

SAFETY PROGRAM/RISK
MANAGEMENT:
ACCIDENT PREVENTION
AND REPORTS

CKB (R)

JOB SAFETY
ANALYSIS

A job safety analysis will be completed on high risk positions identified through workers' compensation loss experience. A job safety analysis is a procedure used to identify the hazards that are associated with the demands of a particular job. The job safety analysis should be completed by the employee's supervisor under the guidance of Risk Management and should be incorporated into the job description by Personnel. Pre-employment physicals, safety training and job evaluations will be based on the job safety analysis. [See CKB Exhibit 1]

SAFETY
RECORDS

The supervisor will investigate all observed safety violations and accidents and complete the district's accident investigation form. [See CKB (R) Exhibit 2] The employee will be counseled as to why he or she violated safety rules, why the accident occurred, and how he or she could have prevented the violation of safety rules or accident. A record will be made of this counseling and filed in the employee's district personnel records file. If an employee violates a safety rule after being counseled about a previous accident/violation of safety rules, he or she may be dismissed or suspended without pay after the second violation.

All employee accidents must also be reported in accordance with the Texas Workers Compensation Law. Accidents must be reported to the Risk Management Department immediately by telephone. The supervisor will complete an "Employers First Report of Injury" and submit the original to the Risk Management Department with the Accident Investigation Report within two days. The employee will also receive a copy of the Employer's First Report of Injury and their rights under the Texas Workers' Compensation Law. [See [CRE \(R\)](#) - Injury Reports]

VEHICLES

All district employees who drive district or personal vehicles in the course and scope of their employment must meet the district's driver eligibility requirements. These requirements include providing proof of insurance as required by the State of Texas and an annual motor vehicle record check that complies with the district's adopted point system. [CKB (R) Exhibit 3] All super-visors must identify employees on their staff who drive in the course and scope of their employment and provide Risk Manage-ment a completed NEISD License Check form on each employee. [See CKB (R) Exhibit 4] Risk Management will request a Motor Vehicle Report on each employee from the Texas Department of Public Safety, will screen all reports, and will notify the supervisors of the qualification status of the drivers. Drivers are responsible to advise supervisors of any change of their driving status.

All accidents involving district vehicles must be reported imme-diatly to the Risk Management Department. The supervisor is responsible for completing a vehicle accident report and sub-mitting the report to the Risk Management Department. [See CKB Exhibit 5] Risk Management will notify the insurance carrier and coordinate all documentation and insurance claims. Employees involved in an accident while driving their personal vehicle in the course and scope of their employment should notify their supervisor, who will submit an accident report to the Risk Management Department.

REPORTING ACCIDENTS

Leaving the scene of an accident is a criminal offense. All drivers will adhere to the following procedures in case of an accident:

1. Warn other drivers: Place warning signs out or get a passing motorist to guide the traffic around the wreck with a flashlight. Move your vehicle safely off the roadway if possible.

2. Aid the injured: Render aid to injured person(s) and control severe bleeding. Call 911 for emergency assistance as needed. Avoid moving any vehicle accident victim unless absolutely necessary.

3. Notify police: Flag down a passing driver and ask him or her to go to the nearest telephone and call law enforcement officers. The police should take charge of the accident scene when they arrive.

4. Notify district:

a. Maintenance or school vehicles involved — Loss Control Coordinator.

b. Transportation vehicles - Assistant Director during duty hours.

c. After duty hours - 5:00 p.m. - call district security by radio or telephone.

The appropriate person above will be notified immediately when an accident occurs. The Loss Control Coordinator and the Assistant Director of Transportation will notify the insurance company for the vehicles in the departments of their responsibility.

5. Avoid loose talk: Make no admission of fault or negligence to bystanders. Say no more than necessary and do not sign any statements or releases.

6. Report accident to authorities: All states and most municipal- ities require that all except certain types of accidents be re- ported to their department of public safety on forms provided for that purpose. Be familiar with the laws on reporting accidents in Texas.

7. Get the facts: Fill out an accident report at the scene of the accident gathering all of the information you can from other persons (with addresses) involved in the accident, names and addresses of any witnesses, or the license numbers of cars first to arrive.

HAZARDOUS MATERIALS

The NEISD Hazard Communication Program was established to meet the requirements of the Texas Hazard Communication Act of 1985 and its 1993 revisions. The purpose of the program is to protect the health and safety of employees and students by providing information on the danger of exposure to chemicals in the workplace and providing information on how to properly handle these chemicals.

The Texas Hazard Communication Act requires employers to provide notice of the act and its provisions to employees. The campus/department safety coordinator is responsible for posting the notice where all hazardous chemicals are used and/or stored. The following areas should be included:

1. Employee bulletin boards
2. Custodian closets
3. Cafeteria
4. Science departments and labs
5. Art and Journalism labs
6. Teacher workrooms
7. Career and Technology areas

The campus/department safety coordinator is responsible for preparing an inventory list of all hazardous chemicals stored and/or used in their facilities. These inventories must be updated as new chemicals are brought into the facilities. A copy of the chemical inventory must be filed with the Risk Management Department. The Hazardous Chemical Inventory List should include the following information:

1. Chemical name
2. Common name used on label or MSDS
3. Nomenclature used in identifying chemical

4. Quantity stored
5. Who uses the chemical
6. How it is stored
7. Is the chemical labeled properly

A "Guide for Chemical Identification in School Systems" prepared by the Engineering Department of Employers Insurance of Texas has been provided in the Material Safety Data Sheet Notebook to assist safety coordinators with the completion of the chemical inventories. The law requires the inventory lists be kept on file for 30 years. [See CKB (R) Exhibit 6]

Employees must store chemicals in their original label containers. If the chemical will be transferred to smaller containers such as spray bottles, the smaller containers must also be labeled. Under no circumstances should an original container that has been emptied be reused to store new types of chemicals, e.g. bleach bottles used to store other cleaning products, chemicals, etc. Labels must list basic information such as the identity of the hazardous chemical; the physical and health hazards; and the name and address of the chemical manufacturer, importer or other responsible party. Employees shall not be required to work with hazardous chemicals from unlabeled containers.

Each campus/department must maintain a file of material safety data sheets (MSDS) for all materials purchased and used at that location. Employees and students must have access to the MSDSs of those materials they use or to which they may be exposed to. Risk Management will provide each location with the MSDS Manual and provide periodic updates based on the chemical inventory lists submitted to the Department. The campus/department is responsible for notifying the Risk Management Department of any new chemical. Employees should not bring chemicals from home or other sources without approval of their supervisor. Absolutely no pesticides, fungicides, or herbicides are to be brought onto district property. Only licensed pest control applicators, approved by the State, may apply pesticides.

All district employees using hazardous products must receive the required hazard communication training annually. The employee's supervisor is responsible for the training. Training includes:

1. potential hazards of specific materials being used;
2. health effects and symptoms of exposure;
3. how to read and interpret MSDS's and labels;
4. safe handling techniques;
5. personal protective equipment needed and how to use it properly
6. first aid for exposures;
7. general techniques for handling, cleaning, and disposal of hazardous material.

Employees should receive ongoing training throughout the year as new products are purchased and used in district facilities. New employees must receive training upon employment.

The law requires students handling hazardous chemicals in classes to be trained. The teachers are required to conduct the above training and maintain documentation.

As employee training is completed, the employee training verification form must be completed and signed by the employee and supervisor responsible for the training. A copy is retained at the location and the original is returned to the Risk Management Department. [See CKB (R) Exhibit 7] The Risk Management Department will document the training and notify the Texas Department of Health. The training form will be filed in the appropriate communication file and maintained for 30 years as required by law. A new training form will be filed annually.

The Risk Management Department will file the district's annual Hazard Communication Report with the Texas Department of Health and the local Fire Department.