

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-6511

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### STAFF SAFETY

The supervisor of each school and/or work site in the district is responsible for:

#### A. General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid).
2. Providing training programs to improve the skill and competency in the safe use of powered materials, handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies, and how to report injuries.
4. Forming a safety and health committee, composed of representatives of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices, and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.) This committee shall meet monthly. A representative of the building committee shall meet quarterly with the district committee.
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics, and other safety educational material.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
7. Maintaining a well-marked first aid kit.
8. Furnishing a workplace free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

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### B. Worker Right to Know (Chemical Hazards)

1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.
2. Labeling of hazardous chemicals at each site.
3. Photocopying or purchasing any required hazard warnings.
4. Replacing missing, unreadable, or incorrect labels.
5. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
6. Maintaining current MSDS files and making them available to staff members.
7. Training staff members whenever a new hazard is introduced.

### C. Employee Training

The Personnel Department will ensure that all new employees are provided with the district's hazardous communication program materials and maintain records which show that employees have received such information.

### D. District Safety Committee

The District Safety Committee will hold quarterly meetings with representatives from each site's safety committee to review safety and health issues, in order to ensure safe work environments. Records of these committee meetings will be retained for one year.

**Issued: September 2003**