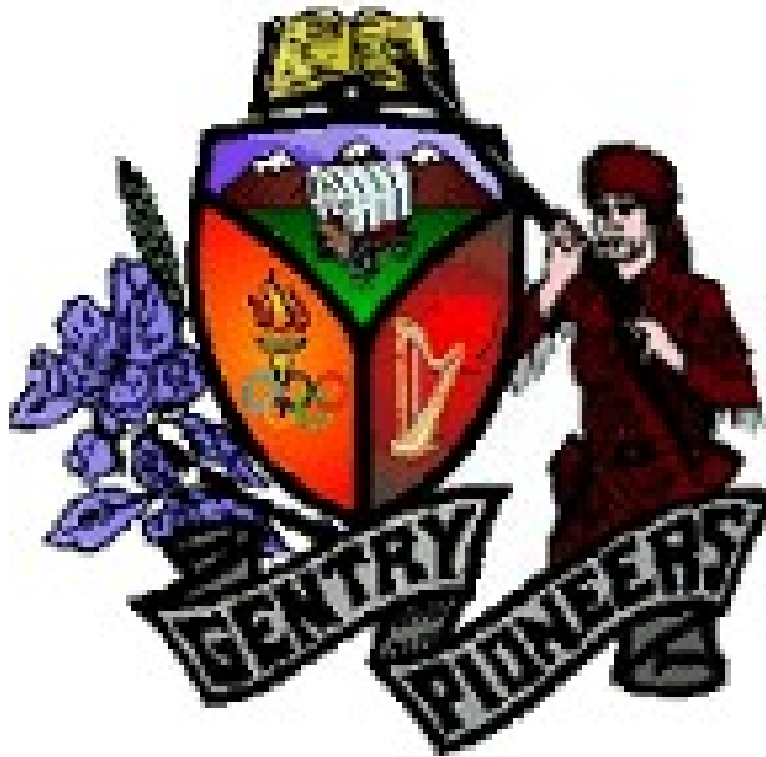


GENTRY SCHOOL DISTRICT



HEALTH & SAFETY PLAN

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I. Safety Policy Statement

It is the policy of the Gentry School District to work continually toward improving our Safety Policy, as well as our safety procedures.

It is the school intent to provide a safe working environment in all areas, for all employees. Accident and injuries are prevented by controlling the Work environment and the actions of employees. Therefore, safety will take precedence over expediency or shortcuts. Every attempt will be made to reduce the possibility of accident occurrence. Protection of employees, the public, and company property and operation is paramount. Management considers no phase of the operation more important than the health and safety of the employees.

Employee safety is to be the first consideration in the operation of the business. Safety practices on the part of the workers must be part of all operations. Employees must understand their personal responsibility for the prevention of injuries on and off the job. Accident prevention and efficient production go hand-in-hand. All injuries can and should be prevented!

The administration and school board will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safe working environment throughout the company.



Dr. Randy C. Barrett, Superintendent, Gentry Public Schools

II. Assignment of Responsibilities

One of the campus principals, to be appointed each year by the superintendent, will be the primary person responsible for the implementation and enforcement of the Company Safety Policy and will hereafter in this policy be referred to as the Health and Safety Coordinator. In the absence of this employee, the superintendent or superintendent's other designee will assume the responsibility for enforcing the program.

Additionally, the Health and Safety Coordinator will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by this plan.

III. Accident/Injury Analysis Component

The superintendent and health and safety coordinator will review all accident investigations reports, hazard reports, incident reports, and inspection reports on a quarterly basis, or as needed, to determine any trends in accidents or hazards that may be developing.

The Health and Safety Coordinator will recommend corrective actions to be taken to prevent recurrence of similar accidents or hazards. The Health and Safety Coordinator will be responsible for implementing corrective actions and for tracking the status of the corrective actions. Documentation of these reviews will be retained by the Gentry School District for a minimum period of 12 months.

IV. Safety Program Recordkeeping Component

The Health and Safety Coordinator will be responsible for maintaining all documentation of training, accident reports, OSHA logs, hazard reports, incident reports and any other documentation incidental to the implementation of this Health and Safety Plan. Records of all HAZCOM training (if applicable) will be maintained as part of the Hazard Communication training.

Blank forms for all safety related training and documentation will be available in the Health and Safety Coordinator's office.

Injury Records

An injury log will be maintained in the Health and Safety Coordinator's office. Injuries will be recorded within 24 hours of being reported. Injury records will be retained for a period of five (5) calendar years.

Inspection Records will be kept in the Health and Safety Coordinator's office. Safety Meetings/Training Records will be kept in the Health and Safety Coordinator's office. Accident Investigation Records will be kept in the Health and Safety Coordinator's office.

V. Health and Safety Education and Training Component

The Health and Safety Coordinator will be responsible for identifying the education and training needs of this facility on an annual basis.

Health and safety instruction and training are important elements of our Health & Safety Plan. There are numerous reasons for health and safety training -- it's required by law; it's a good business practice; and sometimes a health or safety incident will disclose a need for additional training.

Part of our Training Plan will incorporate quarterly safety training activity with the Maintenance, Custodial, Cafeteria, and Transportation Departments. Principals/Supervisors will function as the training leader(s). With some advance preparation, the plan will ensure pertinent education and training in a variety of health and safety topics.

Attendance at the monthly safety meetings/training sessions is mandatory, unless excused by the principal or supervisor. The following safety topics are to be included in new employee orientation and reviewed annually:

1. Hazard Communication
2. Personal Protective and Other Safety Equipment
3. Slip and Fall Prevention
4. Back Injury Prevention
5. Housekeeping
6. First Aid
7. Emergency Evacuation and Severe Weather Plan
8. Fire Extinguishers

Specialized training (such as the operation of forklift trucks or similar hazardous equipment) will be provided and documented if applicable. Such training will be provided before an employee is required to perform the tasks associated with the operation or use of equipment or operations that could expose them to potential health and safety concerns.

New employee orientation will include any applicable health and safety training topics. New employees will receive Hazard Communication training before being allowed to work with potentially hazardous chemicals. Refresher training will be given annually and/or as needed when new hazardous materials are introduced into the workplace. Material Safety Data Sheets (MSDS), as required by the Hazard Communication Standard, will be available to all employees.

VI. Safety Inspection Component

The Health and Safety Coordinator will be responsible for conducting and documenting monthly safety inspections within the facility. Items to be checked are listed on the Self-Inspection Form (see Appendix B).

Records of these inspections will be kept by the Health and Safety Coordinator. Employees are responsible for inspecting their workstations for potential hazards. (See Appendix C) Potential and/or real hazards will be reported in writing to the Health and Safety Coordinator. The Health and Safety Coordinator will recommend corrective actions to be taken. Hand and power tools will be inspected daily to identify any hazardous conditions prior to beginning work.

The Health and Safety Coordinator will be responsible for conducting periodic inspections of the workplace and for correcting any identified hazards. Reports will be filed in a log and maintained in the Health and Safety Coordinator's office until all discrepancies are corrected or at least 12 months, whichever is longer.

Documentation will include:

- 1) Date of Inspection,
- 2) Name of Inspector,
- 3) Discrepancies found,
- 4) Person responsible for corrections, and
- 5) Estimated date of corrections.

Documentation of these inspections will be kept by the Health and Safety Coordinator for a period of 12 months.

VII. Accident Investigation Component

An accident can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions. The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures can be taken to prevent reoccurrence and not to identify the guilty party. Accidents should be investigated as soon as possible and at least within the first 24 hours of the occurrence. The sooner the information is gathered, the more accurate the facts will be.

Accident Investigation Procedures:

- 1) Investigations are required on all accidents, including those "near misses" not producing injuries. "Near misses" will be documented on an accident report and forwarded to the Health and Safety Coordinator and superintendent for review. "Near misses" are reviewed to determine if a recurring hazard exists. Therefore, they must be thoroughly investigated and reported. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc.
- 2) All accidents are to be investigated and documented by the Health and Safety Coordinator and immediate supervisor of the employees involved. Investigations will be conducted as soon as possible, but no later than 24 hours after the accident.
- 3) Accident reports will be forwarded to the Health and Safety Coordinator and superintendent for review. All incident reports, hazard reports, accident investigation reports and inspection checklists will be reviewed by company management to determine if trends are occurring.

The steps for a thorough and effective investigation include:

1. Interview the employee(s) involved, if possible, to evaluate the situation and potential liability.
2. Have the involved employee(s) step through the sequence of events of the accident.
3. Locate, interview and get statement from any witnesses.
4. Gather facts about the investigation (who, what, when, where, how, why).
5. Evaluate any evidence found at the scene and reconstruct events.
6. Take pictures or draw diagrams of the accident scene. Don't rely on memory - accident scenes change.
7. Do not disturb the accident scene until you are satisfied with the investigation.
8. Before leaving the scene of the accident, warn, protect and/or repair any exposure areas to prevent another accident from occurring.
9. Re-interview the involved employee(s) or witnesses, if necessary.
10. Prepare a written detailed report before leaving for the day.
11. Recommend corrective actions.
12. Follow-up on the recommendations to ensure the corrective action has been implemented.

13. Double check the corrective action(s) to ensure they are effective.

Once the investigation is completed, it must be directed to the appropriate person for review. The review committee will consist of the following:

1. Immediate supervisor of employee involved,
2. Health and Safety Coordinator or superintendent, and others, as deemed necessary by the superintendent.

Each person in the review process is responsible for assuring thorough investigations and following up on corrective action(s) to make sure it is (they are) effective. Written accident investigation reports will be filed in a log in the Health and Safety Coordinator's office where it is available for review. The accident investigation process is documented by the Health and Safety Coordinator and will be retained for a period of 24 months or as required by law or directives.

VIII. Health and Safety Plan Review

The Gentry School Board and Health and Safety Coordinator will review the Health and Safety Plan during the first month of each calendar year.

This review will be to determine if all areas of exposure are addressed in the Health and Safety Plan. Any new hazards identified during the review will be included in the Health and Safety Plan and employees will receive immediate training when required.

Annual reviews will be documented showing date of review and any new areas of exposure identified. Documentation will be maintained by the Health and Safety Coordinator.

GENTRY SCHOOL DISTRICT

Name	Age	Time	Date															
School - Department	Job	How long on this job?																
WHAT HAPPENED? <hr/> <hr/> <hr/> <hr/>	Describe what took place or what caused you to make this investigation.																	
WHY DID IT HAPPEN? <hr/> <hr/> <hr/> <hr/>	Get all the facts by studying the job and situation involved. Question by use of WHY -WHAT - WHERE - WHEN -WHO - HOW																	
WHAT SHOULD BE DONE? <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Determine which of the 12 items under EMP require additional attention. <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Equipment</u></td> <td style="text-align: center;"><u>Material</u></td> <td style="text-align: center;"><u>People</u></td> </tr> <tr> <td style="text-align: center;">Select</td> <td style="text-align: center;">Select</td> <td style="text-align: center;">Select</td> </tr> <tr> <td style="text-align: center;">Arrange</td> <td style="text-align: center;">Place</td> <td style="text-align: center;">Place</td> </tr> <tr> <td style="text-align: center;">Use</td> <td style="text-align: center;">Handle</td> <td style="text-align: center;">Train</td> </tr> <tr> <td style="text-align: center;">Maintain</td> <td style="text-align: center;">Process</td> <td style="text-align: center;">Lead</td> </tr> </table>			<u>Equipment</u>	<u>Material</u>	<u>People</u>	Select	Select	Select	Arrange	Place	Place	Use	Handle	Train	Maintain	Process	Lead
<u>Equipment</u>	<u>Material</u>	<u>People</u>																
Select	Select	Select																
Arrange	Place	Place																
Use	Handle	Train																
Maintain	Process	Lead																
WHAT HAVE YOU DONE THUS FAR? <hr/> <hr/> <hr/> <hr/>	Take or recommend action, depending upon your authority. Follow up was action effective?																	
HOW WILL THIS IMPROVE OPERATIONS? <hr/> <hr/> <hr/> <hr/>	OBJECTIVE Eliminate job hindrances																	
Investigated by	Date	Reviewed by	Date															

**GENTRY SCHOOL DISTRICT
SAFETY MEETING/TRAINING**

DATE: _____

TOPIC(S): _____

INSTRUCTOR: _____

ATTENDEES:

Printed Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Comments:

