

Accident Prevention Program

School District

Superintendent

**A member of
Northeast Washington
Workers' Compensation Cooperative**



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Educational Service District 101

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Educational Service District 101



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Introduction

Employers in Washington State must develop a formal Accident Prevention Program, tailored to the needs and hazards of the particular place of employment. (WAC 296-800-140)

This school district has established a WISHA Accident Prevention Program that integrates safety and health measures into each job task so that safety practice, accident prevention and job performance become inseparable. The integration of job tasks and safety practices is accomplished through the cooperative efforts of administrative, certified and classified staff to obtain the lowest possible occupational injury and illness rates. The objective is the preservation of a safe and healthy work environment for all employees.

This Accident Prevention Program is based on **WAC 296-800**, the Safety and Health Core Rules of the Washington Industrial Safety and Health Act (WISHA).

Students and visitors are also included by the adoption of the Health and Safety Guide for K-12 Schools in Washington State (K-12 Guide). The K-12 Guide is jointly published by the State Department of Health (DOH) and the Superintendent of Public Instruction (SPI) under the authority of the State Board of Health rule **WAC 246-366-140**.

The K-12 Guide is intended for use as a self-inspection tool. It is a compilation of requirements and recommendations from fourteen code enforcement agencies and departments. Integration of the Guide into this WISHA Accident Prevention Program provides a Safety Program for schools that addresses the needs of the entire school community.

In accordance with Washington Industrial Safety and Health Act (WISHA) requirements located in WAC 296-800-140 (the Safety and Health Core Rules) this Accident Prevention Program includes an Employee Safety Orientation, establishes a Safety and Health Committee, provides additional specific safety programs, safety training resources and personal protective equipment (PPE) requirements as determined by a job hazard analysis.

Section 1

Safety and Health Statement

This school district places a high value on the health and safety of its employees. It is committed to providing a safe and healthy workplace for all employees and has developed this accident and occupational illness prevention program to involve the entire staff of administrators, certified and classified employees in identifying and eliminating hazards that may develop during our work process.

The administrators of this school district believe that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all WISHA regulations and school district safety rules and are encouraged to actively participate in identifying ways to make our school district a safe and healthy place to work, teach and learn.

Supervisors are responsible for the occupational health and safety of their employees. As a part of their routine duties, supervisors will check the workplace for unsafe conditions and take immediate action to eliminate any hazards observed. Supervisors will also monitor employees for unsafe work practices and promptly correct any unsafe behavior.

Administration will do its part by devoting the resources necessary to form a safety committee composed of management-designated and employee-elected members. We will develop a system for identifying and correcting hazards. We will plan for potential emergencies. We will provide initial and ongoing training for employees and supervisors. In addition, we will establish a disciplinary policy to insure that school district safety policies are followed.

Safety is a team effort. The entire staff must work together to keep our schools safe and healthy workplaces for our employees and to provide a safe and healthy learning environment for our students. By accepting mutual responsibility to always act in the most prudent and safe manner, all parties contribute to the safety, health and well being of the staff, students and visitors in school district buildings and vehicles.

(Signed - Board Chairperson)

(Date)

(Signed - Superintendent)

(Date)

The School District Safety Program Manager is

Name: (Print or Type)

Signature

The following individuals have been appointed by this school district to supervise the following programs. They have been trained as to their responsibilities associated with each program. Information on each program is provided in the corresponding lettered appendix section of this Accident Prevention Manual.

Appendix / Title

Name

- A. Safety Orientation, Accident Investigation, First-aid _____
- B. Hazard Assessment & Personal Protective Equipment _____
- C. Bloodborne Pathogens- Exposure Control Plan _____
- D. Respiratory Protection Program _____
- E. Hearing Conservation _____
- F. Evacuation, Disaster & Crisis Planning _____
- G. Hazard Communication Program _____
- H. Chemical Hygiene Plan – Science Laboratory _____
- I. Asbestos Hazard Emergency Response Act _____
- J. Ladder Safety Program _____
- K. Fall Protection Work Plan _____
- L. Control of Hazardous Energy-Lock-out/Tag-out Program _____
- M. Confined Space Entry Program _____
- N. Lifting, Back Care & Injury Prevention _____
- O. Machine Guarding _____
- P. Portable Power Tools _____

(Superintendent's signature)

(Date)

Section 2

Accident Prevention Program

This Accident Prevention Program includes the following elements in accordance with Washington Industrial Safety and Health Act (WISHA) requirements located in **WAC 296-800-140**. (Also known as the Safety and Health Core Rules.)

Provide an Employee Safety Orientation that includes the following elements: **(WAC 296-800-14005)**

- A written description of the total safety and health program.
- On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
- How and when to report on-the-job injuries including the location of first-aid facilities throughout the workplace.
- How to report unsafe conditions and practices.
- The use and care of required personal protective equipment (PPE).
- What to do in an emergency, including how to exit the workplace.
- Identification of hazardous gases, chemicals or materials used on-the-job and instruction about the safe use and emergency action to take after accidental exposure.

Establish a Safety and Health Committee as described in **WAC 296-800-130**.

Provide training as required by **WAC 296-800-14020**:

- Develop, supervise, implement and enforce training programs to improve the skill, awareness and competency of all employees in the field of occupational safety and health.
- Ensure that safety training includes on-the-job instruction to employees prior to their job assignment about hazards such as:
 - Safe use of powered materials-handling equipment such as forklifts, backhoes, etc.
 - Safe use of machine tool operations
 - Use of toxic materials
 - Operation of utility systems

Establish, supervise and enforce the Accident Prevention Program in a manner that is effective in practice. **(WAC 296-800-14025)**

Provide additional safety programs specific to the school environment as determined by a Job Hazard Assessment. **(WAC 296-800-160)**

Provide Personal Protective Equipment (PPE) and training as indicated by the Job Hazard Assessment.

Section 3

Management's Responsibilities

It shall be the responsibility of administrators and supervisors of this school district to:

- Provide a workplace free from recognized hazards. **(WAC 296-800-11005)**
- Provide and use means to make the workplace safe. **(WAC 296-800-11010)**
- Prohibit employees from entering, or being in, any workplace that is not safe. **(WAC 296-800-11015)**
- Construct the workplace so it is safe. **(WAC 296-800-11020)**
- Prohibit alcohol and narcotics from the workplace. **(WAC 296-800-11025)**
- Prohibit the use of all tobacco products on all school district property. **(RCW 21A.31.170)**
- Prohibit employees from using equipment or materials that do not meet the applicable WISHA requirements. **(WAC 296-800-11030)**
- Establish, supervise and enforce rules that lead to a safe and healthy work environment that are effective in practice. **(WAC 296-800-11035)**
- Control chemical agents. **(WAC 296-800-11040)**
- Protect employees from biological agents. **(WAC 296-800-11045)**
- Provide training programs to improve the skill and competency of all employees in the field of occupational safety and health.

Section 4

Employee's Responsibilities

It is the responsibility of all employees to play an active role in creating a safe and healthy workplace and to comply with all applicable safety and health rules. **(WAC 296-800-12005)**

- Follow the WISHA safety rules and other safety practices described in this program and always apply the safety training you have received.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative.
- Make suggestions to your supervisor, safety committee representative or administrator about changes you believe will improve employee safety.
- Apply the principles of accident prevention in your daily work and use proper safety devices and protective equipment as required by your employer.
- Take care of all personal protective equipment (PPE) properly.
- Do not wear torn or loose clothing while working around machinery.
- Report promptly to your supervisor every industrial injury or occupational illness.
- Do not remove, displace, damage, destroy or carry off any safeguard, notice or warning provided to make the workplace safe.
- Do not interfere with the use of any safeguard by anyone in the workplace.
- Do not interfere with the use of any work practice designed to protect others from injuries.
- Do everything reasonably necessary to protect the life and safety of all employees.
- Observe Washington State law that prohibits the use of all tobacco products on all school district property and in all school district and state owned vehicles. **(RCW 28A.210.310)**
- Observe Washington State law that prohibits alcohol and narcotics (drugs) from the workplace and prohibits employees under the influence of alcohol or narcotics from the worksite. **(WAC 296-800-11025)**
- Obey state requirement to always wear the seat belt when driving or riding in a vehicle. (Although school busses do not have passenger seat belts, equivalent safety protection is provided.)
- Actively support and participate with the school district to provide an effective and efficient Accident Prevention Program.

Section 5

Employee Safety Orientation

WISHA requires that all Accident Prevention Programs include an employee safety orientation targeted to the needs of the particular worksite and to the specific type of hazards involved. **(WAC 296-800-14005)**

The following are the minimal elements of the employee safety orientation for all employers:

- Description of the school district's total safety and health program.
- On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
- How and when to report on-the-job injuries including instruction about the location of first-aid facilities in your workplace.
- How to report unsafe conditions and practices.
- The use and care of required personal protective equipment (PPE).
- What to do in an emergency, including how to exit the workplace.
- Identification of hazardous gases, chemicals or materials used on-the-job and instruction about their safe use and emergency action to take after accidental exposure.

Each of these topics is addressed within this Accident Prevention Program.

Material contained in the following Appendices must be reviewed with all employees.

Appendix A, "Safety Orientation, Accident Investigation and First-Aid Requirements"

Appendix B, "Hazard Assessment and Personal Protective Equipment."

Appendix C, "Bloodborne Pathogens."

Appendix F, "Evacuation, Disaster and Crisis Planning."

Appendix G, "Hazard Communication Program."

Appendix I, "Asbestos Hazard Emergency Response Act."

Material contained in other appendices must be reviewed, as appropriate, with each individual employee depending on their specific job assignment and job hazard assessment as described in Appendix B.

Section 6

Safety and Health Committee

Large Schools (11 or more employees)

All employers of eleven or more employees shall have a designated safety committee composed of employer-selected and employee-elected members as required by **WAC 296-800-13020(1)**.

- The number of selected members shall not exceed the number of elected members. The method of election shall be optional. **(WAC 296-800-13020)**
- The terms of elected members shall be a maximum of one year. Should a vacancy occur on the committee, a new member shall be elected.
- The members of the safety committee shall elect the chairperson.
- Safety committees will meet a minimum of four times a year. At least two of the required four meetings shall be held between September and December, and at least two of the required four meetings shall be held between January and May. Any number of meetings (above four) may be held, as determined by the safety committee in accordance with school district policy.
- The safety committee shall determine the date, hour and location of meetings.
- The length of each meeting shall not exceed one hour except by majority vote of the committee.

These topics must be covered: WAC 296-800-13020(2)

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident reports and investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation(s) was identified and corrected.
- Evaluate the school district's accident and illness prevention program and discuss recommendations for improvement, if needed.

Record the meetings. WAC 296-800-13020(3)

- Prepare minutes from each safety committee meeting.
- Preserve them for one year.
- Document attendance.
- Copies of the minutes must be provided to:
 - District administration.
 - Staff--by posting on the safety bulletin board.
 - The ESD 101 Risk Manager.
- Make them available for review, if requested, by personnel of the WISHA consultation division of the Department of Labor and Industries.

Participate in the school district self-inspection plan. (See Section 7 for details.)

Section 6

Safety & Health Committee

Small Schools (10 or less employees)

WAC 296-800-13025 allows all employers of ten or less employees to hold monthly safety meetings in lieu of forming a safety and health committee.

Monthly Safety Meetings.

- These meetings may be a part of another meeting; e.g., staff meetings. (Monthly safety meetings at small schools may be less formal and shorter in length than quarterly safety committee meetings at larger districts.)
- At least one management representative must be present.
- Those in attendance and the subjects discussed shall be documented and maintained on file for one year on the form provided, i.e. Small School Safety Meeting Minutes.

These topics must be covered: (WAC 296-800-13025)

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate the school district's accident prevention program and discuss recommendations for improvement, if needed.

Record the meetings. (WAC 296-800-13025)

- Prepare minutes of each safety meeting.
- Document the attendance.
- Record the subjects discussed in the minutes of the meeting.
- Make them available for review, if requested, by personnel of the WISHA consultation division of the Department of Labor and Industries.
- Copies of the minutes will be made available to all employees by posting on the safety bulletin board.
- Copies of the minutes must be provided to the ESD 101 Risk Manager.

Section 6

Central Safety and Health Committee (Optional)

Central Safety Committees are not required by WISHA. Formation of a Central Safety Committee is an option of the local administrator. A Central Safety Committee is a management tool used by large school districts to coordinate several (required) site-based safety committees. Safety committees from each site within the district forward their minutes and recommendations to the Central Safety Committee. The Central Safety Committee reviews the recommendations, prioritizes the needs and recommends action to the administrator who then assigns personnel and resources to address the issue(s) based on the district's priorities and available resources.

Minutes of a Central Safety Committee should be forwarded to the ESD Risk Manager for review along with the minutes of the individual site-based Safety Committees.

The recommended format for schools within ESD 101's Workers' Compensation Cooperative is as follows:

Members of the Central Safety Committee should include:

- The superintendent or his/her designee.
- An elementary school principal or representative.
- A middle school principal or representative.
- A high school principal or representative.
- The transportation department supervisor or representative.
- The maintenance department supervisor or representative.
- The food service department supervisor or representative.
- A representative of each bargaining unit.
- Other representatives of the school community that will usefully serve the district without making the committee an unmanageable size.

Meetings should be scheduled a week or two after the meeting dates of the site-based Safety Committees so that minutes of those meetings can be reviewed.

Minutes of the site-based Safety Committees should be distributed to the Central Safety Committee members prior to their meeting so items can be reviewed, verified and recommendations brought to the meeting by the appropriate persons.

Minutes of the Central Safety Committee should be sent to each site-based Safety Committee and posted on all safety bulletin boards prior to the next scheduled site-based Safety Committee meetings.

Another format that is acceptable for Central Safety Committee member selection is to have each site-based Safety Committee elect one member to represent them on the Central Safety Committee. The superintendent could also appoint others to the committee to meet the district's needs.

The formation of a Central Safety Committee in a district will be determined by the size of the district, the geographical layout of the district, the organizational structure and management style of the administration.

This optional tool can be an efficient, unifying factor in managing the safety and health of the employees in the school district.

Section 7

Self-Inspection of Facilities

Accident, illness and injury prevention activities need to be reinforced by a systematic plan to minimize physical hazards within the workplace. This school district feels that the best way to eliminate exposure to these hazards is through a self-inspection plan. Each site shall be self-inspected at least once a year.

Members of the Safety and Health Committee will assist supervisors in conducting a self-inspection of their respective work areas to determine if hazardous conditions and/or practices exist. An inspection checklist should be utilized such as those contained in the "K-12 Health and Safety Guide for Schools in Washington." (The checklist section of the Health and Safety Guide for K-12 Schools in Washington State is included in Section 16 of this manual.) Additional resources that can be consulted or utilized when conducting inspections include:

- The ESD101 Risk Manager.
- Employee suggestions and hazard reports.
- Previous incident and claims experience of the school district.
- Department of L & I Consultation Division (Eastern Washington office in Spokane).
- WISHA Standards.
- The local Health District.

Findings of the self-inspection will be reviewed and discussed at the next scheduled Safety and Health Committee meeting. Safety concerns resulting from this inspection will be forwarded to the district's Safety Program Manager and to the ESD Director of Risk Management.

Follow-up to committee recommendations may be accomplished by one of the following options:

- Carrying out the recommendations.
- Explaining why no action is necessary.
- Proposing an alternative based on further investigation.
- Proposing a temporary alternative until a permanent solution can be implemented.

The checklist section of the 2003 Health and Safety Guide for K-12 Schools in Washington State is included in Section 16 of this manual.

Section 8

First-Aid & Emergency Washing Facilities

Standards for First-aid Training are established by WAC 296-800-150.

First-aid trained personnel must be available at each work site (e.g., each school, the transportation facility, administration office, food service facility, etc.) to provide quick and effective first-aid to employees that become injured or ill while on the job.

First-Aid Trained Personnel -- WAC 296-800-15005

Make sure that first-aid trained personnel are available to provide quick and effective first aid.

First-Aid Supplies -- WAC 296-800-15020

You must make sure first-aid supplies are readily available.

Each school should post the location of their first-aid kits on the safety bulletin board. If first-aid kits are not clearly visible, a sign shall be posted indicating their location.

During employee orientation, each employee should be shown the location of the first-aid kits in their building or work area.

Except in those instances where another person is designated, the building principal or building supervisor is designated to ensure that the first-aid kits are properly maintained and stocked.

Emergency telephone numbers and emergency procedures will be strategically located, such as on the first-aid kits, near telephones, on the safety bulletin board and at other areas where appropriate.

You must make sure first-aid supplies at your workplace are appropriate to:

- Your occupational setting— e.g., school building, transportation department, food service area, maintenance or custodial crews, etc.
- The response time of your emergency medical services should determine the needed supplies. **Note:** First-aid kits from your local retailer or safety supplier should be adequate for most ESD 101 schools and other school district facilities.

You must make sure that first-aid supplies are:

Easily accessible to all your employees.

- Stored in containers that protect them from damage, deterioration or contamination.
- Containers must be clearly marked, not locked, and may be sealed.
- Able to be moved to the location of an injured or acutely ill worker.

Emergency Washing Facilities (Showers & Eyewash) -- WAC 296-800-15030

Make sure emergency washing facilities are functional and readily accessible.

You must provide an emergency shower:

- When there is potential for major portions of an employee's body to contact corrosives, strong irritants, or toxic chemicals.
- That delivers water to cascade over the user's entire body at a minimum rate of 20 gallons (75 liters) per minute for fifteen minutes or more.

You must provide an emergency eyewash:

- When there is potential for an employee's eyes to be exposed to corrosives, strong irritants, or toxic chemicals. (Science department as well as custodial and maintenance workers.)
- That irrigates and flushes both eyes simultaneously while the user holds their (own) eyes open.
- With an on-off valve that activates in one second or less and remains on without user assistance until intentionally turned off.
- That delivers at least 0.4 gallons (1.5 liters) of water per minute for fifteen minutes or more.

Material Safety Data Sheets:

You can determine whether chemicals in your workplace require emergency washing facilities by looking at the material safety data sheet (MSDS) or similar documents. The MSDS contains information about first-aid requirements and emergency flushing of skin or eyes.

You must make sure emergency washing facilities:

- Are located so that it takes no more than ten seconds to reach.
- Are kept free of obstacles blocking their use.
- Function correctly.
- Provide the quality and quantity of water that is satisfactory for emergency washing purposes.

Maintenance of Showers and Eyewashes:

- If water in emergency washing facilities is allowed to freeze, they will not function correctly. Precautions need to be taken to prevent this from happening.

Travel Distance to Showers and Eyewashes:

The travel distance to an emergency washing facility should be no more than fifty feet (15.25 meters).

Training for Showers and Eyewashes:

- Training in the location and use of your emergency washing facilities is required under the employer chemical hazard communication rule, **WAC 296-800-170** and the accident prevention program rule, **WAC 296-800-140**.
- All emergency-washing facilities using non-potable water must have signs stating the water is "not fit for drinking." See **WAC 296-800-23010**.

Inspection of Showers and Eyewashes -- WAC 296-800-15035

You must make sure all plumbed emergency washing facilities are inspected once a year to make sure they function correctly.

Inspections should include:

- Examination of the piping.
- Making sure that water is available at the appropriate temperature and quality.
- Activation to check that the valves and other hardware work properly.
- Checking the water flow rate.

Activation of Showers and Eyewashes -- WAC 296-800-15035

- Make sure plumbed emergency eyewashes and hand-held drench hoses are activated weekly to check the proper functioning of the valves, hardware and availability of water.
- Make sure all self-contained eyewash equipment and personal eyewash units are inspected and maintained according to manufacturer instructions.
 - Inspections to check proper operation must be done once a year.
 - Sealed personal eyewashes must be replaced after the manufacturer's expiration date. The period for sealed containers is typically two years.
 - Most manufacturers recommend replacing fluid in open self-contained eyewashes every six months.

Supplemental Flushing Equipment -- WAC 296-800-15040

Supplemental flushing equipment cannot be used in place of required emergency showers or eyewashes.

- You must make sure hand-held drench hoses deliver at least 3.0 gallons (11.4 liters) of water per minute for fifteen minutes or more.
- A drench hose is useful when:
 - The spill is small and does not require an emergency shower.
 - Used with a shower for local rinsing, particularly on the lower extremities.
- You must make sure personal eyewash equipment delivers only clean water or other medically approved eye flushing solutions.

Regulations for Students - Administration of Medications in Schools:

RCW 28A.210.260 address the administration of medications in schools and prohibits administering certain items such as antiseptic ointments or creams, burn treatments and bottled eye wash materials (other than plain water) to students.

In addition, any container or product that bears the warning "Keep out of the Reach of Children" should not be placed in a first aid kit that is accessible to students.

Any medications (including over-the-counter medications) in schools should be kept in a locked cabinet or room not accessible to students.

A first aid flip chart titled "Sickness and Injuries at School" produced by DOH-Office of Health Promotions -- with cooperation from SPI, is available from DOH for use in schools.

Additional Guidelines:

All first-aid supplies in the school building or on a school bus that might possibly be accessed by students fall under the restrictions listed above. First aid kits located in areas such as maintenance or transportation shops, intended for use by employees only, do not fall under the restrictions listed above, if they are not accessible to students.

Consumable products should not be provided in any school district first aid kit whether for employees, students or the public.

All products in the first aid kit should be easily identifiable and packaged in sterile or sanitary, original containers.

Containers of products which will not be totally used at one time are acceptable only if the dispenser will not allow contamination of the remaining product; e.g., "one-way" dispensers such as, squirt bottles, squeeze tubes, droppers, tape rolls, etc.

Boxes of adhesive strips or bandages (e.g., Band-Aids) and other wound coverings must have each product individually wrapped in a sealed, sterile or sanitary package.

All other products shall be individually wrapped. Once the wrapper has been opened, the contents must be used or discarded. Never put an opened package back into the first-aid kit. (This does not apply to the one-way dispensers mentioned above.)

Section 9

Safety Bulletin Board & WISHA Poster

Install and maintain a safety bulletin board large enough to post the following: **(WAC 296-800-19005)**

- **The self-insurer's "Notice To Employees - To Report an Injury" (pink).**
- Emergency telephone number(s), "9-1-1" and others.
- Safety Committee minutes for the previous meeting including time, dates and place of next meeting.
- Citation and Notice (60 days following receipt).

Note: The WISHA "Notice to Employees" poster should NOT be posted since ESD 101 schools are self-insured for workers' compensation insurance and the information on that poster is for employees covered with workers' compensation insurance through the State Fund. (The first item listed above is the correct poster for Self-insurers to post.)

Other Suggested Items:

- Safety posters, bulletins and/or newsletters.
- Safety training announcements.
- List (or drawing) indicating the location of first-aid kits.
- List of First-aid trained persons and each trained person's assigned worksite (location).
- Emergency evacuation and disaster response information.
- List of Safety Committee members.
- EPA/AHERA-mandated "Annual Public Notice".

Items NOT allowed:

- Any item **not** directly related to the Safety Program.

Note: All WISHA posters can be downloaded from the L&I web site at: <http://www.lni.wa.gov/IPUB/101-054-000.asp> or, telephone 1-800-4BE-SAFE (1-800-423-7233).

Other programs within Labor and Industries require other workplace posters such as "Job Safety and Health Protection" to be posted in your workplace--but not necessarily on the Safety Bulletin Board. These posters are also available at: <http://www.lni.wa.gov/IPUB/101-054-000.asp>

Several other required and recommended posters and forms are available at the same site.

Section 10

Hazard Communication Standard - WAC 296-800-170

Material Safety Data Sheets - WAC 296-800-180

Hazardous Lab Chemicals - WAC 296-62-400 (Part Q)

This school district is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous, and potentially hazardous, chemicals used by this school district, the following hazardous chemical communication program has been established.

All work units of this school district will participate in the hazard communication program. This written program will be available in our Accident Prevention Program for review by any interested employee.

Container Labeling

The school district's Safety Program Manager is responsible for container labeling procedures, reviewing and updating. The labeling system used at this school district is to use a manufacturer's or distributor's chemical specific label and an NFPA label.

It is the policy of this school district that no container will be released for use until the above procedures have been followed.

Material Safety Data Sheets (MSDS)

The Safety Program Manager is responsible to establish and monitor the employer's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDS and will review incoming MSDS for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

Copies of MSDS for all hazardous chemicals in use will be kept in the MSDS Manual. MSDS will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Safety Program Manager.

Employee Information and Training

The Safety Program Manager is responsible for the employee-training program.

The procedures for how employees will be informed and trained includes an employee safety orientation that includes training on personal protective equipment (PPE) and material safety data sheets (MSDS) as well as specific instruction by the employee's immediate supervisor.

The Safety Program Manager will make sure that before starting work, each new employee of this school district will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at their work area.
- Physical and health risks of each hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in their work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS to obtain hazard information.
- Location of the MSDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any department of this school district, each employee in that department will be given information and training as outlined above for the new chemical.

Multi-employer work places

It is the responsibility of this school district to provide employers of any other employees at the work site with the following information:

- Copies of MSDS (or make them available at a central location) for any hazardous chemicals that the other employers' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of this school district to identify and obtain MSDS for the chemicals the contractor is bringing into the work place.

List of hazardous chemicals

Further information on each chemical used by employees of this school district may be obtained by reviewing MSDS located in the MSDS manual.

Hazardous Laboratory Chemicals

The WISHA Hazardous Chemicals in Laboratories Standard (**WAC 296-62-400, Part Q**) requires the employer to appoint a Chemical Hygiene Officer (CHO) and to provide a written Chemical Hygiene Plan (CHP) if employees use or are exposed to chemicals in a laboratory; e.g., high school chemistry and biology labs.

Employees must be informed about:

- The Hazard Communication Program.
- The identity of the Chemical Hygiene Officer.
- The Chemical Hygiene Plan.
- Labels and other forms of warning.
- Material safety data sheets (MSDS).
- Chemical Inventory Control procedures.
- Chemical storage area(s) and procedures.
- Chemical spill clean-up materials and procedures.

Employees must receive information and training relating to any hazardous substance they may encounter in their workplace.

The supervisor must review the list of hazardous chemicals in the workplace with the employee. (A current chemical inventory list can be used for this purpose.)

The supervisor must show the employee the:

- Locations of hazardous chemicals within the employee's work area.
- Location of the written Hazard Communication Program. (Appendix G)
- Location of the written Chemical Hygiene Plan in High Schools. (Appendix H)
- Location of the material safety data sheets (MSDS) for all hazardous chemicals in the employee's assigned work area.
- Location of the list of persons trained and authorized to handle the hazardous chemicals.
- Location of the spill-containment procedures and spill clean-up materials to be used in the event of a hazardous chemical spill.

Written supplemental materials relating to the Hazard Communication Standard and MSDS are included in Appendix G of this manual.

Written supplemental materials relating to Laboratory Safety and Chemical Hygiene Plans are included in Appendix H of this manual.

Section 11

Safety and Health Education and Training

Safety and health educational programs will be provided for all employees to:

- Increase awareness of accident cause factors.
- Improve morale by demonstrating management's concern for the individual employee.
- Promote acceptance of safety and health regulations by presenting accident prevention as a positive and integral part of all activities.

Safety and Health training programs are available as required by regulations:

- First-aid. **(WAC 296-800-15005)**
- Personal Protective Equipment. **(WAC 296-800-160)**
- Bloodborne Pathogens. **(WAC 296-823)**
- Respirators, including training, medical exams and fit-testing. **(WAC 296-842)**
- Hearing Conservation. **(WAC 296-817)**
- Evacuation, Disaster and Crisis Planning **(WAC 296-24-550 & RCW 28A.320.125)**
- Hazard Communication Standard. **(WAC 296-800-170)**
- Chemical Hygiene Officer. **(WAC 296-62-400 - Part Q)**
- AHERA-required Designated Person. (8 hours) **(40 CFR 763 Subpart E)**
- AHERA custodial and maintenance workers. (2 hours) **(40 CFR 763 Subpart E)**
- Ladder Safety **(WAC 296-155-480)**
- Fall Protection Work Plan. **(WAC 296-155-Part C-1 & 296-155-24505)**
- Control of Hazardous Energy. (Lock-out/Tag-out) **(WAC 296-803)**
- Confined Space Entry and Rescue. **(WAC 296-809-200)**
- Lifting, Back Care & Injury Prevention **(WAC 296-126-096)**
- Machine Guarding. **(WAC 296-806)**
- Hand & Portable Power Tools **(WAC 296-807-160)**

Written and video and PowerPoint training materials are available from the ESD 101 Risk Manager. See the following lists. If you need additional materials, contact the ESD 101 Risk Manager at 509-789-3517

Video Tape Safety Training Materials Available from ESD 101 Risk Manager

Title	Source	File Number
Accident Prevention – Safety Orientation (Appendix A)		
Safety Orientation for Schools	Coastal	98074
Staying a Step Ahead – Accident Prevention	L&I	98016
Office Safety – It’s a Jungle in There	Coastal	98064
AHERA – Asbestos (Appendix I)		
AHERA Designated Role in Asbestos Management	EPA	98037
THE A.C.T. - “AHERA Two-Hour” Training -- Tapes 1 & 2	AMS	98036
Back / Lifting (Appendix N)		
All Day Back Care for Drivers and Mechanics	Spine Ed.	98030
You and Your Spine Back Education for Special Ed.	Spine Ed.	98031
All Day Back Care for Food Service Employees	Spine Ed.	98029
Kitchen Care	Vocam	98068
Keeping Your Back in Action	Krames	98028
Back on the Bus	Rose	98032
Bloodborne Pathogens (BBP) (Appendix C)		
BBP for Cafeteria Employees – Safety Behind the Lines	Coastal	98058
BBP – A Lesson To Live By	Coastal	98055
BBP for Bus Drivers – The Route to Safety	Coastal	98056
BBP -- Protecting Custodians	Coastal	98057
BBP -- Employee Training	ESD 101	98054
Confined Space Entry (CSE) (Appendix M)		
CSE for Schools: Permit Required!	Coastal	98043

Construction Safety		
Residential Construction – Framing Safety	Dept. of L&I	
Electrical Safety – Lockout / Tagout (Appendix L)		
Lockout/Tagout for Schools: Controlling the Beast		
Power Line Hazard Awareness		
Lockout/Tagout Safety Training	Keller	98018
Ergonomics		
Office Safety Essentials	Vocam	98034
Arranging your Workstation to Fit You	Krames	98033
Fire Safety		
OSHA Safe Workplace Series – Fire Safety Training Kit	Keller	98024
Forklifts		
Forklift – Pedestrian Safety	Dept. of L&I	
Hazard Communication – Labels – MSDS (Appendix G)		
Hazard Communication for Schools – The Right to Know	Coastal	98075
Hazard Communication for Schools –The Road to Safety	Coastal	98046
Hearing Protection		
Safety Gear: Hearing Protection	AIMS	98041
Hearing Protection – It Makes Sense	Coastal	98042
Indoor Air Quality		
IAQ for Schools --People Making a Difference	EPA	98025
IAQ for Schools --Taking Action & Ventilation Basics	EPA	98026

IAQ for Schools --Ventilation Basics	EPA	98027
Integrated Pest Management (IPM)		
IPM -- Working Together for a Healthy Future	WAMOA	98038
IPM in Schools – A Better Method	EPA	98040
Ladder Safety (Appendix J)		
Step-by-Step Ladder Training	Louisville	98045
Personal Protection Equipment (Appendix B)		
Eye Protection	Dept. of L&I	
Power Tools (Appendix P)		
Landscape Power Tools	Coastal	98073
Hand and Power Tool Safety	Bite	98023
Respirators (Appendix D)		
Respiratory Protection – A Breath of Fresh Air	Coastal	98052

Check with the ESD 101 Risk Manager for New Titles.

**PowerPoint Presentations available on
ESD 101 website at:**

<http://www.esd101.net/coop2/safety.html>

PowerPoint Number	Title
A_01	Safety Orientation -- PowerPoint
A_02	Safety Orientation -- Script
A_03	Safety and Health Program -- PowerPoint
A_04	Safety and Health Program -- Script
A_05	Accident Investigation -- PowerPoint
A_06	Accident Investigation – Script
B_01	Hazard Assessment & PPE-- PowerPoint
B_02	Hazard Assessment & PPE -- Script.
C_01	Bloodborne Pathogens WISHA – PowerPoint
C_02	Bloodborne Pathogens WISHA – Script
C_03	Bloodborne Pathogens – PowerPoint
C_04	Bloodborne Pathogens – Script
D_01	Respirator Training Requirements WISHA - PowerPoint
D_02	Respirator Training Requirements WISHA – Script
D_03	Respiratory Protection – PowerPoint
D_04	Respiratory Protection – Script
D_05	Respirator Overview – PowerPoint

E_01	Noise Exposure WISHA -- PowerPoint
E_02	Noise Exposure WISHA -- Script
E_03	Hearing Hazards – PowerPoint
E_04	Hearing Conservation Std. – PowerPoint
E_05	Hearing Conservation Std. – Script
E_06	Noise Audits WISHA – Introduction -- PowerPoint
E_07	Noise Audits WISHA – Training -- PowerPoint
E_08	Noise Audits WISHA – Performance -- PowerPoint
E_09	Noise Audits WISHA -- PowerPoint Script.
F_01	Means of Egress – PowerPoint
F_02	Means of Egress – Script
F_03	Emergency Evacuation & Fire Prevention – PowerPoint
F_04	Emergency Evacuation & Fire Prevention – Script
F_05	Fire Extinguishers -- PowerPoint (No Script)
F_06	Emergency Action Plan -- PowerPoint (No Script)
F_07	Fire Prevention Plan -- PowerPoint (No Script)
F_08	Incident Command System -- PowerPoint (No Script)
F_09	Personal Preparedness -- PowerPoint (No Script)
F_10	Incident Command System for Schools – PowerPoint (No Script)
G_01	Hazard Communication WISHA – PowerPoint
G_02	Hazard Communication WISHA – Script
G_03	MSDS & Labels - PowerPoint
G_04	MSDS & Labels – Script
H_01	Lab Safety -- PowerPoint
H_02	Lab Safety– Script
I_01	Asbestos - PowerPoint
J_01	Ladders & Stairs -- PowerPoint (No Script)
K_01	Fall Protection -- PowerPoint (No Script)
K_02	Roofing Fall Protection WISHA -- Module 1 -- PowerPoint
K_03	Roofing Fall Protection WISHA – Module 1 – Script
K_04	Roofing Fall Protection WISHA – Module 2 – PowerPoint

K_05	Roofing Fall Protection WISHA – Module 2 –Script
K_06	Fall Protection for Construction – PowerPoint (No Script)
L_01	Basic Electrical Safety -- PowerPoint
L_02	Basic Electrical Safety -- Script
L_03	Control of Hazardous Energy (LO/TO) -- PowerPoint
L_04	Control of Hazardous Energy (LO/TO) – Script
M_01	Permit-Required Confined Spaces -- PowerPoint
M_02	Permit-Required Confined Spaces -- Script
M_03	Confined Spaces WISHA - Part 1 -- PowerPoint
M_04	Confined Spaces WISHA - Part 1 -- Script
M_05	Confined Spaces WISHA - Part 2 -- PowerPoint
M_06	Confined Spaces WISHA – Part 2 – Script
N_01	Back Safety-- PowerPoint
N_02	Back Safety—Script
O_01	Machine Guarding-- PowerPoint
O_02	Machine Guarding - Script
P_01	Hand & Portable Power Tools – PowerPoint
P_02	Hand & Portable Power Tools - Script
Q_01	Ergonomics – PowerPoint
Q_02	Ergonomics – Script
Q_03	Ergonomics Awareness Education – WISHA – PowerPoint
Q_04	Ergonomics Awareness Education – WISHA – Script
R_01	Forklift Awareness Training – PowerPoint
R_02	Forklift Awareness Training – Script
R_03	Forklifts and Other PITs – WISHA – PowerPoint
S_01	School Violence – PowerPoint
S_02	Violence Prevention – OSPI – PowerPoint
T_01	Lead in Construction – WISHA – PowerPoint
T_02	Lead in Construction – WISHA – Script
U_01	Compressed Gases – PowerPoint
U_02	Compressed Gases – Script

V_01	Welding and Cutting 1 – PowerPoint
V_02	Welding and Cutting 2 – PowerPoint
V_03	Welding and Cutting 2 – Script
W_01	Indoor Air Quality – Tools for Schools - PowerPoint
W_02	Indoor Air Quality – Walk Through - PowerPoint
W_03	Indoor Air Quality – Healthy Schools - PowerPoint
X_01	WA Dept of Agriculture Pesticides
X_02	WA Dept of Agriculture Waste Pesticide Program
Y_01	Checklist from Health & Safety Guide for K-12 Schools in WA

Section 12

Injury and Occupational Illness Reporting

ALL incidents causing injury or illness, no matter how minor, shall be reported promptly to the immediate supervisor for evaluation and investigation. Since every accident includes a sequence of contributing causes, it is, most often, possible to avoid a repeat performance of the first event by recognizing and eliminating the contributing causes. The removal of just a single cause can prevent a recurrence.

During the supervisor's evaluation and investigation, he/she should determine the possible consequences that could take place if the situation is not corrected. Supervisors must take appropriate action based upon their findings. This could include initiating corrective action, additional training, counseling and/or follow-up activity. The Safety Committee should always review all incident reports and the supervisor's written report and recommendations.

Medical emergency procedure:

Major Injury or Illness:

- An emergency response, including an ambulance, will be called in the case of serious injury and when an employee needs immediate medical attention. A school district representative will accompany the employee to the doctor's office or hospital. Persons with serious injuries should NOT be transported in private vehicles NOR allowed to drive themselves to the doctor's office or hospital.

Minor Injury or Illness:

- If the severity of the injury does not warrant the emergency response of an ambulance, the injured employee may be transported to the doctor's office or hospital in a school district vehicle or private vehicle if school district policy permits.
- In no event should injured or ill employees be allowed to transport themselves. Serious consequences could result if an injured party is driving and becomes distracted with their injury or if the condition of the injury or illness escalates during the trip from delayed onset of shock, loss of blood or irregular breathing; e.g., hyperventilation or loss of consciousness. If an injured or ill employee insists on going home, another district employee should transport them.

Documentation Procedure:**Major Injury or Illness: (Fatality or multiple hospitalization)**

- The person in charge at the accident scene will immediately notify the injured employee's supervisor and the superintendent of the school district.
- An investigation under the direction of the superintendent will be conducted. In addition to the superintendent or his/her representative, the inspection party shall include the school district's Safety Program Manager, the school's Safety Committee chairperson, an employee representative, the ESD Risk Manager and/or the ESD Workers' Compensation Claims Administrator.
- In the event of a fatality, or if two or more employees are hospitalized for the same injury, the supervisor will report the accident to the Department of Labor and Industries within eight (8) hours after the occurrence of the accident. **(L&I's toll-free telephone number is 1-800-423-7233)** The report shall relate the circumstances, the number of fatalities and the extent of any injuries. Telephone reports shall be followed by a written report.

Note: Any equipment involved in an accident resulting in a fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal. However, if it is necessary to move the equipment to prevent further harm or to remove the victim, the equipment may be moved as required.

Minor Injury or Illness: (Requiring doctor and/or outpatient care)

- Following an accident, the immediate supervisor, along with any witnesses to the accident shall conduct an investigation of the accident to determine the cause. The findings of the investigation shall be documented on an ESD 101 Incident Report Form.
- Distribution of the completed form will be as follows:
 - District Office
 - Safety Committee
 - ESD 101 Risk Manager

Near Misses: (Likelihood of personal injury or property damage)

- A "near-miss" incident is defined as an unplanned event where damage resulted to equipment but there was no personal injury to employees, or where damage did not result but the likelihood of personal injury to the employee was great.
- If the conditions that caused the "near-miss" or "close call" to exist are not eliminated, they potentially could cause future accidents resulting in personal injury to an employee and liability exposure to the school district.

- Whenever possible, “near-miss” incidents should be investigated by the employee’s supervisor and a safety committee representative. A report should be made at the next Safety Committee meeting.

It is the responsibility of management:

- To conduct a preliminary investigation of the cause of all accidents as quickly as possible after emergency actions have been taken and to provide first-aid for any injured person.
- To ensure that a person designated by the administrator or the immediate supervisor of the injured employee shall conduct the investigation. It shall be conducted with cooperation from any witnesses, an employee representative and any other person with the special expertise required to evaluate the facts relating to the cause of the accident.
- To ensure that the employee representative shall be one of the following: an employee’s union business agent or shop steward, an employee representative member of the safety committee or a person selected by the employees to represent them.
- To ensure that the findings of the investigation shall be documented and retained by school district administrators for reference at any subsequent formal investigation.

Reporting of fatality or multiple hospitalization accidents.

- It is the responsibility of management to report fatalities or multiple hospitalization incidents within eight (8) hours after the occurrence of an occupational incident resulting in an immediate or probable fatality or which results in the hospitalization of two or more employees.
- The employer of any employee killed, or so injured, shall report the incident to the Department of Labor and Industries at (1-800-321-6742) and to the nearest office of L & I (Eastern Regional Office in Spokane / 509-324-2600).
- The report shall include:
 - The circumstances of the accident.
 - The number of fatalities.
 - The extent of any injuries.
- School district administrators must also report these incidents to the ESD 101 Workers' Compensation Risk Manager (509-789-3517) and W/C Insurance Administrator (509-789-3515).
- All telephone reports must be followed by written reports.
- Each report shall relate the school district’s name, address, phone number and contact person, the time, date and location of the incident, number of

- fatalities and/or hospitalized employees, and a brief description of the incident.
- The Director of L&I may require such additional reports as are deemed necessary concerning the accident.
 - This accident prevention manual only addresses L&I and WISHA reporting procedures. Check the school district policy manual for additional reporting requirements.
 - Equipment involved in an accident resulting in an immediate or probable fatality shall not be moved until a WISHA representative of L&I investigates the accident and releases such equipment, except where removal is essential to prevent further injury. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.
 - Upon arrival of the WISHA investigator, the administrator shall assign the immediate supervisor (or whomever the state investigator deems necessary) and all employees who were witnesses to the accident to assist the investigator until the investigation is complete.

Note -- Review the “Supervisor’s Checklist” in Section 14.

Section 13

Claims Administration

General Administrative Procedures

As a self-insured employer, the Northeast Washington Workers' Compensation Cooperative managed by Educational Service District 101 (ESD 101) pays all allowable claims costs.

Employee Payroll Deductions

- Employee authorized paycheck deductions will continue during periods of compensation where an employee is utilizing sick pay in lieu of time loss payments.
- If an employee has exhausted accrued sick leave and vacation pay and is only drawing time loss, the employee should be listed as "on leave without pay."

Sick Pay Allocation

- For absences extending beyond three calendar days, employees will be given the following options:
 - Sick leave reimbursement, where applicable
 - Time-loss only
 - Time loss and vacation pay

Vacation Pay

- Employees may choose to receive vacation pay and keep time loss compensation.

Self-Insurance

- Self-insurance means that expenses resulting from occupational injuries and illnesses (claims) are paid directly by the employer (the school district) or its representative (ESD 101) instead of being paid by the Department of Labor and Industries. Washington State laws relating to workers' compensation bind both the school district and ESD 101. All expenses (claims) are paid according to the rate schedule for fees established by the Department of Labor and Industries.
- One advantage of the self-insurance system is a prompt, more efficient means of payment to the injured worker, the doctor and the medical facility or supplier.
- The effectiveness of self-insurance is dependent on communication and coordination between all affected parties. Cooperation of the injured worker,

the supervisor or person in authority and the employer is vitally important if claims are to be compensated efficiently.

Report of Occupational Injury or Illness (Supervisor/Employee)

- Employees should report an injury immediately to their supervisor or person in authority and to the **ESD 101 Claims Clerk at 509-789-3516 or 1-800-531-4290.**
- If the employee decides that medical attention is necessary, the school district office and ESD 101 should be notified as soon as possible. If neither office is open, contact should be made as soon as possible. The period during which a claim may be filed is one year from the date of injury.
- A delay in notification of an injury could result in a delay in benefits.
- Reporting the incident is the responsibility of both the injured worker and the supervisor or person in authority.
- The injured worker must file an Incident Report with ESD 101 at the time of accident. This provides needed information and documentation that the incident occurred.
- Injured employees have the right to seek treatment from the medical provider of their choice under Washington State regulations. **(Questions regarding these regulations should be addressed to the ESD 101 W/C Claims Administrator, (509) 789-3515.)**
- Injured employees must allow sufficient time for the treating physician to effect recovery. If an injured employee decides to change doctors, the school district and ESD 101 must be notified.
- If the employee does not miss time from work, the injury is considered a "Treatment Only" claim. All reasonable charges allowed by Washington State Law will be covered.
- **If the employee receives a statement (demand for payment) from a medical provider, that statement should be sent to:**

**ESD 101 Workers' Compensation Cooperative
Claims Administrator
4202 S. Regal Street
Spokane, WA 99223**

- If the district or employee pays a medical bill related to a claim they should mail a copy of the paid bill to the ESD at the above address and reimbursement will be made as soon as possible. Be sure the bill is marked "paid" and note the name of the school district (employer) on the bill.
- If the doctor tells the injured employee to stay home and not return to work for four (4) or more days, the claim is called a "Time Loss" claim. It is up to the employee to notify the employer immediately if they will miss time from work on the advice of the treating physician. Failure to notify promptly will result in delayed compensation to the employee or medical provider.

- According to Washington State Law, the first three (3) days after an injury are not covered for compensation unless fourteen (14) or more days immediately following the injury and in succession are missed on doctor's orders. Beginning the fourth day of injury-caused absence from work, and any additional days following, the employee will receive a portion of their salary. This compensation is tax-free and is paid seven days a week for the period certified by the physician. This compensation is called "Temporary Total Disability" (TTD) or "Time Loss." It is determined by Washington State Law and is legally binding.
- The amount of disability compensation is dependent on the employee's wage and number of dependents. If an employee is supporting dependents not living in the same household, Washington State Law requires that a percentage of the disability compensation be paid to the custodial parent or guardian. This amount can be deducted from the custodial parent or guardian's support payments. Please notify ESD 101 if this is applicable. (509-789-3515)
- Once the claim is closed, the employee has a period of seven years from the date of closure to apply for re-opening if the condition worsens. It is the responsibility of the employee, along with the treating physician, to request a re-opening of the claim.

If a school district administrator, or any school district employee, has questions relating to any aspect of self-insurance or workers' compensation insurance regulations, please contact the **ESD 101 Workers' Compensation Claims Administrator-- (509) 789-3515 or 1-800-531-4290.**

Note -- Review the "Supervisor's Checklist" in Section 14.

Section 14

Accident Prevention Program Forms

In this section you will find an example of forms used in this school district's written Accident Prevention Program. You may photocopy any of these forms for your use. These forms are available electronically from the ESD 101 Risk Manager.

You are welcome to customize these forms by printing your district or school name on the form.

- Safety Program Manager
- Employee Safety Orientation
- Employee Safety Training Record
- Report of Workplace Hazard
- **Incident Report Form***
- Safety Committee Meeting Minutes
- Small School Safety Committee Minutes
- Central Safety Committee Minutes
- First-Aid Training Record (Front)
- First-Aid Training Record (Back)
- AHERA-Custodial and Maintenance Worker Two-Hour Training
- Supervisor's Checklist (When an employee reports an injury...)

*** Note: You must file three copies of the Incident Report Form:**

- One copy to your school district administrative office,
- A second copy to your school safety committee chairperson, and
- A third copy to the ESD 101 Risk Manager.

Safety Committee Minutes, Incident Reports and First-Aid Training Record forms may be mailed, faxed or e-mailed to the ESD101 Risk Manager at:

Mail: **ESD 101 – Director of Risk Management**
4202 S. Regal St.
Spokane, WA 99223

FAX: 509-456-2999

E-Mail: riskmanager@esd101.net