

MESA UNIFIED SCHOOL DISTRICT TOPIC: Staff Safety and Health
GOVERNING BOARD POLICY DISTRICT CODE: GBE

The Superintendent shall establish procedures to promote the safety and health of employees and others present on District property or at school-sponsored events. The procedures will include emergency plans, reporting of accidents, and coordinating with appropriate governmental agencies for program implementation and compliance with applicable building codes and safety regulations.

Each school, department or division shall comply with the safety and health standards and all rules, regulations and orders set forth by the Occupational Safety and Health Act of 1970 and pursuant to A.R.S. § 23-403.

Purpose

The purpose of the safety and health program is to reduce accidents and injuries to employees by:

- Promoting the need for accident prevention.
- Instilling a safety-conscious attitude among the employees.
- Eliminating hazardous conditions.
- Training and educating employees in safe working practices.

Employee Responsibilities

1. Report promptly to the unit administrator any defects in buildings, grounds or equipment that might prove injurious to the safety and health of students, employees or other individuals.
2. Take reasonable precautions for the safe use of buildings, grounds and equipment by fellow employees, students or other individuals.
3. Comply with occupational safety and health standards and all rules, regulations and orders set forth by the Occupational Safety and Health Act of 1970 which are applicable to employee's own actions and conduct.

Employee Accident and Injury Report

A written report shall be made to the district's Risk Management office, initiated through the immediate supervisor, of any accident or injury to district employees occurring during the performance of employment duties. Such reports shall include details of the accident, including substantiating signed statements of witnesses, if deemed advisable, if available. Employees who are injured or are involved in an accident shall:

1. Seek first aid.
2. Report the accident and any injuries to the immediate supervisor who shall make a complete investigation of the accident and complete a "Supervisor's Report of Industrial Injury" Form.
 - a. A "Supervisor's Report of Industrial Injury" form shall be completed for every injury whether or not medical treatment is necessary. After the form is completed and signed by the injured employee and the supervisor, the form shall be forwarded to the Risk Management office.
 - b. If additional medical treatment is indicated, the injured employee shall be provided the yellow copy of the form to be given to the attending physician.
 - c. If injuries are minor and appear to be adequately cared for with proper first aid, the employee shall not be encouraged to go to the doctor. If the injury turns out to be more serious than originally anticipated, the employee may see a physician at a delayed time.
 - d. If the injury appears to be serious, the employee shall be taken to the nearest

medical facility for proper care. The supervisor shall be notified as soon as possible.

Employees who are involved in a vehicle accident shall:

1. If an injury results, follow the previous steps.
2. Notify the immediate supervisor and, if the accident occurred in a public roadway, have the supervisor notify the police department.
3. With the assistance of the immediate supervisor, complete a "Vehicle Accident Report" form. The completed form shall be forwarded to the Risk Management office with a copy sent to Vehicle Maintenance.

Corrective Measures for Safety Hazards

1. For hazards with no imminent danger to employees or students:
 - a. Notify the unit administrator or the appropriate supervisory personnel.
 - b. Submit a work order for corrective action to appropriate department (maintenance, grounds, etc.)
2. If immediate action is required, as determined by the unit administrator or appropriate supervisory personnel, because imminent danger to employees or students exists, direction shall be given to:
 - a. Rope off, or in some way, isolate the danger area.
 - b. Post with a danger sign.
 - c. Notify the unit administrator or the appropriate supervisory personnel.
 - d. Contact the appropriate department for immediate corrective action.

Procurement and Use of Toxic and Hazardous Substances

Each school or department shall:

1. Ensure all purchase requests for chemicals have the proper authorization from the appropriate unit administrator or supervisory personnel.
2. When a Material Safety Data Sheets (MSDS) is received in a shipment, make a copy for the MDC and/or Operations Spill or Leakage Program (see No. 4 below); then ensure the MSDS is delivered with the chemical shipment to the receiving department.
3. Ensure all shipments received and delivered to the various departments are properly and clearly labeled.
4. Maintain a program for warehouse and transport staff including a current file of MSDSs and instructions on proper procedures for spillage and leakage of hazardous substances.
5. Inform all contractors and outside vendors of the presence of toxic and hazardous chemicals and insure proper information is available prior to start of activities on school premises or other district facilities.

Department-program directors/administrators shall:

1. Develop a list of chemicals authorized to be used within various programs of the department and review at least annually.
2. Approve all requests to purchase chemicals in the department and assure the chemicals are on the approved list.
3. On all chemical purchase requests, if an MSDS is not on file in the department, place a notation on the purchase requests requiring the MSDS from the vendor as a condition for receipt of delivery and payment.
4. Insure compliance as follows:
 - a. Only authorized chemicals present in department programs and facilities.
 - b. Proper labeling standards.

- c. Proper storage.
 - d. Proper use of containers.
 - e. Complete MSDS files in the work area.
 - f. Appropriate training requirements.
 - 1) Initial training of appropriate staff.
 - 2) Ongoing training program for new staff.
 - 3) Ongoing training program for appropriate staff regarding new chemicals used in the department.
 - 4) Appropriate briefing of staff prior to involvement in “nonroutine tasks.”
 - g. Proper Documentation Records.
 - 1) Maintain an up-to-date list of approved chemicals for use in the department.
 - 2) Document training programs.
 - 3) Maintain a complete up-to-date MSDS file at appropriate location, available to employees working at that site.
5. Conduct inventories periodically to include:
- a. Assurance that all chemicals on the premises are authorized for that department.
 - b. Proper storage.
 - c. Proper use of containers.
 - d. Proper labeling.
 - e. Complete up-to-date MSDS files.
 - f. Shelf life compliance

On-site chemical users shall:

1. Insure all chemicals requested for purchase or brought onto the premises are on the approved list.
2. Send all nonstock requisitions to the director/administrator for review and approval.
3. Attend training programs for each chemical prior to use.
4. Maintain a file of MSDS and be familiar with the information contained in relation to chemical utilized.
5. Insure proper use of all chemicals.
6. Insure proper storage of all chemicals.
7. Insure proper container utilized.
8. Insure proper labeling.
9. Follow proper disposal guidelines/procedures.

For chemical disposal, the Purchasing Department shall:

1. Initiate the necessary bid process and contracts with qualified commercial vendors for disposal of all chemicals and substances relating to this regulation.
2. Coordinate district procedures for the disposal of all hazardous waste relating to this regulation.
3. Maintain appropriate documentation for waste generation and disposal.
4. Notify the fire department and the Risk Management office of any imminently dangerous or serious situation.

Adopted: March 6, 2003

Debra Duvall
Superintendent