

**A
RISK MANAGEMENT
AND SAFETY MANUAL
FOR THE
PANHANDLE AREA EDUCATIONAL
CONSORTIUM
(PAEC)**

**Calhoun
Jefferson**

**Franklin
Liberty Madison**

**Gulf
Wakulla**

**Holmes
Walton**

**Jackson
Washington**

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Florida's first multi-district self-insured property and casualty program was formed at PAEC in 1981 by small school districts in North Florida to provide property and casualty insurance to participating school districts. The program broadens the protection afforded by standard insurance policies and so includes types of coverage not previously carried by districts. By combining into a consortium, the small school districts are able to benefit from increased buying power and reduced costs for the coverage's provided. In addition to insurance protection the consortium provides loss control services and "safety" programs to prevent losses from occurring.

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PREFACE

The following pages describe the PAEC Risk Manual Safety Program (RMSP) that was prepared by the Panhandle Area Educational Consortium to assist its member school districts. While many of the basic concepts of a RMSP have already been implemented in our member school districts, it is important that the program be documented in writing and adopted by Board Policy. It is also important to state assigned responsibilities for implementation of the program. Finally, it is important to document in writing how your school district will implement the specific elements of an RMSP, such as safety training, safety meetings, hazard identification, and accident investigation. Sample board policy statements, safety training rosters, inspection checklists, and job hazard analysis forms are examples which can be modified to fit your school districts needs.

PANHANDLE AREA EDUCATIONAL CONSORTIUM POLICY STATEMENT

The Panhandle Educational Area Consortium is committed to providing the safest possible conditions for its schools, students, employees and visitors, and minimizing the environmental, health and safety risks to which they are exposed.

Risks must be anticipated and dealt with responsibly, systematically and in advance by all members of the school community. The **PAEC** will provide the assistance to its members to achieve risk management and control programs that prevent or reduce the potential for loss. These programs will include:

- ◆ A program of facility reviews, to identify harmful conditions or practices
- ◆ Procedures that offer guidelines for the avoiding, reducing or controlling such conditions or practices.
- ◆ Development, use and enforcement of safety and health rules.
- ◆ Prompt review of every loss producing incident to determine the potential causes and develop actions to prevent a recurrence.
- ◆ Shared responsibilities among supervisors, staff and students for cooperation with all aspects of the risk management and control program.

Panhandle Area Educational Consortium

RISK MANAGEMENT AND SAFETY MANUAL

INTRODUCTION

This Manual was created as a **starting point** and **guide** in the development of a School Safety program.

Although quite detailed, this manual is neither comprehensive nor all encompassing, and was designed to **assist** School /Districts in the establishment and maintenance of effective Risk Management and Safety programs. The manual's web based to facilitate rapid changes, corrections and additions of supplementary material as they occur. It is hoped that this format makes the manual "user-friendly" and purposely allows for easy duplication of safety rules and safety inspection checklists as well as sample accident reporting and investigation forms.

The manual was purposely limited in its approach to specific school operations so that it would be **easy to use**. It was hoped that by keeping each section on school operations brief and simple, there would be less resistance and no excuses for non-compliance by all school personnel. The addition of appropriate supplementary material as inserts to the manual is encouraged and some examples have been provided.

It is suggested that copies of individual school rules and regulations, student handbooks, and a bibliography of available safety-related books, newsletters, videos and other publications should be added to this manual as additional reference. Ideally, this manual will achieve its objective by raising the conscious level of all school community members regards:

- The importance and necessity of injury and property damage prevention and
- The elimination of harmful conditions and hazards that contribute to or cause accidents.

The PAEC RMSP must include:

- The identity of the person or persons with authority and responsibility for implementing the program.
- A means for identifying job safety and health hazards.
- Routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Documented training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.

- A method for assuring compliance with safety requirements, including disciplinary action.
- A system for communicating with employees on safety and health matters that assures employee participation. A risk management safety and health committee is required by Florida 38I-74 .

The effective date of the new regulation is April 2003.

PANHANDLE AREA EDUCATIONAL CONSORTIUM

Risk Management and Safety Program (RMSP)

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

It is the responsibility of each school employee to assure that their educational facility is a safe place in which to work and serve our students and staff. This school district is dedicated to the safety, health and welfare of every employee and, in turn, expects its employees to share our vital commitment to make safety an ongoing part of our operation. We should remember that safety is good business.

B. Objectives of the Risk Management and Safety Program

The District's Risk Management and Safety Program (RMSP) is designed to prevent injuries, illnesses and accidents in the school. The primary purpose of the program is to ensure the safety and health of the district's employees and students to provide a safe and healthful work environment.

C. Location of the Written Risk Management and Safety Program

A copy of the School District's written (RMSP) shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. The District Risk Manager or his/her designee shall keep a master copy of the School Districts' written RMSP.

D. Responsibilities for Safety and Health

School District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of PAEC overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. PROGRAM ADMINISTRATOR

District policy clearly requires that the employer's RMSP identify a responsible person. The intent of the standard is to implicate a person in management as the person responsible for the RMSP. Employers must consider this issue carefully and assure that whomever they designate as a responsible person understands the program, takes appropriate action to implement it and monitors the program's effectiveness.

The person(s) with overall responsibility and authority for implementing the RMSP is (are) listed below:

School District Level

NAME:

TITLE:

PHONE NUMBER:

Email:

PAEC

NAME: Tony Ganstine

TITLE: PAEC Risk Manager

PHONE NUMBER: (850) 638-6131 x 2330

Email: ganstinet@paec.org

2. SUPERINTENDENTS, ADMINISTRATIVE ASSISTANTS

District school management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from each school district, school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that all personnel under their direction forth herein comply with the policies and procedures set. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of School District personnel and assets and to follow federal, state and local safety standards and regulations.

f. Ensure that the School District has an effective Hazard Communication Program in place.

g. Ensure that all accidents are immediately investigated and reported promptly to the School District Risk Manager and the PAEC Safety Specialist.

h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. High loss-producing incident rates may be an indication that some management policies and practices need re-evaluation.

3. PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.

b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.

c. All employees are instructed and understand the use and need for protective equipment relating to the job.

d. Provide necessary safety equipment and protective devices for each job are available and used properly.

e. All personnel will take the initiative in the correction of deficiencies noted in facilities inspections, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.

f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.

g. All serious accidents are thoroughly investigated, recorded and promptly reported to the District Risk Manager and PAEC Safety Specialist.

h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.

- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least **quarterly** for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Employees, students and visitors know chemical hazards, material safety data sheets are available and all employees are trained on the safe use of such chemicals.

4. EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the School District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only vehicles, machinery or equipment that he/she has been authorized to operate by his/her supervisor.

- i. Use only the prescribed equipment for the job and utilize it properly.
- j. Wear the proper clothes and shoes for job and weather conditions.

5. PARENTS/STUDENTS

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

6. STUDENTS

The care and guidance of students is the responsibility of the entire school community. However, students must take responsibility for their own safety in addition to complying with school safety programs or governmental regulations. Adherence to school policies and procedures is critical to student involvement in the safety effort. Student shall be encouraged to:

- a. Comply with all safety and health policies of the school, those of specific school activities and the student handbook guidelines.
- b. Use safety equipment as required by the school.
- c. Report harmful or hazardous conditions to teachers.
- d. Promptly report all accidents and near misses to your teachers.
- e. Report any concerns about safety and health to their teachers.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections:

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
SCHOOL SITES (Use SREF)	Monthly Report Annual	Principal/Custodian Certified Inspector
PLAYGROUNDS	Check Daily Monthly Report Annual	Custodian/Teacher Principal Certified Inspector

SPECIAL HAZARD AREAS

District Facility	Frequency	Conducted by
<u>Location</u>	<u>Check Daily</u>	<u>Person (s)</u>
Science Labs	Monthly Report	Science Teacher
School Shops	Monthly Report	Shop Teacher
District Facility	Frequency	Conducted by
<u>Location</u>	<u>Check Daily</u>	<u>Person (s)</u>
Maintenance Shop	Monthly Report	Shop Foreman
Transportation Shop	Monthly Report	Shop Foreman
Home Economics	Monthly Report	Teacher
Gymnasium	Monthly Report	Athletics Director
Athletic Field	Monthly Report	Athletics Director
Cafeteria	Monthly Report	Food Service Director
Print/Photo Shop	Monthly Report	P&P Shop Supervisor
AUDITORIUM	Check immediately prior to use. Monthly written report.	Custodian
BLEACHERS	Check immediately prior to use. Monthly written report.	Custodian/Coach

* Must be inspected bi-annually by structural engineer (do not forget light towers)

AUTOMOTIVE EQUIPMENT	Check daily by operator.	Vehicle Operator
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3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the District Risk Manager along with the PAEC Safety Specialist will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- a. General Housekeeping
- b. Storage and Handling of Hazardous Materials

- c. Use of Personal Protective Equipment
- d. Proper guarding of equipment and machinery
- e. Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports should be filed in the RMSP binder at each site and at the District Office. The original should be forwarded to School District Risk Manager and Maintenance / Operations with the appropriate work orders.

B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to School District Risk Manager and Maintenance / Operations.

C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a Job Hazard Analysis or Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Job Hazard Analysis or Code of Safe Work Practices will be used to train new employees and provide ongoing training for existing employees. The applicable JHA or Code of Safe Work Practices shall be maintained in the RMSP binder at each site.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to School District Risk Manager and Maintenance / Operations with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to Maintenance / Operations where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the School District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the School

District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

II. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the school. The School District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the School District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the school;
4. Whenever the School District is made aware of a new or previously unrecognized hazard; and
5. Whenever the School District, Risk Manager, or Department Manager believes that additional training is necessary.

B. Training of Supervisors

The School District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety

4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety Training
9. Bus Driving Safety Training
10. Accident Investigation for Supervisors
11. Food Service Safety Training
12. Ergonomics
13. Other programs as necessary

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained in the RMSP binder at the school and the original forwarded to the training Specialist at the school district office. Keep the training records on file for 7 years.

III. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by department managers every month. During these meetings, each Principal, Supervisor, and manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the school;
 2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
 3. Any health or safety issue deemed by the manager to require reinforcement.
- These safety meetings will be documented using the Safety Meeting Report Form.

B. Anonymous Notification Procedures

The School District shall have a system of anonymous notification whereby employees

who wish to inform the School District of school hazards may do so anonymously by sending a written notification to the School District Risk Manager and/or Maintenance /Operations Department using the Employee Hazard Report Form. The Maintenance / Operations Department shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters received from the **Panhandle Area Educational Consortium (PAEC)** to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the PAEC Safety and Health newsletter to all employees in a timely manner. Sample issues will be maintained in the RMSP binder at the District Office and at each site.

E. Training

The School District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

F. Safety Committees

1. District Safety Committee

The School District Superintendent shall appoint the District Safety Committee. It should include representatives from school sites, maintenance and management to meet the districts needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist the School District Risk Manager in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid the School District Risk Manager and PAEC Safety Specialist in the review and analysis of accident reports.
- c. Make recommendations to the School board, Superintendent, and Risk Manager with regard to the elimination of safety hazards or unsafe practices.

- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the School District Risk Manager in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the RMSP.
- g. Assist the School District Risk Manager in developing a budget for the implementation of the RMSP.

The Safety Committee should meet **quarterly**, to develop safety programs and consider school district safety needs.

It is the responsibility of the District Safety Committee to share with the schools and service departments the safety posters, films, pamphlets, accident data, and other safety and health information.

2. School and Departmental Safety Committees

School Safety Committees shall be chaired by the principal or an assistant principal of the school and should include representatives from each department (i.e., teachers, cafeteria, Para-Professionals, Parents, transportation, custodial/maintenance, etc.)

Service Department Safety Committees shall be chaired by the department director or supervisor and shall include at least three employees of that department.

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Florida Department of Education Regulations.
- b. Conduct safety inspections utilizing school or department employees, as required.
- c. Assist in the accomplishment of inspections in coordination with the District Safety Committee and/or PAEC Safety Specialist in response to an accident or unsafe condition complaint.
- d. Submit to the School District Risk Manager all reports relative to accidents or safety problems.
- e. Post and distribute safety materials provided by the PAEC Safety Specialist or District Risk Manager.
- f. Provide safety in-service training and orientation to employees and pupils.
The School and/or Departmental Safety Committee should meet **monthly** to develop safety programs and consider school/departmental safety needs.

3. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary. It should be the responsibility of the *chairperson* to:

- Schedule all meetings
- Prepare an agenda for all meetings
- Conduct all meetings
- Follow up on committee recommendations

It should be the responsibility of the *secretary* to:

- Notify all members of meetings and transmit agendas
- Keep minutes of all meetings
- Convey a copy of meeting minutes to the School District Risk Manager

IV. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is *FACT FINDING, NOT FAULT FINDING*.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the School District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Accident Investigation Report Form.

C. Responsibility For Accident Investigation

The School Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures For Investigation Of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, and break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

V. DISTRICT SAFETY RULES

List all District safety rules or identify the District's separate written safety rules. These safety rules should also be provided to all affected employees. The District should note in this section that violation of safety rules shall result in discipline up to and including termination.

VI. EMERGENCIES

A. Emergency Action Plan:

Identify the School District's separate written emergency action plan. Place here in this section.

B. Fire Prevention Program:

The School District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer. The School District also conducts fire drills in accordance with SREF (Rule 4A-58), NFPA 101 & 70 Life Codes, and Florida Education Code.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

Insert any School District incentive programs for employees who make safety suggestions adopted by the School District and/or who have demonstrated safe and healthful work practices (e.g., pins for bus drivers with accident-free records, etc.)

B. Disciplinary System

Insert a description of or refer to the District's disciplinary policy. For employers with at-will employment relationships, a disclaimer should be added stating that the existence of disciplinary procedures does not change the at-will status of employment at the District. Employers with collective bargaining obligations should obtain the advice of the District's negotiator before modifying existing policies.