Responsibility for the Safety and Accident Prevention Program

Superintendent
It shall be the Superintendent’s responsibility to execute this program. The Superintendent may delegate this responsibility to other staff members. The Superintendent shall make following safety policy part of all administrators performance review. Items to be reviewed are:

1. Does the building have a safety committee?
2. Do they meet monthly?
3. Do staff members attend the District Accident Prevention Team meetings?
4. Did the administrator insure all required drills were performed?
5. Was time made for staff to attend required safety training?
6. Did the administrator make reasonable efforts to the best of their means to correct any safety violations found during safety inspections?

Administrators
Ensure that all employees and students in your facility understand safety-related procedures and policies, particularly with regard to accident reporting and safe-work practices. Ensure employees attend safety and accident prevention team meetings. These meetings should include disaster and emergency exercises, recent accidents, employee suggestions for improving workplace safety conditions, and corrective actions performed in response to hazardous conditions that were identified. When necessary, promptly and accurately complete a workers compensation accident report form or the online form and ensure that the completed form is sent to the Business Office and the Safety Coordinator within forty eight (48) hours of the accident or injury or as soon as possible so that an accident investigation can be performed if necessary. The administrator or their appointed staff member, in conjunction with the District Accident Prevention Team, should schedule and/or conduct workplace inspections and investigations to identify and correct unsafe workplace conditions. In the case of an accident concerning a student or visitor, the administrator or their appointed representative shall follow all applicable policies, fill out an accident report and turn it into the Superintendent’s office.

District Employees Shall:

1. Receive a copy of the Butte School District #1 Safety and Accident Prevention Policy 9311, and sign a statement acknowledging that they have received and read the policy. See attached Form 9311F-1.
2. Perform their job in compliance with safe work practices.
3. Attend required safety training programs when they are offered.
4. Promptly report to their supervisor any accidents, injuries, or any recognizable hazardous conditions or procedures that might put an employee or student at risk.
5. Understand and use approved safe work methods.
6. Operate machinery or equipment only for which they have been authorized and trained.
7. Never endanger the health or safety of a co-worker, student or the public through horseplay, practical jokes, wanton neglect, thoughtless indifference, or being under the influence.
8. Report all accidents to administrator or their representative with forty eight (48) hours of the occurrence.

Safety Committees
The primary responsibility of the Safety Committees at both the school level and district level is to develop, implement and monitor disaster and emergency guidelines for schools and students. At the school level the Safety Committee will run monthly disaster exercises, discuss and implement
improvements of exercises and enhance school disaster guidelines. The District Safety Committee, in conjunction with local emergency services, will discuss current school safety topics, enhance District disaster and emergency guidelines and review individual school’s disaster and emergency exercises.

**District Accident Prevention Team (DAPT) Objective:**
The objective of this team is to provide a safe work environment for all employees of the Butte School District through accident prevention and safety education.

**Team Responsibilities:**

**Building/School Level:**
1. Discuss current accidents/incidents and prevention at building/school “Safety Committee” meetings.
2. Solicit, discuss and correct building safety hazards.
3. Ensure that monthly safety walk-through inspections are being performed using the safety checklist.
4. Promote and participate in safety training.
5. Discuss with “Safety Committee” all district safety procedures and concerns.

**District Level:**
1. Meet at least once every sixty (60) days.
2. Attendees will include building/school team members, Director of Facilities, Safety Coordinator and key administrators.
3. Discuss current accidents/incidents and ways to prevent these in the future.
4. Develop, implement and update as needed safety training for new employees and annual refresher classes.
5. Perform yearly in-depth district safety inspections on all buildings and facilities in the district.
6. Discuss and present to Policy committee any needed changes in the District Safety Policy(s).
7. Work with workers comp insurance company to develop a safe work environment.
8. Review outside agency safety inspections.
9. Develop a hazard reporting procedure. Employees should be encouraged to look for and report potential hazards.
10. Develop risk assessments for each job classification, and develop work safety procedures for key work areas, update as needed.
11. Develop and update a safety manual to include training, safety procedures, and safety check sheets.
12. Communicate safety information to district employees.

**Safety Training**

**New Employee Safety Training:**
All new employees will receive safety training, both general and job specific, that will help them to understand their responsibilities in the workplace, especially relating to safety and health. Orientation safety training will include:
1. Bloodborne Pathogens Policy 5600
2. Safety program introduction includes accident reporting.
3. Basic Fire Extinguisher Training
4. Basic HAZCOM Training.

Specific Job Safety Training and On the Job Training:
1. Employees will be instructed in the proper methods of performing each job, the hazards associated with the job per the Risk Assessment (as they are developed), 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 necessary.
2. Safety Training will be specific to each job; please see the District Safety Manual (as it is developed and updated) for specific job safety training requirements.

Follow up Safety Training:
Follow-up training will be provided when required for specific jobs.

Accident/Incident Reporting
The first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. After medical treatment has been completed and it is feasible, follow the procedures below:
1. Report all staff accidents/incidents to supervisor or designee within forty eight (48) hours of the occurrence using the most current copy of the Employer’s First Report of Occupational Injury or Diseases.
2. Send paper copy or on-line, staff first report (to be developed) to the business office and the Safety Coordinator.
4. An accident report must be initiated even if the employee does not seek first aid or medical attention.
5. In the case of a student or visitor, Accident Form 9311-F2 will be filled out and turned into the Superintendent’s office.

Accident Investigation
1. The immediate supervisor shall make the initial investigation and report on the accident/incident using the Employer’s First Report of Occupational Injury or Diseases
2. Upon receiving the Employer’s First Report of Occupational Injury or Diseases the Safety Coordinator will determine if the accident meets the criteria for further physical investigation.
3. If the accident meets the criteria for investigation the Safety Coordinator will investigate using established accident investigation procedures.
4. For all reported accidents/incidents the Safety Coordinator, or their appointed representative, will do a phone interview with the employee.
5. All investigation material will be recorded and filed.

Inspections
All employees have the responsibility to note physical and operational hazards and conditions in the workplace. In addition, the Accident Prevention Team members are responsible for conducting periodic inspections and reporting any findings with suggested control measures to the person most able to take action on the recommendations.

Procedure History:
Adopted on: 03/16/09
Revised on: