

# **Hitchcock Independent School District**

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Barbara Derrick, Ed. D., Superintendent

# **ACCIDENT PREVENTION PROGRAM 2012-2013**

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## **General Safety Policy**

It is the goal of the Hitchcock ISD to maintain a safe and healthy workplace. To accomplish this, we have implemented an accident prevention program which is designed to eliminate or minimize the potential for accidents and injuries in our school district. It is our responsibility to ensure that the program is properly managed and implemented. It is your responsibility to do your part in the program. Your protection and the protection of our students are of utmost concern.

Please read our safety policies. Discuss them with your principal or supervisor or the school Safety coordinator, at any time. We encourage you to bring safety related matters to our attention so that we can make Hitchcock ISD as safe as possible.

Sincerely,

*s/s Barbara Derrick*

Barbara Derrick, Ed. D.  
Superintendent

- Please sign our acknowledgement form indicating that you have read and understand our safety policy.

## **Responsibilities of the Safety Coordinator**

The Maintenance Supervisor is the Safety Coordinator for Hitchcock ISD. He will ensure that the safety function for the school district is carried out. His responsibilities will include:

1. Ensuring that safety training is being conducted by all department heads and principals. Departments include professional, maintenance, janitorial, kitchen, bus drivers, athletics, special ed., administration, etc. Each department and principal must conduct safety training a minimum of 2 times a year with emphasis on fall and back injury prevention, preferably in August and January. Each department head or principal will send the safety coordinator a copy of their training form, which is supplied in the Accident Prevention Program.
2. Ensuring that inspections of all work areas including classrooms, tools, equipment, and vehicles are performed by all department heads and principals. Same departments listed in item 1. Each department must inspect their work areas a minimum of 2 times per year, preferably in August and January. Principals are responsible for inspecting each classroom. Each department head or principal will send the safety coordinator a copy of their inspection form, which is supplied in the Accident Prevention Program.
3. Ensuring that all reported accidents and injuries are investigated with documentation indicating corrective action by the appropriate department head or principal. Each department head or principal will send the safety coordinator a copy of the completed accident investigation form, which is supplied in the Accident Prevention Program.
4. Ensuring that all employees of the school district receive a copy of the Accident Prevention Program by receiving a copy of the acknowledgement form from the department heads and principals.
5. Ensuring that all hazard report forms are copied and sent to the Maintenance Supervisor so that appropriate action can be taken. Department heads and principals will forward the hazard report forms to the safety coordinator as soon as possible. The forms are supplied in the Accident Prevention Program.
6. Analyzing the safety element at Hitchcock ISD to ensure that safety activities are appropriate for the protection of the employees and students.

Accident Prevention Program Management Structure:

Maintenance Supervisor - Safety Coordinator

Principals – Faculty & Staff

Maintenance Supervisor – Maintenance Staff & Janitorial Staff

Food Services Director – Cafeteria Staff

Transportation Director – Bus Drivers

Athletic Director – Coaches

Special Ed. Director - Staff

## **Responsibilities of the Principals and Directors**

1. Conduct safety training to all of your employees a minimum of twice a year with emphasis on back injury prevention and fall prevention as these are the leading claims for all departments. August and January are preferable months to conduct the training. Safety training topics should include the relevant safety policies in the Accident Prevention Program. The safety training form in the Accident Prevention Program must be completed and a copy must be sent to the safety coordinator.
2. Conduct inspections of all work areas including classrooms, tools, equipment, and vehicles a minimum of twice a year. August and January are preferable months. The inspection form in the Accident Prevention Program must be completed and a copy sent to the safety coordinator.
3. Conduct accident investigations of all reported accidents and injuries in your respective school or department within one week of the reported accident. The accident investigation form in the Accident Prevention Program must be completed and a copy sent to the safety coordinator.
4. Ensure that all new employees receive a copy of the Accident Prevention Program. A copy of the acknowledgement must be sent to the safety coordinator.
5. Ensure that all hazard report forms are copied and sent to the safety coordinator.

## **Accident Reporting Policy**

All accidents, injuries, and near misses should be reported to your principal or supervisor as soon as possible. An accident report form should be completed. All occurrences will be investigated so that corrective measures can be instituted to prevent recurrences.

## **Hazard Reporting Policy**

Any hazard observed by an employee of this school district should be reported to your principal or supervisor as soon as possible. A hazard report form should be completed. All hazards or unsafe acts will be investigated and corrected in a timely fashion to prevent injury to our employees or students.

## **Security Policy**

1. Report suspicious behavior or criminal activity as soon as possible. This includes threats, violent acts, conflicts, intimidation, and harassment.
2. Firearms and weapons of any type are not allowed on any Hitchcock ISD facility or district activity.

3. All employees should avoid working alone, late at night, early in the morning or in high crime areas or situations.
4. All employees of Hitchcock ISD are encouraged to recommend improvements for making it a more secure environment.

### **Lifting Policy**

1. Overlifting is prohibited by any employee of the school district.
2. Safe lifting techniques should always be used when lifting.
3. Frequent lifting of moderate weights is discouraged – take breaks.
4. Report any lifting problems to your principal or supervisor as soon as possible so that corrective measures can be instituted.

### **Fall Prevention Policy**

1. Good housekeeping and storage practices will be maintained in all work areas.
2. Spills or objects in walkways will be cleaned up as soon as possible.
3. Mopping will only be permitted during appropriate times to minimize the dangers of wet floors to employees at Hitchcock ISD.
4. All floor surfaces will be maintained in good condition. Fall hazards should be reported on our Hazard Report Form.
5. All walkways should be maintained a minimum of three feet for one person and four feet for two people.
6. Employees are encouraged to wear appropriate footwear based on their job activities.
7. Climbing on objects or furniture to reach a desired height is not allowed. Use approved step stools.
8. Electrical, phone, computer and television cables should be properly routed and secured.
9. Running, other than for athletic activities with appropriate footwear, is not allowed.
10. Only trained maintenance staff are allowed to use ladders.
11. Ice covered walkways and steps are a serious hazard. Do not attempt to walk on these surfaces.

## **Keyboarding Ergonomics Policy**

Employees engaged in keyboarding for extended periods of time should abide by the following:

1. Use an adjustable chair so that your thighs are parallel to the floor and your back is supported. If your chair has armrests, they should be adjusted so that they support the weight of your arm with your shoulders in the neutral position.
2. The keyboard height should be at or below the level of the forearm with the shoulders in the neutral position.
3. The wrists should be straight and not bent when positioned in front of the keyboard. A wrist pad may be necessary to keep the wrists straight.
4. The top of the monitor should be at eye level.
5. Footrests can be used to improve circulation and comfort.
6. Document holders should be set at the same distance as the screen.
7. Take breaks and stretch.

## **Vehicle Safety Policy**

1. All students and staff must wear a seat belt at all times when driving on district related business, unless they are riding as passengers in a district bus not equipped with seat belts.
2. Drinking and driving or driving under the influence is prohibited.
3. Driving long hours or when fatigued is prohibited.
4. Speeding is prohibited.
5. Driving during inclement weather is discouraged. Extreme caution must be used when driving in the fog, rain, snow, ice, or severe weather. If possible, do not drive under these conditions.
6. Usage of radar detectors for district related business is prohibited.
7. It is recommended that you keep a minimum of one-fourth tank of gas in your car while travelling on district business to avoid running out of gas.
8. Driving an unsafe vehicle for district related business is prohibited.
9. Drivers with poor driving records will not be permitted to drive on district related business.

10. Obey all traffic laws and safe driving practices.

### **Chemical Injury Prevention Policy**

All employees and students of Hitchcock ISD should receive a copy of the Material Safety Data Sheet for hazardous chemicals in their work area, prior to using the chemical. This includes gasoline, acetylene, cleaning chemicals, welding rods, paints, and thinners. The instructor or supervisor responsible for the chemical should also provide safety training to the users of the chemical to ensure they understand the necessary safety precautions. All safety precautions must be followed.

### **Electrical Safety Policy**

1. All electrical equipment must be properly grounded or double insulated.
2. All electrical hazards must be reported as soon as possible.
3. Extension cords must be properly grounded. Frayed cords or cords missing the safety ground will not be accepted. All cords must be properly routed and secured.
4. Only authorized personnel are allowed to work on electrical equipment or circuitry.
5. Electrical circuits must not be overloaded.
6. GFCIs will be installed and used in appropriate areas.
7. The electrical power to equipment or receptacles must be de-energized prior to working on it.
8. Lock-out/tag-out procedures will be used.
9. Check all underground utilities before you dig.
10. Stay a minimum of ten feet from all overhead power lines.

### **Personal Protective Equipment Policy**

Personal protective equipment including safety glasses, face shields, gloves, hearing protection, respirators, lab aprons, and footwear will be provided and used as necessary, if needed, during your job activities at Hitchcock ISD.

### **Inclement Weather Policy**

During periods of inclement weather here at Hitchcock ISD, all personnel will be advised of necessary precautions to be followed should the weather become severe.



### **Bloodborne Pathogens Policy**

To prevent the spread of infectious diseases via blood contact or body fluids, only authorized staff or qualified emergency medical personnel are allowed to perform first aid involving open cuts and wounds.

### **Fire Safety Policy**

1. Report all fire hazards as soon as possible.
2. Be familiar with the location of fire extinguishers in your work area.
3. Cutting or welding on school property must first be approved by the school superintendent and safety coordinator. A fire safety plan must be developed before starting the work.
4. Science labs, ag shops, and family consumer science rooms will have a specific fire safety plan to prevent and control fire in their area.
5. Dry chemical systems will be installed and inspected in appropriate areas of the kitchen.
6. Fire safety inspections will be conducted on a periodic basis.
7. Smoking is not allowed in school buildings.
8. Report all fires to the office as soon as possible. If necessary, a fire alarm will be initiated and the fire department will be contacted.

### **Fire and Emergency Evacuation Plan**

1. Each building will have its own plan posted in a common area.
2. All employees should be familiar with the plan.
3. Fire drills will be held on a periodic basis to ensure familiarity with fire evacuation routes, procedures, and outside meeting areas.
4. All exits will remain unlocked and accessible when buildings are occupied.

### **Contractor Safety Policy**

All contractors engaged in work at Hitchcock ISD will provide the school district with a current certificate of insurance for workers' compensation and general liability prior to performing any

work on school district property. All work must be Okayed by the Principal and Safety Coordinator prior to commencement.

**Asbestos Safety Policy**

Certain areas of the district may have been identified with asbestos, which have been labeled and encapsulated. Asbestos is a known carcinogen and should only be handled by trained and authorized asbestos contractors that are specialized in this field. Do not tamper with any area labeled with “asbestos.” Consult your supervisor or district safety coordinator for problems or questions related to this matter.

# Hitchcock Independent School District

## Accident Prevention Program 2012-2013

### Employee Acknowledgment Form

I have been trained on the school district safety policy and Accident Prevention Program for Hitchcock ISD.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Hitchcock ISD**  
**HAZARD SURVEY REPORT FORM**

This form should be completed if an unsafe condition or unsafe act is noted on school property or during a school district-related event or activity. It should be turned in to your immediate supervisor, principal, or the school safety coordinator.

Date:	
Time:	
Location:	
Signature:	
Hazard Description:	
Recommendation:	
Comments and signatures of supervisor, principal, and safety coordinator:	

Hitchcock ISD  
**INSPECTION FORM**

Check general category indicating inspection. List any hazards noted with anticipated corrective action and a timeline for the correction of the hazard.

Department or Area:	
Inspector:	
Date:	

- Housekeeping
- Storage practices
- Doors
- Walkways
- Furniture
- Floors
- Stairways
- Equipment
- Lighting
- Electrical
- Fire extinguishers
- First aid
- Safety glasses
- Exits
- Storage of flammables
- Tools
- Vehicles

Hazards Noted:

1.
2.
3.
4.
5.
6.
7.
8.
9.

**Hitchcock ISD**  
**SAFETY TRAINING FORM**

Discuss all topics annually.

Circle appropriate topic and/or list any other topics discussed or films watched.

- Accident reporting
- Hazard reporting
- Security
- Back injury/muscle strain prevention
- Fall prevention
- Keyboarding ergonomics
- Vehicle safety
- Chemical injury prevention
- Electrical safety
- Personal protective equipment
- Inclement weather
- Bloodborne pathogens
- Fire safety
- Fire and Emergency Evacuation
- MSDA
- Safe operating procedures for selected tools or equipment

Other topics/films: \_\_\_\_\_

Department:	
Presenter:	
Date:	

Employee Signatures

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

Also, list any employee feedback regarding unsafe work practices, equipment, and conditions.  
Discuss past accidents and near misses.

**Hitchcock ISD**  
**EMPLOYEE**  
**ACCIDENT INVESTIGATION FORM**

Date of accident: \_\_\_\_\_ Date form completed: \_\_\_\_\_

Injured employee: \_\_\_\_\_

Department: \_\_\_\_\_

Name & title of person completing this form: \_\_\_\_\_

Where accident occurred: \_\_\_\_\_

What happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What should be done to prevent a recurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Principal or Supervisor \_\_\_\_\_

Signature of Safety Coordinator \_\_\_\_\_