

Procedure - Staff Safety

The supervisor of each school and/or work site in the district is responsible for:

A. General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid);
2. Forming a safety and health committee composed of representative of management and employees, which will review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed;
3. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material;
4. Assuring that a person who holds a valid certificate of first aid training is present or available at all times;
5. Maintaining a well-marked first aid kit, or first aid station if the work site has more than fifty employees; and
6. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

B. Worker Right to Know (chemical hazards)

1. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals;
2. Maintaining current MSDS files;
3. Maintaining easily accessible MSDS files, and making MSDS's available to staff members;
4. Training staff members at time of initial assignment or whenever a new hazard is introduced

Adoption Date:

Classification:

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