



Inter-Lakes School District Employee Safety Program

**Inter-Lakes School District
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Inter-Lakes School Board Approved
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Section 1: Introduction

Every Inter-Lakes School District employee desires and has the right to a workplace free from occupational safety and health hazards. The Inter-Lakes School District's *Employee Safety Program* is designed to prevent accidents and illnesses by promoting safe behaviors, safe working conditions, and proactive risk management. ***The program is established jointly between employees and administration as part of the work through the Joint Loss Management Committee.***

A truly effective process provides the framework for safety and concern for self and others to be integrated into the Inter-Lakes School District through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthy environment is more likely to be highly productive and less likely to have an accident.

Section 2: Statement of Commitment

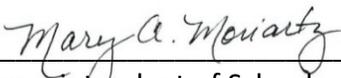
The Inter-Lakes School District values the health, welfare, and safety of every employee and intends to provide a safe and healthy workplace. Accidents cause untold suffering and financial loss to our employees.

In pledging its full support of the safety process, the Inter-Lakes School Board recognizes certain obligations:

1. That prevention of accidents is the guiding principle.
2. That all operational decisions, affecting safety, must receive the same consideration as other important decisions regarding teaching and learning.
3. That safe working conditions and safe working procedures are of prime importance.
4. That the Inter-Lakes School District will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their practices at all our Inter-Lakes Schools.

As an employee of Inter-Lakes School District, you have a responsibility to yourself, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!



Superintendent of Schools

August 27, 2021
Date

Section 3: Responsibilities

I. School Board and Superintendent of Schools

The School Board and Superintendent of Schools shall:

- a. Officially adopt the *Employee Safety Program* and all School Board policies involving safety and risk management.
- b. Provide policies to support District safety initiatives.
- c. Clearly communicate with all Inter-Lakes School District employees to emphasize that the program is a joint effort among employees and administration and that active, motivated participation by each individual is critical to the program's success.
- d. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - i. Funding - safety equipment; personal protective equipment; training courses and materials.
 - ii. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
 - iii. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
 - iv. Support - encourage acceptance of safety policies and procedures by everyone.
- e. Respond, in writing, to recommendations made by the Joint Loss Management Committee and/or the Assistant Superintendent.
- f. The Superintendent or designee shall be responsible for the supervision, implementation and communication of the overall district safety program. The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:60 and a Crisis Management Plan that conforms to the National Incident Command System. The emergency management and safety committees serve as a forum for the discussion of safety and risk control issues, the exchange of relevant information, and methods for control and communication. It is recommended that these committees meet at least four times per year, review data, identify training needs, and report findings to the school and district administration.

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II. Administrative Personnel

All district administrators are leaders, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- a. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- b. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- c. Exhibit leadership, provide guidance and set the tone for safe behavior.
- d. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- e. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- f. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- g. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections to identify and correct unsafe equipment, conditions, or actions.
- h. Each Building Principal and the Director of Facilities shall be responsible for the supervision, implementation, and communication of a safety program for their school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; workplace inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The Principal shall also be responsible for the supervision, implementation, and communication of the *Emergency and Crisis Management Plan* for their students and employees to be used on school buses, school grounds, during authorized school activities, within the school building, and off school grounds during school sanctioned activities. The building's crisis management plan shall be on file in every classroom and at the SAU Office.

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III. Employees

As members of the Inter-Lakes School District, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- a. Create and maintain a safe working environment in all aspects of employment.
- b. Exhibit active concern for self, students, fellow employees, and the workplace.
- c. Take immediate action to correct unsafe acts and conditions, and report all actions taken to the Building Principal and/or the Director of Facilities.
- d. Understand and observe all safety policies and procedures.
- e. Wear required personal protective equipment, including seat belts.
- f. Operate only machines and equipment that they have been formally trained to operate.
- g. Follow all accident reporting procedures.

Section 4: Joint Loss Management Committee

I. Purpose

The purpose of a Joint Loss Management Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale, and health.

II. Organization of Committee

a. Size

Employers with more than 20 employees require a minimum of 4 members.

b. Membership and Structure

Committees are required to have equal numbers of employer and employee representatives.

i. Inter-Lakes School District's committee will strive to have representation of the following groups of employees:

- Administration
- Facilities
- School Nurse
- Support Staff
- Teaching Staff
- Human Resources

ii. Committee members must be representative of the major work activities of the employer.

iii. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections shall be paid at his/her regular rate of pay for all time spent on such activities.

iv. The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives. A new chairperson will be elected once every two years.

III. Duties and Responsibilities

a. General

i. Meet at least quarterly.

ii. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.

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- iii. Develop and disseminate to all employees a committee policy statement.
 - iv. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
 - v. Review workplace accident and injury data to help establish the committee's goals and objectives.
 - vi. Provide an open forum for free discussion of both accident problems and preventive measures.
 - vii. Establish specific safety programs which include, but are not limited to, the following:
 - Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - Provisions for health and safety inspections at least annually for hazard identification purposes;
 - Performance of audits at least annually regarding the inspection findings;
 - Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 - Written response, by the employer, to recommendations made by the committee.
 - viii. During the inspections, discover unsafe conditions and practices, and determine their remedies.
 - ix. Instruct those in an affected work area how to recognize, control, and eliminate unsafe conditions and practices.
 - x. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
 - xi. Assist with the identification of temporary, alternate tasks.
- b. Recordkeeping
- i. Minutes of all committee meetings must be kept.
 - ii. As the committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.
 - iii. Format of minutes should be decided by the committee. Minutes should be constructed so that they are of benefit to all employees but should be sensitive to issues that may have been discussed during the meeting.

Section 5: Safety Rules and Regulations

Well written and enforced task specific safety policies are essential to mitigate risk to employees. The following policies are intended as a basis for managing employee safety and may be superseded by more specific or detailed department policies. These policies should be viewed as a minimum requirement for all operations.

3720 Accident Reporting Requirements and Record Keeping Policy

3741 Equipment Lockout Policy

3735 Ergonomic Policy

3736 Fall Protection Policy

3737 Hand Tool Policy

3738 Housekeeping Policy

3739 Hygiene and Sanitation Policy

3740 Fixed Ladder Policy

3742 Machine Guarding Policy

3743 Noise Exposure Policy

3744 Personal Protective Equipment Policy

3745 Railings Policy

3751 Seat Belt Policy

3545 Slip, Trip, and Fall Policy

3747 Storage Policy

3748 Toxic Substances Policy

3749 Trash Policy

3734 Universal Precautions and Blood Borne Pathogens Policy

3750 Washing Facilities Policy

Copies of these policies and all Inter-Lakes School Board policies are accessible via the District website at <https://www.interlakes.org/Content2/policies>.

Section 6: Discipline Procedure

It is the Inter-Lakes School District's practice to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the Inter-Lakes School District considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues relative to the *Employee Safety Program*. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.

Supervisors are responsible for counseling employees as problems occur regarding adherence to the policies, procedures, and rules of the Inter-Lakes School District.

Discipline Procedures

The Inter-Lakes School District's disciplinary process may be found in Collective Bargaining Agreements and contract language. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

In the case of Written Warning, Suspension, or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

An employee need not have been suspended for any previous violations before being terminated.

Section 7: Accident 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 which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- a. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- b. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- c. Ensure that first aid and emergency care is provided;
- d. Ensure that action is taken to prevent additional injuries (secure the scene);
- e. Notify the supervisor when practical;
- f. Follow reporting and investigation procedures.

II. Accident Reporting

- a. All accidents and incidents (near misses) are to be reported immediately to your supervisor.
- b. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- c. The immediate supervisor will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease Form 8-WC.
- d. The First Report of Injury Form or Occupational Disease Form 8-WC will be completed and processed within five calendar days. A copy of the form must be sent to the SAU Office.
- e. Injuries requiring only first aid must also be reported following these guidelines.

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III. Accident/Incident Investigation

The immediate supervisor, in conjunction with the Assistant Superintendent and/or Human Resources Director, shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury.

Guidelines for Conducting Investigations:

- a. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- b. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- c. Interview the victim **when the timing is right**. Be sensitive to their physical and emotional condition.
- d. Make objective recommendations to prevent similar occurrences.

Inspections

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the Joint Loss Management Committee is responsible for conducting periodic inspections and reporting any findings to the Director of Facilities.

I. Frequency

- a. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- b. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Correcting Unsatisfactory Conditions

- a. First and foremost, take the necessary action to prevent an injury (i.e. remove the tool from service, post a warning sign, etc.)
- b. Take appropriate steps to permanently correct the hazard. Report all actions taken to the appropriate people.

- c. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

Section 8: Education and Training

Effective education and training of employees will be provided. We understand that a well-trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible.

Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

I. Types of Training

a. *Introductory*

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

b. *Specific/On the Job*

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

c. *Follow-up*

Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

Section 9: Emergency Evacuation and Response Plans

See the *Emergency and Crisis Management Plan* for each specific building. A copy of these documents can be found in each classroom of the Inter-Lakes Elementary School, Inter-Lakes Middle/High School, and Sandwich Central School and the SAU Office.

Section 10: Acknowledgement Form

My signature below acknowledges that I have received the *Employee Safety Program*, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

**PLEASE RETURN THIS FORM TO THE SAU OFFICE
TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**