

SECTION 2: SAFETY AND HEALTH RESPONSIBILITIES

The Asotin-Anatone School District is required by WAC 296-800-140 to develop a formal, written accident prevention program (APP) tailored to the needs of our particular workplace and to the types of hazards involved there.

The Asotin-Anatone School District fully intends to comply with all applicable occupational safety and health standards, rules, and regulations required by the Washington Department of Labor and Industries (L & I) and the Washington Industrial Safety and Health Act (WISHA), as well as any other Federal, State and local regulatory agencies.

All employees are expected to abide by all safety procedures and rules applicable to their particular work situation. Each employee is accountable for their own safety and shares responsibility for the safety of other employees. The school district will enforce all safety procedures and rules through appropriate action, which may include disciplinary action when an employee fails to comply (see Section 9).

Superintendent/Supervisor Responsibilities

The school district administration (with technical assistance from the Educational Service District's Loss Control Specialist) is responsible for administering the Accident Prevention Program. Administration responsibilities include:

1. Provide a workplace free from recognized hazards.
2. Delegate authority to supervisors and hold them accountable for accident prevention and reporting procedures as specified herein.
3. Ensure supervisors are trained to implement accident prevention and reporting procedures as specified in this program.
4. Ensure that required safety training is provided to school district employees.
5. Ensure an ongoing program of vehicle safety is provided to all employees.
6. Promptly report the death or probable death of any employee, or the in-patient hospitalization of any employee within eight hours of the work-related incident or accident in person at the nearest office of the Department of Labor and Industries or by phone at 1-800-423-7233 (as required by WAC 296-800-32005).
7. Provide personal protective equipment as required to safely accomplish tasks.
8. Ensure that a Safety Committee is formed and is carrying out its responsibilities as described in Section 3 of this program.
9. Follow-up on suggestions made by employees and the Safety Committee.
10. Ensure that accidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
11. Maintain a record of occupational injuries and illnesses.
12. Provide a safety bulletin board on the work premises.
13. Review, supervise, and enforce the Accident Prevention Program.

14. Provide a safe and secure work environment that has zero tolerance for violence, threats, harassment, and intimidation in the workplace.

Supervisor Responsibilities

Supervisors are responsible for ensuring the health and safety of the employees they supervise. Supervisors should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. To meet this obligation supervisors shall:

1. Ensure that all safety and health rules, standards, and procedures are observed. Acknowledge staff members when they employ safe work practices.
2. Orient and train employees in safe and efficient work methods, and see that they are practiced. If the employee is required to use any equipment in their job tasks, make sure that they receive training and are competent on the safe operation of that equipment before its use.
3. Follow-up and act upon suggestions made by employees and the Safety Committee.
4. Conduct regular inspections of work areas and practices to eliminate potentially hazardous conditions. Submit corrective action reports to the Safety Committee.
5. Conduct an investigation of all accidents, regardless of severity. Send a properly completed copy of the Accident/Incident Report form with preventive suggestions to Human Resources. This report shall be submitted within 24 hours, or the next working day, from when the supervisor first learns of the accident.
6. Investigate all reports of unsafe conditions, equipment or unsafe actions, and when appropriate act immediately to correct any hazards or unsafe behaviors. Provide training as necessary.
7. Prohibit an employee from working who appears to be unable to perform his/her assigned duties, thus raising concerns about the safety of the employee or others.
8. Ensure that each employee receives and wears required personal protective equipment when the task dictates.
9. Set a good example for employees by following safety rules.
10. Talk to administration about changes that will improve employee safety.
11. Encourage and challenge employees to work safely and to communicate safety concerns.

Employee Responsibilities

It is the responsibility of all employees to play an active role in creating a safe and healthy workplace. Employees should:

1. Report to work mentally and physically capable of performing all of their assigned duties without jeopardizing the safety and health of themselves or others.
2. Attend the initial safety orientation, attend job specific safety training(s) and read the school district Accident Prevention Program.
3. Know and comply with all safety rules and procedures described in this program and from any training received.
4. Cooperate with co-workers, supervisors, and the Safety Committee to assist in eliminating accidents. Model in communication and by example safe work practices.
5. Promptly report unsafe conditions and/or actions to your supervisor, Safety Committee representative or district Safety Officer.
6. Report all near-miss incidents to your supervisor.
7. Report all accidents to your immediate supervisor regardless of severity or type. (Note: Failure to report an industrial injury, occupational illness, and vehicle accident or equipment damage as prescribed may be grounds for disciplinary action.) Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
8. Use equipment properly and carefully. Do not remove or defeat any safety device, safeguard, notice or warning provided for employee protection.
9. Serve on the Safety Committee when elected.
10. Maintain all personal protective equipment (PPE) in a safe and usable condition, and wear such equipment when the task dictates.
11. Participate in provided safety training.
12. Perform all assigned tasks in a manner that does not endanger yourself or your co-workers. Do not interfere with the use of any work practice designed to protect others from injuries.
13. Make suggestions to your supervisor, Safety Committee representative or administration about changes you believe will improve employee safety. A form to submit your safety suggestions may be found in Appendix B.

References: WAC 296-800-110; WAC 296-800-120; WAC 296-800-140