

Accident Prevention Program (APP)

San Juan Island School District No. 149

Accident Prevention Program

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Element 1 - Safety Orientation: Each employee will be given a safety orientation by the Superintendent or designee when first hired. The orientation will cover the following items:

1. A description of the accident prevention program:

- We have a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in Element 2 below.
- We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use your personal protective equipment whenever it is required.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Do not bring firearms or explosives onto district property.
 - Smoking or alcohol use is not permitted anywhere on district property.
 - Horseplay, running and fighting are prohibited.
 - Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
 - Use appropriate bio-hazard protocols when cleaning up after injuries or student illness.

2. How and when to report injuries. Where first aid facilities are located.

- If you are injured or become ill on the job, report this to your direct supervisor or the District Office at 360.378.4133.
- There is a first aid kit located in the office areas, locker rooms, tech building and all staging areas.
- We require all supervisors to have first-aid/CPR training.
- The emergency number used in the District is 911.

3. How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, immediately report it to your direct supervisor or safety committee representative.

4. What to do in an emergency including how to exit the workplace.

- An evacuation map for the building is posted at all entries and exits. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of your orientation if that is part of your assigned area's fire emergency action plan. We have one required emergency drill at each site, including fire evacuation and/or lock-downs, each month when students are in classes.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers and if you are following the district's fire emergency action plan).
 - If the fire grows or there is thick smoke, do not continue to fight the fire.
 - Tell other staff and students in the area to evacuate and pull the fire alarm.
 - Go to the designated assembly point outside the building.

Earthquake Emergency

During an earthquake:

- If you are inside a building:
 - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
 - When the shaking stops, staff will check for damage and available evacuation routes and then begin an evacuation of their area to the designated assembly location if safe and appropriate.
 - Evacuation should proceed as quickly as possible since there may be aftershocks.
 - Supervisors must account for each employee in their work group as quickly as possible.
 - First aid certified persons on-site should check for injuries and help evacuate injured students and staff. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
 - If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure as found in the Rapid Responder Plan.
 - Supervisors and employees trained in first aid must not re-enter the building once evacuation is complete.
 - Do not approach or touch downed power lines or objects touched by downed power lines.
 - Do not use the phone except for emergency use.
 - Turn on a radio and listen for public safety instructions.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
- If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

5. Identification of hazardous chemicals used at this location.

Safe use and emergency actions to take following an accidental exposure:

- District employees use many chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.
- MSDS (Materials Safety Data Sheets) are located in each building office. Be sure you are familiar with them. Further, you may go to <http://www.msdsonline.com/> for additional information on products in your area.

6. Use and care of required personal protective equipment (PPE).

- Some tasks in our district require an employee to wear PPE to protect against injury.
- Employees will be instructed by the Superintendent or designee how to use and care for these PPE per the manufacturer's instructions, when available.

7. On-the-job training about what you need to know to perform the job safely.

- Before you are first assigned a task, your site supervisor or designee will show you what to do along with safety instructions and required PPE.
- We have established safety rules and PPE requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 - Safety Committee (Required for employers with 11 employees or more)

- Our committee will consist of representatives from: transportation, custodial/maintenance, one certificated and one classified staff from each building, foods and one representative from the Griffin Bay/District Office area.
- The Safety Committee will report to the Ad Team general meeting on the second Tuesday of each month.
- Employees will elect from among themselves the area representatives to be on the committee (areas are: transportation (1), maintenance-custodial (1), foods (1), secondary (2), elementary (2) and DO/Griffin Bay (1)).
- The names of Safety Committee representatives will be posted in each area to facilitate contacting them.
- The safety committee members will elect a chairperson.
- The regularly scheduled meeting is the first Monday of each month, at 3:15 PM in the District Office Conference room or as designated by the group after the first meeting of each year by vote of the committee.
- A committee member will be designated each month to keep minutes. The minutes will be stored at the District Office and are available for review.