

SECTION 11: ELIMINATING/CONTROLLING WORKPLACE HAZARDS

The Asotin-Anatone School District is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or a potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to the hazard. Where these engineering controls are not possible, we will implement and enforce work rules that effectively reduce or prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection or hand protection, as required by WAC 296-800-160. We may also assess a job for any ergonomic risk factors. Safety training needs, based upon the employees' job tasks will also be determined during this assessment.

Basic Safety Rules

Safety rules are a method to help control hazards by prohibiting certain behaviors or requiring actions to prevent a hazardous situation from developing. The following basic safety rules apply to all school district employees. They have been established to help make our district a safe and efficient place to work. These rules are a supplement to the safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these basic safety rules may result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If the job is unsafe, report it to your supervisor, district Safety Officer or Safety Committee representative.
- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Learn the safe way to do the job and then always do it that way.
- All work must be carried out according to appropriate safe work practices and job procedures.
- Pay close attention to your work. Avoid unsafe actions.
- Do not run; watch your step; keep firm footing at all times.
- Horseplay will not be tolerated.
- Loose or torn clothing, long unrestrained hair, rings or pendant jewelry shall not be worn around moving machinery.
- You must never stand on chairs, desks or other furniture to expand your reach.
- Treat all body fluids as infectious and use universal precautions to reduce the risk of exposure.
- Seat belts and shoulder harness must be used when operating motor vehicles.
- Look before you walk and make sure your path is clear.

- Never remove or disable safety guards from equipment.
- Equipment can be dangerous and unforgiving. Never operate equipment unless you are trained to do so.
- Learn the locations of emergency equipment (e.g. first aid kits, fire extinguishers, emergency eyewash and safety shower, fire alarm pull boxes, Automated External Defibrillator).
- Read and be familiar with the school district Crisis Response Guide that outlines emergency procedures for staff.
- Correct or report all unsafe conditions immediately.
- Personal protective equipment (PPE) such as gloves, safety glasses, hearing protection gloves, or hard hats may be required in certain operations. Your supervisor, the Safety Officer or the ESD Loss Control Specialist will know what type of PPE is necessary. When required, it must be worn for your protection.
- Know at least two routes for exiting the building in case of an emergency.
- Employees who use hazardous chemicals must be trained on the hazards and proper handling of the chemical prior to its first use.
- If you should get hurt, you are responsible to report it to your supervisor immediately.
- No employee is allowed to work while under the influence of alcohol or illegal drugs. Medicines are allowed as long as the employee can safely perform their job.
- Always use proper body mechanics while lifting.
- Good housekeeping in and around all work areas is required. Keep debris, cords, loose paper, etc. off the floor, machinery, vehicles, and electrical boxes. Keep aisles and fire extinguishers clear of blockage and equipment.
- Keep drawers of desks and file cabinets closed when not in use. Only one drawer of a file cabinet should be open at a time to prevent it from tipping over.
- Materials stored on shelving will be stacked in a way that prevents items from falling off. Do not overload shelves.
- Obey all safety warning signs.
- Do not place broken or sharp objects in the waste containers.
- All tools are to be used for the purpose in which they were intended.
- All hand tools and equipment must be maintained in good repair.
- All damaged or worn equipment is to be promptly taken out of service for repair or replacement.
- All employees are encouraged to actively participate in the safety program.

Job Specific Safety Rules

Job specific safety rules apply to a particular task or use of a particular piece of equipment. If a job hazard analysis identifies a hazard, your supervisor (with help as needed from the superintendent), will provide training that explains any specific safety rules or procedures, PPE requirements, or equipment operating instructions.

Personal Protective Equipment

A hazard assessment will determine if personal protective equipment (PPE) is needed for a job or task. A Hazard Assessment form is found with the PPE written program in Appendix E. PPE alone will not be relied on to provide protection until all other reasonable means of reducing hazards have been examined. If the hazard assessment indicates a need for the use of PPE, the district will select and provide the appropriate equipment. Personal protective equipment may include eye and face protection, foot protection, hand protection, head protection, hearing protection and protection from bloodborne pathogens. During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment will be provided instruction by their supervisor or other designated employee. Each affected employee will be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to put on, take off, adjust, and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE

Each employee, before being allowed to perform work requiring the use of PPE must be able to demonstrate an understanding of the training provided and demonstrate the ability to use PPE correctly. This training will be documented in writing.

Reference: WAC 296-800-160

Hazardous Chemical Substances

The Asotin-Anatone School District has developed and implemented a written Hazard Communication Program (Appendix E) that includes information and safeguards about hazardous chemicals to which employees may be exposed in the workplace. The school district has:

- Identified and compiled a list of all hazardous chemicals present in the workplace
- Made known the requirement that all containers be properly labeled
- Procured and maintains a Material Safety Data Sheet (MSDS) for each hazardous chemical found in the workplace
- Informed and trained employees about those hazardous chemicals. Training includes:
 - Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
 - Physical and health hazards of the chemicals
 - Steps employees can take to protect themselves from chemical hazards
 - Details of the written hazard communication program, including information on labeling and the MSDS.

Reference: WAC 296-800-170

Other Hazard Control Programs

- In addition to the basic accident prevention program, the school district has developed procedures and/or specialized training for jobs that have specific hazards.