



White Settlement ISD

**Accident Prevention
Plan**

ACCIDENT PREVENTION PLAN

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INTRODUCTION/OVERVIEW

An effective Safety and Health Program minimizes accident exposure, maximizes operating efficiency and decreases operating costs; to that end this Safety and Health program has been established. This program includes the following components; Management commitment and employee involvement, safety training, accident investigation, inspections, safety analysis, record keeping, and program review.

GOALS AND OBJECTIVES

GOALS:

- Effective involvement of each and every employee of the district.
- Elimination of hazards (current and potential) that expose or create risk of any nature.
- A reduction of all work related accidents resulting in injury or illness to any employee or other person associated with the district.
- An increased awareness of the overall safe operation of all facilities.
- An increase in employee morale from knowing their work environment is maintained as free as possible from any and all recognized hazards.

OBJECTIVES:

- Implementation of an effective Accident Prevention Plan.
- Commitment for ongoing support from each and every level of Administration and personnel.
- Assigned responsibilities and accountabilities for the safety program.
- Allocation of adequate resources to the safety program.
- Establish lines of communication involving Administration and employees at all levels for safety and health concerns.
- Effective records and documentation maintenance and review.
- Completion of comprehensive surveys and periodic self-inspections.
- Establishment of effective measures for hazard identification, correction and control.
- Implementation of effective orientation and training programs.
- Initiation of regular program review and revision procedures.

The goals will be realized only if the objectives are carried out without hesitation or interruption and every employee becomes interested in the safety program and its success.

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ADMINISTRATION POLICY STATEMENT

The Trustees and Administrators of **White Settlement Independent School District** are committed to providing a safe and healthful work environment for all our employees, students, and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operations.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we provide educational services.

We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of a safety and health program is contingent and dependent upon support from not only the executive level of Administration but also from involvement of all employees of the district.

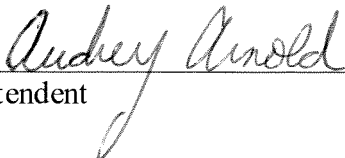
The Superintendent of the district is committed to allocating and providing all the resources needed to promote and effectively implement the Accident Prevention Plan.

This district will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health.

This district will comply with all federal, state, and local safety and health regulations.

Administration and staff will set an example of commitment to safety and health at this district.

This policy applies to all employees and persons affected or associated in any way by the scope of this district.



Superintendent

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MANAGEMENT COMMITMENT AND EMPLOYEE RESPONSIBILITY

The Board of Trustees accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program.

The Superintendent is responsible and will be held accountable for the overall implementation of the working plan. The Superintendent has the authority to delegate any or all portions of the plan to subordinates, but will be held responsible for the performance of the plan. The Department Heads (Principals, supervisors, etc.) also have authority to approve or carry out actions against those who violate policies, procedures, or rules.

The Department Heads are responsible and will be held accountable to ensure that all employees under his/her control follow all safety and health policies, procedures, and rules established by the district. The Department Heads are also responsible for administering training and guidance to employees under their direction. Supervisors have the authority to reprimand and recommend disciplinary actions against employees who violate the safety and health policies of the district.

Employees are responsible and will be held accountable for providing this district with a commitment to the safety and health program, abiding by the policies, procedures, and rules set forth by this plan, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

Contractors who provide or perform services for this district, at any location, are responsible to ensure that each of the contractor's employee's actions and services delivered are in a manner consistent with our commitment to safety and health. The Accident Prevention Plan will be made available to all contractors for review.

EMPLOYEE COMMITMENT AND RESPONSIBILITIES

We recognize the success of any district-wide endeavor is ultimately dependent upon the entire work force. This district recognizes the value of employee involvement to assist us in realizing the goals we have set for ourselves.

The District aggressively solicits from all employees' assistance for and commitment to the implementation of the Accident Prevention Plan.

All employees are encouraged and expected to become involved in all aspects of implementing the Accident Prevention Plan.

All employees are expected to follow established avenues to solicit and provide comments, information, and assistance where safety and health is concerned.

All employees are expected to perform their job duties in a manner that is safe for themselves, as well as those around them.

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As a condition and requirement of employment, all employees are required to immediately report hazards and unsafe conditions in the workplace to their Supervisor.

All employees are required to abide by all safety and health policies, procedures, and rules established by this district.

All employees of this district will adhere to the safety and health regulations established by federal, state, and local agencies.

All employees are expected and required to adhere to the safety and health program of this district. **This is not optional!** Your continued employment with the District is contingent upon your recognizing and abiding by the safety and health policies, procedures, and rules established by this district.

EMPLOYEE INVOLVEMENT

Administration encourages employee involvement in the implementation process for the ongoing safety and health program of this district. We solicit this involvement by giving each employee an opportunity to participate and be responsible for implementation of the safety program for his or her respective areas.

REPORTING OF HAZARDS AND UNSAFE CONDITIONS

Each employee will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does exist, immediate attention for correction or interim protective measures will be taken. Regardless of whether or not a hazard is identified, the reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazard existed. If practical, this information will be shared with all employees of the district. No job regardless of importance or duration should be undertaken if it involves an unsafe act.

SAFETY AND HEALTH DOCUMENTATION

All reports of hazards and corrective measures or action taken will be documented and recorded. This documentation will be reviewed by District Administrative Assistants. Pertinent information will be made for employee review.

DEPARTMENTAL SAFETY MEETINGS

This district will ensure that all employees meet on a regular basis to discuss safety and health issues or concerns and increase employee awareness of the safety and health program. Regular meetings will keep the program active in the mind of the employees, and offer an avenue for employees to voice concerns regarding workplace safety and health.

Meeting minutes and attendance records will be kept on file. Minutes will include all safety items and procedures discussed as well as the date and time of the meeting.

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DISCIPLINARY POLICY

The disciplinary policy below applies to the safety and health program of this district. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of this district.

VERBAL WARNINGS

Department Heads or supervisors may issue verbal warnings to employees who commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

WRITTEN WARNINGS

Administration or supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to them or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

DISCIPLINARY LEAVE

Supervisors may recommend, and Administration may institute, disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations of non-conformance to safety rules or procedures.

TERMINATION

Supervisors may recommend, and Department Heads may concur in, the termination of any employee for repeated serious violations of the above circumstances.

DOCUMENTATION

Human Resources will establish employee files. Violations of district rules or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that he or she understands the seriousness of the violation. Failure to sign may result in further disciplinary action.

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SAFETY AND HEALTH TRAINING

The District is committed to providing safety and health orientation training to all employees at all levels of the district. The program's purpose is to educate and familiarize employees with safety and health procedures, rules, and work practices of the facility. Retraining for all employees will be evaluated on an annual basis. The Administration of this district will encourage and require involvement and participation of all administrators, supervisors, and employees. Furthermore, the Board of Trustees and the district's Superintendent will support the orientation and training program with allocations in funding, staff, resources, and time to develop and implement this program. Employees will be notified if any changes are made to the training program.

TRAINING PROGRAM DEVELOPMENT

The training subjects and materials should be developed using industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by governmental regulations.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area.
- Hazards of the job or task assignment.
- Emergency procedures.
- Personal protective equipment.
- Hazardous chemicals and materials.
- Specific equipment operation training.
- Employee reporting requirements.
- Accident investigation (supervisors and other designated personnel).
- Confined space entry.
- Any required training not included or addressed above.

The training program shall be administered in two phases consisting of the following:

1. New or reassigned employee orientation, and
2. Periodic refresher training.

Aside from the formal safety and health related training classes, Supervisors should provide employees with constant guidance and instruction on safe operating procedures involved in each assigned job or task.

ORIENTATION

Orientation training will be administered to all new employees by their respective supervisors prior to initial work assignment and to employees assigned to new or different tasks or jobs. The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be given a tour of the district's facility

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and an opportunity to ask questions in order to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the Supervisor that the new employee has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties.

ONGOING TRAINING

All administrators, supervisors, and employees are required to participate and become involved in the ongoing safety and health-training program. An annual assessment will be made to determine the current training needs. This assessment may be conducted by the district or the insurance carrier. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. Supervisors have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria for all training.

DOCUMENTATION

Any and all safety and health related training will be documented with the following minimum information:

- Date of training session.
- Provider (name of person conducting training and affiliation) .
- Legible name of attendee(s) and supplemental identification if needed or required.
- Training topic covered
- Signature or acknowledgment of attendance.

All training records and documentation will become a permanent part of each employee's record as well as a master record used to determine participation of all employees.

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SAFETY AND HEALTH INSPECTIONS

The District has implemented an Inspection program to identify, correct, and control hazards on an ongoing basis. This program will employ multiple resources to ensure effectiveness.

The Principal or Supervisor at each location of operation will conduct in-house safety and health inspections, which will cover the entire facility and equipment.

Facility Inspections will be conducted at least annually. Administration will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain an inspection checklist specific to the operation. The list will be developed using a general inspection checklist, and will be evaluated and updated with hazards that are identified during the inspections and with other pertinent data as it is acquired. The contents of this checklist will be reviewed regularly to ensure that it is current and updated. The checklist will become a part of the permanent record of the inspection and will serve as confirmation of the inspection. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and record keeping. Tool and Equipment inspections should be conducted prior to each use. Any equipment found to be defective should immediately be tagged and removed from service.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage and informed of measures or steps that will be taken to eliminate, correct, or control the hazard.

The Superintendent will review the inspection checklists and any other established documentation to ensure that a timely course of corrective action has been established for eliminating each deficiency.

Reports generated, by the Superintendent or delegated representative, as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards identified and recommendations for their removal will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken. These reports and all associated documentation will be maintained for record and periodic review. Members of Administration who receive these reports will ensure that corrective actions are taken.

ACCIDENT INVESTIGATION AND REPORTING

Supervisors will investigate all work related accidents and near miss incidents involving employees or district property in order to develop preventive measures and implement corrective actions.

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EMPLOYEE REPORTING

All employees and staff are required to immediately report any of the following to their immediate supervisor:

- Accidents with injury or illness of any magnitude (including first aid related cases).
- Accidents resulting in property or equipment damage of any magnitude.
- Any near miss incidents that could potentially have resulted in injury, illness or property damage.

EMPLOYER REPORTING

The District will report the following accidents to local, state and federal agencies as required.

- Fatalities and accidents involving hospitalization of three (3) or more people will be reported within 8 hours to OSHA.
- All serious accidents requiring hospitalization necessitate faxing the First Report of Injury to Claims Administrative Services, Inc.

ACCIDENT INVESTIGATION

Supervisors will be responsible for conducting investigations of accidents that occur in their areas or that affect employees under their supervision. Upon notification of an accident or near miss incident, the responsible Supervisor will begin investigative proceedings to determine the following:

- When, Where and How the accident or incident occurred and who was involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures and controls.
- Follow-up of corrective actions and who will perform them.

Accidents and incidents involving situations where multiple supervisors are affected, (such as an employee of one department injured in another), will be investigated jointly. The Supervisor of the area where the incident occurred will be in charge of, and held accountable for, the investigation.

DOCUMENTATION

All activities and findings of the investigators will be documented and recorded for review. Accident investigation documentation will record as a minimum, the following information
Date and time of occurrence.

- Name of person(s) involved, job title(s), area assigned.
- Date of birth, sex, wage, length of service and social security number.
- Location of occurrence.
- Nature and severity of injury or illness.
- Name of person(s) conducting the investigation.
- Name of immediate supervisor of employee.
- Job assignment or duties being performed at time of incident.

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- Special circumstances.
- Details of how the accident occurred.
- Injury sustained and part of body affected.
- Description of any equipment affected or involved.
- Names and comments of witnesses.
- Direct cause.
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements).
- Corrective action implemented or preventive measures taken (including safety and health program adjustments).

HAZARD INVESTIGATION

The Administration is committed to correcting or controlling, in a timely manner, all hazards identified.

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HAZARD CORRECTION

All hazards identified at facilities will be investigated, by the responsible department, and necessary abatement action will be taken to eliminate the cause of the hazard at its source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace.
- Discontinuation from use or removal of defective equipment until replaced or repaired.
- Correction of any unsafe acts or conditions in existence, by in-service or individual training.

HAZARD CONTROL

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not to be limited to, the following:

- Isolation of employee exposure to the hazard.
- Guarding or displacement of employee exposure to the hazard.
- Preventive maintenance or replacement of machinery and equipment.

Administrative procedures will include, but not be limited to, the following:

- Written programs to establish administrative guidelines for safe work practices
- Established and implemented work rules and procedures.

Work practices will include, but not be limited to, the following:

- Careful planning and performance of each assigned job, duty, or task.
- Reduction in duration of exposure to hazards.
- Adherence to safety and health rules and procedures.

Personal protective equipment will be the control of last resort when all other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed of the requirements, use, care, and limitations of the equipment.

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RECORDKEEPING

Record keeping is essential in tracking the performance of duties and responsibilities under the program.

This district is committed to implementing and maintaining an active up to date record keeping program.

All documentation will be kept for a minimum of five years, or as required by state and federal regulations including accident investigation reports.

Individual training records will be maintained for the current year plus five more.

INJURY AND ILLNESS DATA

The District will maintain records of all work-related injuries or illnesses and attendant investigation reports of our employees.

The following records are applicable to work related injuries and illnesses.

Applicable forms or records:

- Employer's First Report Injury.
- Record of first aid or other incidents, which are not required to be reported by law.
- Accident investigation reports.

SAFETY AND HEALTH SURVEYS AND INSPECTIONS

The District will maintain and review records of all safety audits and inspections that are conducted within or that affect the district, our employees, or facilities.

Applicable forms and records:

- Comprehensive survey reports and records of action taken.
- Checklists of self-inspections and records of action taken.

SAFETY OR OTHER RELATED MEETINGS

Accurate records of all meetings associated with the safety and health program of this district will be maintained.

Applicable forms and records:

- Minutes and other records and data resulting from safety meetings or other gatherings in which discussions occur that affect the safety and health program.

Records will be kept of all proceedings and appropriate administration or other designated staff actions affecting the safety and health program. These records will include the name of the recorder, date, a list of attendees, details of the topics discussed and action or corrective measures suggested, recommended or taken. The purpose of these records is to ensure that decisions affecting the safety and health program of this district are, implemented and results are documented.

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A recorder, responsible for keeping minutes or records at each meeting, will be designated. During each subsequent meeting, the record of minutes of the previous meeting will be reviewed, discussed, resolved, and the document closed with an authorized signature.

TRAINING RECORDS

The District will maintain records of all safety and health related training.

Applicable forms or records:

- Training documentation records.

All safety and health related training provided to employees of this district would be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

ACCIDENT INVESTIGATION

The District will ensure proper records and documentation of all accident and incident investigation activities are maintained.

Applicable forms and records:

- Accident investigation forms and supporting data including photographs.
- Records of corrective action or preventive measures implemented.

EQUIPMENT INSPECTION AND MAINTENANCE

The District will maintain records and data pertaining to equipment inspection and maintenance programs of the district.

Applicable forms and records:

- Routine inspection and maintenance records.
- Documentation of services performed by contract agreement.
- Documentation of repair and replacement of parts or equipment.

Accurate records will be maintained involving all routine inspection and maintenance procedures performed on equipment at this district. This documentation will be periodically reviewed by those responsible for maintaining equipment and facilities. The documentation will be employed to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

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ANALYSIS AND PERIODIC PLAN REVIEW

Analysis of the Accident Prevention plan will occur at least annually and will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, or property damage.

The analyst will provide information and recommendations for corrective measures and developing trends.

Employees will be made aware of developing trends and hazardous exposures as they are recognized.

Trends of accidents and hazard recurrences will be the focal point for corrective action and employee training as needed.

All corrective measures will be assigned to specific personnel with due dates and be followed to conclusion.

The District will annually review and revise the components of the Accident Prevention Plan for effectiveness and relevancy. Special attention will be devoted to areas and criteria that demonstrate failure in a program component, as well as any changes relative to the introduction of new procedures, processes, or equipment.

Corrective measures will be done as needed, by the Superintendent or his designated representative, to reemphasize or restructure the Accident Prevention Plan in order for the plan to perform at its optimum effectiveness.

The Superintendent will solicit information from area supervisors and employees to determine the effectiveness of each program component, and for assistance in developing adjustments and corrections.