receive yearly training in *Blood Borne Pathogens*. The District administration will decide what training method to use.

Newly hired employees will receive appropriate training within the first day of hire. Employees returning after a leave of absence will receive training as a new employee.

Follow up training will be provided to reinforce positive, safe work methods and habits.

For all training provided, the following information will be maintained:

- Description of topic
- Date of training
- Name/affiliation of instructor
- List of attendees
- Forms indicating completion of training

Custodial and Maintenance departments will receive the following training yearly:

- Asbestos Awareness (2 hour)
- Hazard Communication and Material Safety Data Sheets
- Proper usage of Personal Protective Equipment
- Blood Borne Pathogens awareness and handling.

The Joint Loss Management Committee recommends the following additional annual training for ALL employees:

Preventing Slips, Trips & Falls

Preventing Workplace Harassment & Discrimination

Bullying Awareness

SECTION 9

EMERGENCY EVACUATION AND RESPONSE PLANS

Evacuation plans are in accordance with District and School Policy, and are in posted in every building and every classroom.

SECTION 10

Safety and Health Communications

Employee participation in supporting the health and safety initiatives of the district is expected and encouraged. You can help by doing the following:

- Provide suggestions for health and safety improvements directly to your building principal or supervisor. Suggestions can also be sent to the JLMC for their recommendation.
- Report all unsafe conditions or equipment to the appropriate personnel.

Employees will be kept informed about issues of health and safety by the following:

- All employees will receive a copy of the safety program and it will be posted on the web site.
- Notifications of safety meetings and minutes of the meetings will be posted in all school buildings and on the web site.
- Employees will receive training and safety updates at their building staff meetings.

SECTION 11

WORKPLACE VIOLENCE

Refer to Monadnock Regional School District policy GBAA and GBAA-R for workplace violence.

TITLE XXIII LABOR

CHAPTER 281-A WORKERS' COMPENSATION

Please use the following link:

<http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-mrg.htm>