**Mackay School District No. 182**

**Personnel 5620P**

**Workplace Safety Management Plan**

In accordance with Mackay School District Policy 5620 – Safety Management Program and District Personnel and Policy 9400 – Safety Program, the Board acknowledges the importance of safety for students, staff, and others having business with the District. Both policies direct the Board and Superintendent to form a District-wide Safety Committee to research and assess available programs.

The Mackay School District’s Workplace Safety Management Committee will:

1. Meet as needed throughout the school year;
2. Review the District’s annual building inspections for safety concerns;
3. Annually review Policy 5620 Safety Management Program and District Personnel with District staff;
4. Review the Workplace Safety Management Plan and safety guidelines a minimum of once annually and periodically during staff meetings.
5. Assign and document completion of the following SafeSchools (or similar) courses each school year:

* Workplace Injury Prevention
* Classroom Safety
* Bloodborne Pathogen Exposure and Prevention; and

1. Investigate workplace injuries and safety violations.

**Workplace Safety Reporting:**

Workplace Safety Reporting forms can be found on the District website. These can be completed and placed in the mailbox outside the District office. Hazards requiring immediate attention should be brought to the attention of the Building Principal and the Maintenance Director.

**Accident Investigation Procedures:**

It is essential in any safety program to have a procedure whereby accidents, injuries and illnesses can be investigated promptly with accurate documentation of the findings. Mackay School District Policy 5460 – Workers’ Compensation Benefits, states that in the event of an injury at work “the injured employee shall promptly report the accident and injury to his or her immediate supervisor.” And “the employee shall complete the District’s Worker’s Compensation report of injury forms with the District’s Human Resources Department within forty-eight (48) hours of the accident.” Additionally, it is advisable to investigate “near miss” accidents even when no injury occurs. Accident Reports can be obtained from secretaries and from the District Office. At a minimum an accident investigator must determine the following facts:

1. Who got hurt, and what was the nature of his/her injuries?
2. What was the injured person doing, exactly, when the accident occurred?
3. What other persons were involved, directly or indirectly, in the incident?
4. What were they doing, exactly, at the time of the accident?
5. What physical factors were involved, equipment missing, defective, not being used? Why?
6. Were job procedures being violated? By whom? How? Why?

**SAFETY DO’s:**

* Know the District’s Bloodborne Pathogen Exposure Control Plan and Universal Precautions
* Know who to contact and where to go in an emergency.
* Immediately report any work related accidents and/or injuries.
* Know where fire extinguishers and first-aid kits are kept.
* Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
* Ask for assistance in using a ladder unless you have received training.
* Report slippery or uneven floor surfaces, torn carpet or linoleum.
* Keep file drawers and desk drawers closed.
* Stack cartons and supplies carefully so they won’t fall.
* Be sure file cabinets aren’t top-heavy.
* Report/replace electrical cords when insulation frays.
* Report poor lighting or perceived safety hazards.
* Make sure electrical plugs match their outlets.
* Put materials and papers away when not in use.
* Check container labels and material safety data sheets before using office or cleaning chemicals.
* Be careful with knife cutters, razor blades, scissors, and other objects that could cause injuries.
* Check that fire extinguishers are inspected regularly.
* Do not lift more than 50 pounds without assistance.
* Use dollies and similar equipment to move large or heavy items.
* Use proper lifting techniques that let the legs, not the back, do the work.
* Make sure your workstation and computer station are properly aligned and adjusted.

**SAFETY DON’T’s:**

* Leave cords, boxes and other materials in aisles.
* Block emergency exits.
* Use extension cords unless absolutely necessary.
* Overload electrical outlets.
* Leave combustible trash in open containers.
* Leave containers of chemicals open.
* Carry loads you cannot see over.

**Bloodborne Pathogen Exposure Control Plan**

**Universal Precautions** refers to an approach to infection control that treats all body fluids as if they are infectious. This means that you should use gloves and other protective equipment whenever there is a risk of exposure to blood or other body fluids regardless of whether you think a person is infected or not. Bloodborne Pathogen Kits will be provided to staff.

1. **Use Barrier Protection:** Cover up any open wounds or sores before proceeding.
2. **Wear Gloves** when handling bodily fluids or contaminated materials and other waste.

Remove gloves properly to avoid contamination.

1. **Wear a Face Mask/Gown** if necessary.
2. **Use Caution** when handling sharp objects, needles, and waste.
3. **Contact (report incident)** office staff who will alert custodial/maintenance staff for cleaning. If custodial/maintenance staff are unavailable, office staff will provide clean-up materials and isolate the area until it can be cleaned by trained staff.
4. **Discard Contaminated Materials.** The area will be thoroughly cleaned with approved disinfectant. Contaminated Materials will be disposed of in biohazard bags and/or containers. If no biohazard bags are available, double-bag the waste and identify the bag.
5. **Wash Hands Thoroughly** with soap and water for at least 20 seconds.
6. **Wash Clothing** in hot water.
7. **Consult with Personal Health Care Provider** regarding unprotected contact.

Policy History:

Adopted on: September 13, 2021

Revised on: