

MANAGEMENT SUPPORT SERVICES

Staff Safety

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

1. Forming a safety and health committee composed of representatives of management and employees, which shall 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. (Minutes of the committee shall be recorded and shall be retained for one year.)
2. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics, and other safety educational material.
3. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
4. Maintaining a well-marked first aid kit.

The District Facilities Manager/Safety Officer is responsible for:

1. Maintaining a log and summary of all recordable occupational injuries and illness occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost workdays, need for transfer to a new job, or medical treatment beyond first aid.)
2. Implementing an accident prevention program, which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies, and how to report injuries.
3. Providing safety educational material and accident statistics to supervisors.

Jointly, the supervisory and District safety officer are responsible for:

1. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
2. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

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