

**SECTION 16:
SAFETY AND HEALTH EDUCATION AND TRAINING**

Education and training are essential parts of our plan to provide a safe work place. Safety and health education programs will be provided for all employees to increase awareness of accident cause factors, to improve morale by demonstrating the district's concern for the individual employee and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Safety and health education and training will primarily consist of New Employee Basic Safety Orientation and Job Specific Safety Training.

Safety Orientation

General safety orientation covering the Accident Prevention Program and Crisis Response Guide will be provided to new employees as part of the new employee orientation program. Topics covered in this orientation include:

- Accident Prevention Program Introduction
- Safety & Health Policy
- Responsibilities - Administration & Employee
- Safety & Health Committee
- Safety Bulletin Board
- Accident (Injury) Reporting & Investigation and First Aid Facilities
- Self-Insurance Workers' Compensation Coverage
- Hazard Reporting - Unsafe Conditions and Practices
- Emergency Actions
- Basic Safety Rules
- Personal Protective Equipment
- Hazard Communication Program, MSDSs
- Safety Training Requirements
- Other WISHA-Required Safety Programs
- Bloodborne Pathogens

Each employee will acknowledge his or her attendance and participation in the basic safety orientation by signing a Safety Orientation Checklist (Appendix B). The instructor will also sign and date the form and will forward it to Human Resources to become part of their personnel file.

Reference: WAC 296-800-14005

Specific Safety and Health Education and Training

The district will conduct job specific safety training for new employees and those transferred from another department in the agency before the worker is assigned tasks that require that training. Specific Safety and Health Training may include:

- Back Injury Prevention
- Slip and Fall Prevention
- Ladder Safety
- Emergency Procedures
- Hearing Conservation
- Sprain/Strain Prevention
- Confined Space Entry
- Defensive Driving
- Asbestos Awareness
- Fire Extinguisher Use
- Chemical Hygiene Officer
- Workplace Violence/Harassment
- Medically Fragile Children
- Bullying Prevention/Intervention
- Fall Protection
- First Aid/CPR/AED
- Ergonomics Awareness
- Office Safety
- Personal Protective Equipment
- Hazardous Chemical Safety
- Lockout/Tag out
- Forklift Operations
- Respiratory Protection
- Bloodborne Pathogens
- Hand and Portable Power Tool Safety
- Materials Handling
- Safe Student Transfers (lifting)
- SECURE (restraint) Training

Both the employee and the supervisor will document any job specific required training. The Human Resources department will maintain records of such training.