

Preston County Board of Education

Safety/Loss Control Manual

Adopted

June 14, 2010

PURPOSE

It is the declared intention of the Preston County Board of Education to provide for the safety and well-being of all persons who engage in activities in and around its school facilities and the purpose of this manual is to assist our school employees and students in their efforts to provide a safe workplace and learning environment. A second function of this manual is to provide guidance to our school employees in ways that they can assist the school system in its efforts to protect its assets through an efficient and effective risk management and loss control program.

TABLE OF CONTENTS

Roles and Responsibilities -----	Section One
Accident Reporting -----	Section Two
Accident Investigation Guidelines-----	Section Three
Safety Procedures and Guidelines -----	Section Four
Bus and Fleet Management Program	
Appendix 1 MVR Check and Evaluation	
Appendix 2 Suggested Defensive Driving Policy	
Appendix 3 Defensive Driving Course Completion Form	
Appendix 4 Policy and Procedure Acknowledgement Form	
Appendix 5 "Root Cause" Accident Investigation	
Appendix 6 Guidelines for Determining Non-Preventable/Preventable Accident	
Appendix 7 Strategies for Reducing/Eliminating Backing Accidents	
Appendix 8 Human Factors in Failures	
Appendix 9 Driver Instructions for Reporting Vehicle Accident	
Appendix 10 Safety Coordinator's Accident Investigation Report	
Appendix 11 Vehicle Pre-Trip Inspection Report	
Appendix 12 Sample Vehicle Maintenance Acknowledgement Form	
 Cafeteria and Food Preparation Area	
Fire Safety	
Hand and Portable Power Tools	
Hazardous Chemicals Communication Program	
Hearing Protection	
Ladder and Scaffold Safety	
Lifting and Back Injuries	
Machine and Equipment Safety	
Personal Protective Equipment	
Playground Safety	
Walking and Working Surfaces	
 Safety Checklists-----	Section Five
Food Service Department Safety Inspection Checklist	
Principals' Safety Inspection Checklist	
Maintenance and Transportation Departments Safety Inspection Checklist	
Preston County Schools Monthly School Safety Checklist	
 Sign off Sheets-----	Section Six
Sign Off Sheet Verifying Receipt of Safety Manual	
Supervisor Sign off Sheet Verifying Receipt of Safety Manual	
Sign Off Sheet Verifying Receipt of Safety Manual Updates	
Sign Off Sheet Verifying Receipt of Safety Manual Updates	
 Warning Forms -----	Section Seven
Verbal Warning Form	
Written Warning Form	
 County Policies/Procedures Related to the Safety and Loss Control Policy -----	Section Eight

SECTION ONE

Roles and Responsibilities

Central Office Personnel:

The Superintendent and Central Office staff members shall perform the following functions:

- ❖ Receive and review all documents from state level agencies;
- ❖ Develop policies and procedures as appropriate;
- ❖ Disseminate policies and procedures to appropriate entities within the school system;
- ❖ Disseminate safety information as appropriate;
- ❖ Assist in the development and presentation of training activities;
- ❖ Take an active role in the Safety Committee;
- ❖ Monitor the effectiveness of the safety management program.

Building Principals:

The principal shall be the lead person in charge of the safety program in his or her school. The duties of the principal shall include, but are not limited to:

- ❖ Receive all policies, procedures, and other communications from the Central Office;
- ❖ Disseminate all such documents to the appropriate personnel and students;
- ❖ Discuss the contents of the Safety Manual with the staff at a special faculty meeting called for that purpose (service personnel should be included in this discussion);
- ❖ Ensure that the policies and procedures set forth herein are followed by all personnel under his/her direction and maintain the Safety/Loss Control Manual.
- ❖ Disseminate safety information as appropriate;
- ❖ Provide safety bulletin boards which display state required posters in work areas as appropriate;
- ❖ Supervise all training activities at the school level;
- ❖ Conduct walk through inspections of the facilities and recreational areas on a regular basis (at least weekly);
- ❖ Submit work orders to request needed repairs (prioritize);
- ❖ Complete evaluation questionnaires and check list as requested;
- ❖ Conduct fire and emergency drills as required by state law and policies;
- ❖ Post safety rules for each work area as appropriate;
- ❖ Maintain documentation of all safety and health incidents that occur on site;
- ❖ Investigate all accidents thoroughly, record and promptly report the findings in accordance with existing directives;

- ❖ Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed;
- ❖ Complete all reports that are required to successfully implement the safety management program.

Supervisors:

The various department supervisors shall be the lead persons in charge of the safety program within their department. The duties of the supervisor shall include, but are not limited to:

- ❖ Receive all policies, procedures, and other communications from the Central Office;
- ❖ Disseminate all such documents to the appropriate personnel;
- ❖ Discuss the contents of the Safety Manual with the staff at a special meeting called for that purpose;
- ❖ Ensure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual;
- ❖ Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction;
- ❖ Be accountable for preventable injuries, accidents, and liabilities occurring in his/her area of the facility;
- ❖ Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives;
- ❖ Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect the loss control efforts;
- ❖ Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well;
- ❖ Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published work rules, by certifying in writing that s/he understands that compliance is mandatory;
- ❖ Disseminate safety information as appropriate;
- ❖ Provide safety bulletin boards which display state required posters in work areas as appropriate;
- ❖ Supervise all training activities at the department level;
- ❖ Conduct walk through inspections of the facilities on a regular basis (at least weekly);
Note: Cafeteria Managers may act as the Director of Nutrition's designee in conducting walk through inspections;
- ❖ Post safety rules for each work area as appropriate;
- ❖ Submit work orders to request needed repairs (prioritize);
- ❖ In some cases, respond to work order requests on a prioritized basis (i.e., Director of Maintenance);

- ❖ Complete evaluation questionnaires and check list as requested;
- ❖ Conduct fire and emergency drills as required by state law and policies;
- ❖ Maintain documentation of all safety and health incidents that occur on site;
- ❖ Investigate all accidents thoroughly, record and promptly report the findings in accordance with existing directives;
- ❖ Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed;
- ❖ Complete all reports that are required to successfully implement the safety management program.

Professional Employees and Service Employees:

It is the duty of all county school staff to cooperate with the supervisors and the Board to ensure the safety of themselves, co-employees, students, and other persons who may be affected by their activities at work, and to adhere to the operational procedures set forth by this Board. Duties may include, but are not limited to:

- ❖ Participate in faculty discussions of the contents of the Safety Manual;
- ❖ Participate in training sessions as appropriate;
- ❖ Comply with the rules, regulations and policies set forth in this manual applicable to personal actions and conduct;
- ❖ Operate all equipment and vehicles in a safe manner and refrain from removing, displacing, or damaging any safety device-installed on equipment or property;
- ❖ Call unsafe conditions or possible violations of the policy procedures to the attention of the supervisor;
- ❖ Report all accidents according to the proper procedures set forth in this manual;
- ❖ Operate only those machines and equipment for which the employee has been trained and authorized to operate;
- ❖ When applicable, employees must participate in an annual safety performance evaluation as a part of their annual review process;
- ❖ Display safety bulletins and other documents within their work areas as appropriate;
- ❖ Develop safety units for students as appropriate (i.e. science labs, shop areas, etc.);
- ❖ Conduct regular safety checks of their work areas as appropriate (at least monthly);
- ❖ Complete safety reports as necessary.

SECTION TWO

Accident Reporting Procedures

Reporting Accidents That Occur to Individuals:

- ❖ Employees must notify their principal or supervisor of an accident or injury as soon as possible, **but no later than the next workday;**
- ❖ Accidents and/or injuries involving students on school property or any other location under the jurisdiction of the Board must be reported to the principal immediately. The report shall be made by the person in charge of the students at the time of the incident and/or the student. Accidents/injuries involving students shall be reported using *Form 11-33-3-1 Student Injury Reporting Form*;
- ❖ The principal or supervisor must notify the Safety Coordinator soon as possible, **but no later than the next workday;**
- ❖ The principal or supervisor must complete an accident report **the same day as notified of the accident.** A copy of the report shall be sent to the Safety Coordinator;
- ❖ The Treasurer shall assist the Safety Coordinator with the paperwork and accident investigations as appropriate;
- ❖ Accidents/injuries involving employees shall be reported using the Employee Accident Report (State Department Form) which are available at the Central Office and the local school office;
- ❖ The Safety Coordinator and other appropriate personnel will review accidents for corrective action within a reasonable time;
- ❖ The principal or supervisor shall investigate the accident(s) the same day s/he was notified of the accident(s);
- ❖ The principal or supervisor shall file a copy of witness statements with the accident report;
- ❖ The Safety Committee will review accident reports at each safety meeting; and
- ❖ The Superintendent and the Board shall be presented a summary of accidents on a regular basis by the Safety Coordinator.

Reporting Bus Accidents:

Every driver of a school bus is required to report promptly to the Department of Motor Vehicles and the County Superintendent of Schools, any school bus accident involving death, injury, or property damage in excess of \$250. Failure to comply with the regulation may result in the revocation of the person's special school bus operator's license.

If any part of a bus bumps, scrapes, or touches any other object causing damage to the bus or the other object, this constitutes an accident. All accidents, regardless of scope must be reported to the County Superintendent and/or the Safety Coordinator as soon as possible and no later than one hour after completion of run. The procedure for reporting accidents is as follows:

- ❖ The bus operator will call the Transportation Department as soon as possible when an accident occurs, but no later than one hour after completion of run;
- ❖ A representative at the Transportation Department will notify the Superintendent;

- ❖ The appropriate police agency shall be notified of the accident (Superintendent's office or Transportation Department);
- ❖ The Transportation Department will send a representative to the accident scene to take pictures and gather information;
- ❖ Appropriate accident forms must be completed;
- ❖ All accident information shall be forwarded to the Safety Coordinator who will forward the information to the insurance carrier;
- ❖ Appropriate reports will be forwarded to the Department of Motor Vehicles in a timely fashion;
- ❖ The transportation office shall also keep copies of all bus accidents on file per operator.

SECTION THREE

Accident Investigation Guidelines

All abnormal events and circumstances such as injury to an employee, student, or visitor; illness to an employee; property damage; close call; or a fatality shall be investigated thoroughly and a written report shall be filed. Aside from the documenting of the events leading up to an accident, much can be learned about accident prevention through a thorough investigation of accidents that occur within the school system.

Central Office Responsibilities:

- ❖ Conduct accident prevention and investigation training for supervisors;
- ❖ Ensure all accidents and injuries are investigated;
- ❖ Ensure immediate and long term corrective actions are taken to prevent recurrence of the accident;
- ❖ Provide all necessary medical care for injured workers or other constituents;
- ❖ The Safety Coordinator shall forward incident reports to the school system's insurance carrier as appropriate.

Principal or Supervisor Responsibilities:

Direct supervisors are familiar with employees' work environment and assigned tasks; therefore, in most cases they are the logical person to conduct the investigation. These are the people who must take immediate control and eliminate or minimize the hazards to others. Their responsibilities shall include, but are not limited to:

- ❖ Ensure conditions are safe before entering the accident scene;
- ❖ Provide First Aid for injured parties as appropriate;
- ❖ Eliminate or control hazards;
- ❖ Document accident scene information to determine the cause;
 - Complete Accident Report;
 - Take photos as appropriate to document events at the scene.
- ❖ Interview witnesses as soon as practicable;
- ❖ Send the original of the accident report of the findings to the Safety Coordinator;
- ❖ Maintain a copy of the accident report in his or her files.

Investigation Procedures:

The actual procedures used in a particular investigation depend on the nature and results of the accident. This is a brief outline of what to look for when conducting an accident investigation.

- ❖ Points of interest may include:
 - Description of the accident including damage estimates;
 - Normal operating procedures;

- Maps (local and general);
- Location of the accident site;
- List of witnesses;
- Events that preceded the accident.
- ❖ Inspect the accident site:
 - Secure the area. Do not disturb the scene unless a hazard exists;
 - Prepare the necessary sketches, photographs and videos. Label each carefully and keep accurate records.
- ❖ Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
- ❖ Determine the most likely sequence of events and the most probable causes.
- ❖ Prepare a summary report, including the recommended actions to prevent a recurrence. Forward the report to the Safety Coordinator.

Suggestions for Conducting Interviews:

Personnel who are designated to conduct accident investigations shall receive training on the procedures to be followed. Depending upon the nature of the accident the investigation may be carried out by one individual or a team of individuals. The following are some suggestions of actions to be taken, but the investigator(s) have the latitude to include other actions deemed appropriate:

- ❖ Get preliminary statements as soon as possible from all witnesses;
- ❖ Locate the position of each witness on a master chart (including the direction of view);
- ❖ Arrange for a convenient time and place to talk to each witness;
- ❖ Explain the purpose of the investigation (accident prevention) and put each witness at ease;
- ❖ Listen, let each witness speak freely, and be courteous and considerate;
- ❖ Take notes without distracting the witness. Use a tape recorder only with the consent of the witness;
- ❖ Be sincere and do not argue with the witness;
- ❖ Record the exact words used by the witness to describe each observation. Do not "put words into a witness' mouth";
- ❖ Word each question carefully and be sure the witness understands;
- ❖ Identify the qualifications of each witness (name, address, occupation, years of experience, etc.);
- ❖ Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, the investigator(s) should analyze each witness' statement. It may be necessary to re-interview one or more witnesses to confirm or clarify key points. While there may be inconsistencies in witnesses' statements, the available testimony should be assembled into a logical order. Analyze this information along with the data from the accident site.

Investigators should be mindful that witness accounts of an accident may be affected by the distance they were from the accident, eyesight, hearing, some are affected by the trauma of seeing the accident, some may have a vested interest and offer biased testimony, and some witnesses do not have good recall skills.

Writing the Report:

An accident investigation is not complete until a report is prepared and submitted to the proper authorities. The report should be straight forward, clear, and concise. Beyond establishing the cause and effect of the accident, the report will provide valuable guidance in establishing procedures to avoid such accidents in the future. Information to be included in the report may include, but is not limited to the following:

- ❖ Background Information:
 - Where and when the accident occurred;
 - Who and what were involved;
 - Operating personnel and other witnesses.
- ❖ Account of the Accident (What happened?):
 - Sequence of events;
 - Extent of damage;
 - Accident type;
 - Hazardous materials (if any).
- ❖ Analysis of the Accident (How; Why?):
 - Direct causes (i.e., hazardous materials);
 - Indirect causes (i.e., unsafe acts and conditions);
 - Basic causes (i.e., management policies, personnel or environmental factors).
- ❖ Recommendations for immediate and long-range action to remedy the situation.

Possible Causes of Accidents:

More often than not, accidents are the outgrowth of a “root cause” problem. The following are some examples of unsafe acts and unsafe conditions which may lead to accidents:

- ❖ Unsafe Act:
 - Unauthorized operation of equipment;
 - Running – Horse Play;
 - Not following procedures;
 - By-passing safety devices;
 - Not using protective equipment;
 - Under the influence of drugs or alcohol.
- ❖ Unsafe Conditions:

- Ergonomic hazards;
- Environmental hazards;
- Inadequate housekeeping;
- Blocked walkways;
- Inadequate machine guarding.

Records:

All accident records shall be maintained in a permanent file in the office of the Safety Coordinator. Copies of accident records may also be maintained in the direct supervisor's permanent files as appropriate.

Safety Policy Enforcement/Disciplinary Action:

The immediate supervisor may choose to take the following action to discipline an employee who willfully committed an unsafe act:

- ❖ Verbal warning (Document this action by stating the nature of the unsafe act, employee's title, and the date of the act. The supervisor and employee must sign the document);
- ❖ Written warning;
- ❖ Recommend a suspension without pay to the Superintendent;
- ❖ Recommend termination of the employee to the Superintendent.

The action taken must be justified by the severity of the unsafe act.

Forms for recording and reporting accident investigations may be downloaded from the BRIM Loss Control Manual.

SECTION FOUR

Safety Procedures and Guidelines

The following pages contain a series of safety procedures and guidelines that have been established to assist employees and students in their efforts to ensure a safe working and learning environment in the Preston County School System. These documents should not be looked upon as information sheets; rather, they should be looked up as directives to be followed in carrying out your duties as employees and students within the system.

BUS AND FLEET MANAGEMENT PROGRAM

CAFETERIA AND FOOD PREPARATION AREA

FIRE SAFETY

HAND AND PORTABLE POWER TOOLS

HAZARDOUS CHEMICALS COMMUNICATION PROGRAM

HEARING PROTECTION

LADDER AND SCAFFOLD SAFETY

LIFTING AND BACK INJURIES

MACHINE AND EQUIPMENT SAFETY

PERSONAL PROTECTIVE EQUIPMENT

PLAYGROUND SAFETY

WALKING AND WORKING SURFACES

BUS AND FLEET MANAGEMENT PROGRAM

The Preston County Board of Education is committed to instituting and maintaining a Fleet Safety Program. The goal of the Fleet Safety Program is to take the proper steps to prevent loss of life, injury, or property damage to all employees and members of the general public. The Board recognizes that the responsibilities for safety and loss prevention must be shared by everyone.

Careful selection of drivers, proper training, vehicle maintenance, and inspections are all effective tools that may reduce accidents. Accidents shall be reviewed, investigated, and corrective action taken. Accident reports will be completed immediately and they will be sent to BRIM and the State Transportation Authority as appropriate.

All personnel who drive county-owned vehicles shall receive training. Bus drivers, mechanics, and aides receive 12-18 hours of training related to their assignments each year. Preventive maintenance programs have been developed for buses, driver education vehicles, and maintenance vehicles.

Drivers are to drive defensively at all times. Do not drive unsafe vehicles. Problems or unsatisfactory conditions should be immediately reported to the Transportation Supervisor or Superintendent. Drivers are represented on the safety committee where their concerns may receive attention.

The Fleet Management Program shall be under the direction of the Coordinator of Transportation, Superintendent, or Safety Coordinator who shall have a shared responsibility for the following:

- ❖ Determining driver qualifications for all county owned and operated vehicles;
- ❖ Driver training for all county owned and operated vehicles;
- ❖ Accident investigation;
- ❖ Vehicle maintenance; and
- ❖ Driver incentive programs.

Superintendent's Responsibilities

- ❖ Assume responsibility for the driving record of employees while they are on duty.
- ❖ Frequently check for compliance of the established requirements and policies to which all personnel are required to adhere.
- ❖ Personally review the decisions on accidents and take all steps necessary to prevent a recurrence.
- ❖ Establish and adhere to policies on disciplinary actions in accordance with the policy regarding actions that will be taken against employees who show a repeated disregard for good driving practices.
- ❖ Insist that all assigned vehicles are maintained adequately for safe operation.
- ❖ Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
- ❖ Fully support the (Enter Entity Name Here)'s driver training program to promote defensive driving.

- ❖ Review each preventable vehicle accident and unsafe driving report with the employee and his/her supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
- ❖ Establish an aggressive campaign to enforce the wearing of seat belts on all trips.

Coordinator of Transportation Responsibilities

- ❖ Insure that employees do not drive any Preston County Board of Education vehicle unless they have a VALID Drivers' License and are familiar with Board's driving rules and regulations.
- ❖ Insure that only authorized personnel be allowed to operate (Enter Entity Name Here) vehicles, special purpose vehicles, and trucks.
- ❖ Must be alert in observing unsafe practice of employees and insure that action is taken immediately to correct the driver.
- ❖ Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible.
- ❖ Periodically ride with the vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
- ❖ Insure that unsafe vehicles are not driven until safety discrepancies have been corrected.
- ❖ Fully utilize the decisions and recommendations handed down by the Safety/
- ❖ Loss Control Committee.

Driver Qualification Guidelines:

Bus Drivers and Other CDL Drivers:

The selection process for drivers shall take into consideration previous employers' assessment, accident record, and the ability to get along with others. The employee's physical fitness is considered and monitored on a yearly basis. Road tests, written tests, and a CDL are required for operation of certain vehicles. Evaluations and driver performance are recorded and filed.

The Coordinator of Transportation or the Superintendent or the Safety Coordinator shall:

- ❖ Check Motor Vehicle Records on all applicants at the time of application *and* on all current drivers periodically throughout their employment as appropriate;
- ❖ All new bus driver applicants must undergo a criminal background check;
- ❖ If possible, check on number of accidents during the past three years;
- ❖ Make certain all drivers are properly licensed for the type of equipment they will be operating (CDL, if necessary, with the appropriate endorsements);
- ❖ Make and keep a copy of each driver's operator's license in his or her Personnel file;
- ❖ Evaluate MVR's according to the model MVR Evaluation Policy (Appendix 1) or other appropriate evaluation policy;
- ❖ Exclude all unqualified drivers from driving county vehicles or their private vehicles on county business;

- ❖ Ensure all drivers using their own private vehicles on county business have at least \$100,000 - \$300,000 liability coverage.

The Preston County Board of Education will contact all former and current employers of the driver applicant for the previous five years to verify as much of the following information as possible:

- ❖ Dates of employment;
- ❖ Type of work performed;
- ❖ Type of vehicle(s) operated;
- ❖ Extent of driving experience;
- ❖ Vehicle accident record; and
- ❖ Overall work history and performance.

Drivers of Non-Bus Vehicles:

This group includes professional and service personnel who may be called upon to drive county-owned vehicles (automobiles or vans) in the course of carrying out their administrative and instructional duties. BRIM requires a check of Motor Vehicle Records at the time of employment and periodically thereafter as appropriate.

Driver Training:

The Coordinator of Transportation and/or the Safety Coordinator shall:

- ❖ Provide driving training to all drivers of county vehicles (buses, cars, trucks, vans) before allowing them to drive;
- ❖ Provide driving training to all current drivers at least annually;
- ❖ Emphasize that any accident can be judged preventable if it could have been avoided had the driver taken appropriate Defensive Driving action. (See Appendixes 2, 3,4);
- ❖ Provide all drivers with special training on any special equipment they are expected to operate (school buses, ATV's, etc.);
- ❖ Maintain written records of all training provided to drivers.

Annual training sessions for Preston County employees who will be operating county owned vehicles covers two distinct levels of responsibility: those who operate commercial vehicles (buses and certain trucks) and those who operate cars and vans.

Drivers of Non-Bus/Commercial Vehicles:

Annual training for school personnel who will have access to non-commercial vehicles may be addressed through training sessions scheduled by the principals at each school, at faculty meetings or as part of the in-service sessions at the beginning of the school term. The presentations may be by videos, outside consultants, driver education instructor or online resources. Principals, central office staff and the driver education teachers will be trained separately. This training will also be conducted by the Safety

Coordinator or his/her designee. It will include pertinent information about the operation of the vehicles, and other information deemed appropriate by the trainer. BRIM also requires annual driver training for employees who use their private vehicles to conduct their administrative and instructional duties and receive mileage reimbursement.

Drivers of Buses/Commercial Vehicles:

Training for operators of buses and other commercial vehicles will be much more rigorous than for non-commercial vehicles and it will take place in well organized sessions conducted by the Transportation Supervisor and/or the Safety Coordinator or his/her designee who has been certified as a trainer or by outside consultants. These sessions may be a part of the opening of school staff development days.

The CDL training includes, but not limited to, safe driving, which involves learning about inspections, vehicle control, seeing, communicating, controlling speed, driving in all types of weather conditions and terrains, railroad crossings, recognizing hazards, emergency and accident procedures, fires, skid control and recovery. It shall also HAZMAT for all commercial drivers. Complete information about the West Virginia CDL Training Manual may be found at the following website: http://www.wvdot.com/6_motorists/dmv/downloads/CDL-Manual.pdf

Special Note: BRIM regulations require that the Driver Training Completion Forms must be attached to the annual Loss Control questionnaire which must be completed in October to qualify for the insurance discount. BRIM also requires the same check of Motor Vehicle Report for all employees who drive their personal vehicles and receive mileage reimbursements for trips related to their administrative and instructional duties.

Accident Investigation:

The Safety Coordinator and/or the Coordinator of Transportation shall:

- ❖ Thoroughly investigate all accidents, no matter how minor, and determine the Root Cause(s). (See Appendix 5 for a model Root Cause Accident Investigation form and Root Cause Accident investigation information);
- ❖ Review accident reports periodically and ensure all corrective actions noted (i.e., changes in policy, training, driver discipline, etc.) are completed;
- ❖ Review all accidents to determine trends. Take appropriate steps to address repeat accident types; and
- ❖ Set annual accident reduction goals (or some other appropriate time frame) and track all accidents to determine progress in meeting the entity's reduction goals. (See also Appendixes 6, 7 and 8)

Vehicle Maintenance:

The Transportation Supervisor and/or Superintendent shall:

- ❖ Develop and implement a preventive fleet maintenance and repair program based on vehicle manufacturer's recommendations and in compliance with all state and federal laws and regulations;

- ❖ Perform vehicle safety checks (lights, wiper blades, tires, other obvious defects) before each use;
- ❖ Maintain written records of all inspections, maintenance and repairs performed on each vehicle.
(See Appendix 11)

Driver Incentive Program:

The Transportation Supervisor and/or the Safety Coordinator shall develop and implement a safe Driver Incentive Program that recognizes and rewards all drivers who have had no accidents in the past year. This can be items such as a "ball cap", a small financial reward, or simply a "Safe Driver" certificate. The purpose of this program is to demonstrate that safe, accident-free driving performance is a high priority of the Preston County Board of Education.

NOTE: All of the following Appendixes are additions to the Fleet Management Section.

BRIM - FLEET MANAGEMENT PROGRAM

Appendix 1

MVR CHECK and EVALUATION

The Preston County Board of Education will request a Motor Vehicle Report for driver applicants being considered for employment in which driving county vehicles or operating their own vehicle for county business will be required. An MVR will be requested from every state the applicant has lived in during the past three years. The Transportation Director will review all MVR information to determine if driver applicant meets the qualification standards regarding driving records.

A formal review of the driver's MVR will be conducted on a/an annual basis (or more frequently where warranted) to ensure that existing drivers are meeting the established qualification standards.

MVR CHECK and POINT STRUCTURE SYSTEM

MVR Check

If a potential employee will be required to operate a county vehicle as part of his/her job requirements, an MVR check must be completed by the Transportation Supervisor or the Superintendent or the Safety Coordinator before s/he may be offered employment.

A point system structure has been established to evaluate new hire and current employee motor vehicle records. If a potential new employee meets or exceeds seven (7) points total within the previous three (3) years or exceeds four (4) points within the previous 12 months, they are not eligible for a position that requires driving an entity vehicle.

The same point policy applies to existing employees as in the hiring process in terms of points assigned to traffic violations or motor vehicle offenses. Driver must not meet or exceed seven (7) points accumulated in a three (3) year period; Motor Vehicle Records will be obtained on all county vehicle drivers every twelve months. Each MVR received will be reviewed in a timely manner and evaluated for compliance. A copy of all records will be maintained in the employee's file along with any corrective action documentation.

Point Structure

Automatic Disqualification to operate a county vehicle

No potential new or current employee will be allowed to drive an entity vehicle (including personal vehicle) for county business if his/her MVR reveals:

- ❖ Murder or assault with a motor vehicle;
- ❖ Theft of a vehicle;
- ❖ Hit and run;

- ❖ Negligent homicide;
- ❖ An alcohol related offense in the last 3 years; or
- ❖ Illegal drug offense in the last 3 years.

7 point offenses:

- ❖ DWI, DUI, OWI (alcohol or drugs);
- ❖ Reckless driving resulting in bodily injury or property damage. Fleeing a police official;
- ❖ Leaving the scene of an accident;
- ❖ Driving with a suspended/cancelled/revoked license; or
- ❖ Racing on public road.

4 point offenses:

- ❖ Speed in excess of 15 mph over posted speed limit. Failing to stop for a school bus;
- ❖ Failing to stop at a railroad crossing; or
- ❖ Second preventable accident.

3 point offenses:

- ❖ Failure to obey a traffic control device. Failure to yield right of way;
- ❖ Speed too fast for conditions;
- ❖ Following too close;
- ❖ Careless/Reckless driving; or
- ❖ One preventable accident.

1 point offenses:

- ❖ Seat belt violations; or
- ❖ Failure to use turn signal. Improper stop/parking.

BRIM - FLEET MANAGEMENT PROGRAM

Appendix 2

SUGGESTED DEFENSIVE DRIVING POLICY

The Preston County Board of Education is strongly committed to a sound and thorough defensive driving policy. While operating county vehicles, drivers should always drive in the safest manner possible. Specifically, our drivers must operate county vehicles in accordance with all provisions of The Commercial Vehicle Safety Program.

Full-time and designated part-time employees driving Preston County vehicles shall be required to attend a driver training session. Completion of the training may be accomplished by attending a local training session arranged by the Safety Coordinator.

- ❖ Assignments for classes shall be made by the Transportation Supervisor or the Safety Coordinator to insure class quotas are met and to maintain satisfactory work schedules.
- ❖ Frequency of employee attendance of Driving Courses shall be once per year.
- ❖ New employees required to drive Entity vehicles shall be required to complete the Driving Course satisfactorily before starting their driving assignment.

The core concepts of defensive driving are:

- ❖ Recognize the hazard;
- ❖ Understand the defense; and
- ❖ Act in time.

A detailed list of topics that may be covered in a driver training session may be found in the BRIM Loss/Control Manual which may be found at:

<http://www.state.wv.us/Brim/Loss/Loss%20Control%20Manual.pdf>

BRIM - FLEET MANAGEMENT PROGRAM
Appendix 3

DEFENSIVE DRIVING COURSE COMPLETION FORM

_____ has successfully completed the Defensive Driving Course Training. Completion of this course is required before any employee is authorized to drive a county vehicle. The Board requires that this course be repeated on an annual basis for employees to remain eligible to drive county vehicles.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

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Appendix 4

POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM

I have received the proper training in the fleet safety policies and procedures. I understand that it is my responsibility to adhere to these policies. I also understand that it is my responsibility to observe all policies and procedures concerning the proper and safe operation of a county vehicle.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

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Appendix 5

"ROOT CAUSE" ACCIDENT INVESTIGATION

Background:

Typically, the focus of an accident investigation has been to determine the *cause* of the accident, find out who is to blame, and discipline or punish those responsible. It is essentially a negative process. An "after-the-fact", reactive process.

Root Cause Accident Investigation is, by contrast: A Proactive Process

Its goal is to prevent this kind of accident from happening in the future. It is a positive process. One might say its purpose is to find the "cause of the cause" of the accident.

A Root Cause Accident Investigation goes beyond *WHAT* happened, and focuses on *WHY* the accident happened. And it focuses on prevention.

How It Works:

In general, accidents are caused by either:

- ❖ Unsafe acts (a failure to select the proper course of action, an error in following a plan, or a violation of a known rule or code), or
- ❖ Unsafe conditions, or
- ❖ A combination of the two.

For example, an unsafe act and unsafe condition combination could be a company attitude that encourages workers to work as quickly as possible. This may force workers to "take shortcuts" and commit unsafe acts.

General Principles in Performing a Root Cause Accident Investigation:

- ❖ Generally, an immediate supervisor should perform the investigation.
- ❖ Investigate the accident as soon as possible. Thus, events will be as close to the original circumstances as possible; memories will be fresh; the scene will be less likely to have been tampered with; witnesses will have less time to compare their versions of what happened.
- ❖ Go to the scene and document the information obtained. WHO-WHAT-WHEN-WHERE-HOW.
 - Who was involved? Try to speak to everyone who saw the accident.
 - What happened? Take photos; make measurements, etc. "A picture is worth a thousand words".
 - What was the time-line of events?
 - Where exactly did the accident take place? What were the geographical/physical factors?

- Establish a chain-of-events. How did it happen?
- ❖ Approach the investigation with an open mind. Make certain to get rid of any preconceptions you might have about the circumstances or people involved - get someone else to do the investigation if you feel you cannot.
 - The purpose of the investigation is to gather information; not to assign blame.
 - Ask as many questions as necessary.
 - Ask open-ended questions (i. e., avoid questions that allow a "yes" or "no" answer). Do not ask *leading* questions ("This happened because. . ., right?").
 - Put people at ease when interviewing.
- ❖ Do not make assumptions or speculate - let the facts speak for themselves. Avoid the tendency to stop the investigation when the "careless person" has been identified.

Once All the Necessary Information Has Been Gathered:

Complete a **ROOT CAUSE ACCIDENT INVESTIGATION FORM**. If this is completed *before* the facts are in, you will be "putting the cart before the horse".

Use all the facts gathered in the course of the investigation as your resource: Interviews, photos, company policies, etc.

So Now What?

Once the root cause(s) have been determined, and the Accident Investigation Form completed, you must suggest and take **CORRECTIVE ACTION**.

- ❖ Write up your conclusions: ("cause" and "root cause"), and formulate a **REPORT**. This should be a Corrective Action Plan.
- ❖ Look for similar circumstances in the workplace, and make any necessary change: to prevent a recurrence. Refer to the Corrective Action Plan.
- ❖ Make certain all employees and supervisors are aware of the change by:
 - Holding tool box talks and
 - Developing a departmental training on the new policy/procedure.

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Appendix 6

GUIDELINES for DETERMINING NON-PREVENTABLE/PREVENTABLE ACCIDENT

The following guidelines will be used by The Safety/Loss Control Committee for the purpose of determining accident preventability.

General guidelines - barring extenuating circumstances and maintaining the reasonable action standards, accidents are generally preventable if:

- ❖ Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident;
- ❖ Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions;
- ❖ Driver's speed precluded stopping within available clearances or assured clear distance;
- ❖ Driver misjudged or did not confirm available clearances (above, below, or on the sides) resulting in the striking of a fixed object;
- ❖ Driver failed to control the vehicle;
- ❖ Driver failed to yield the right of way resulting in an accident (or to avoid an accident);
- ❖ Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means; or
- ❖ Driver was in violation of company operating rules or special instructions, the regulations of a federal or state regulatory agency, or any applicable traffic law or ordinance.

Struck in rear by other vehicle - Non-preventable if:

- ❖ Driver's vehicle was legally and properly parked unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere";
- ❖ Driver was proceeding in his/her own lane of traffic at a safe and lawful speed;
- ❖ Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic;
- ❖ Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his/her intention to turn; or
- ❖ Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals except, see "Mechanical Defects Accidents" - except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- ❖ Driver was passing slower traffic near an intersection and had to make a sudden stop;
- ❖ Driver made a sudden stop to park, load or unload;
- ❖ Driver was improperly or illegally parked;
- ❖ Driver made any other type of unnecessary sudden stop; or
- ❖ Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

Struck while parked - Non-preventable if:

- ❖ The driver was properly parked in an area where permitted. - Unless there was extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere";
- ❖ Unless there was off-the-road parking available; or
- ❖ The vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

Mechanical defect or breakdown accidents - Preventable if:

- ❖ Defect was of a type which driver should have detected during a proper pre-trip inspection of Vehicle;
- ❖ Defect was of a type that the driver should have detected during the normal operation of the Vehicle;
- ❖ Defect was caused by the driver's abusive operation of the vehicle; or
- ❖ Defect was known to the driver but was operated regardless of his knowledge.

Side-swiped or head-on collisions - Preventable if:

- ❖ Driver was not entirely in the proper lane of travel;
- ❖ Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision;
- ❖ Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane; or
- ❖ Driver was weaving to the right or left, thus crowding the passing vehicle.

Striking other vehicle in rear collisions - Non-preventable if:

- ❖ Other vehicle rolled backward while starting on grade; or
- ❖ Driver's vehicle was stopped but was hit from behind and pushed into another vehicle.

Preventable if:

- ❖ Driver failed to maintain safe following distance and have the vehicle under control;
- ❖ Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped or slowing down;
- ❖ Driver misjudged rate of overtaking vehicle;
- ❖ Driver came too close before pulling out to pass;
- ❖ Driver started up too soon or too fast for vehicle ahead;
- ❖ Driver failed to leave sufficient room for passing vehicle to get safely back in line; or
- ❖ Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

Accidents at intersection - Non-preventable if:

- ❖ Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- ❖ Driver failed to control speed so that the vehicle could stop within available sight distance. Driver failed to check cross traffic and wait for it to clear before entering intersection;
- ❖ Driver pulled out in the face of oncoming traffic;
- ❖ Driver collided with person, vehicle, or object while making a right or left turn; or
- ❖ Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

Backing accidents - Preventable if:

- ❖ Driver backed up when backing could have been avoided by better route planning;
- ❖ Driver backed into traffic stream when such backing could have been avoided;
- ❖ Driver failed to get out of cab and check the immediate situation and proposed path of backward travel;
- ❖ Driver depended solely on mirrors when it was practicable for s/he to look back;
- ❖ Driver failed to get out of cab periodically and recheck conditions when backing a long distance;
- ❖ Driver failed to sound horn while backing;
- ❖ Driver failed to check behind vehicle parked at curb before attempting to leave parking space;
- ❖ Driver backed from blind side when a sight-side approach could have been made;
- ❖ Driver failed to use a guide (spotter) to help back, or depended solely on a guide; or
- ❖ Driver relinquished all responsibility to guide.

Accidents while passing or being passed. - Preventable if:

- ❖ Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.;
- ❖ Driver attempted to pass in the face of closely approaching traffic;
- ❖ Driver failed to warn driver of vehicle being passed;
- ❖ Driver failed to signal change of lanes;
- ❖ Driver pulled out in front of other traffic overtaking from rear;
- ❖ Driver cut-in short returning to right lane;
- ❖ Driver failed to stay in own lane of traffic; or
- ❖ Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

Accidents while entering traffic (merging) - Preventable if:

- ❖ Driver failed to signal when pulling out from curb;
- ❖ Driver failed to check traffic before pulling out from curb;
- ❖ Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions;
- ❖ Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction; or
- ❖ Driver failed to make full stop before entering from side street, alley, or driveway. Driver failed to make full stop before crossing sidewalk. Driver failed to yield right-of-way to approaching traffic.

Accidents involving pedestrians and bicycles - Non-preventable if:

- ❖ Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

Preventable if:

- ❖ Driver did not reduce speed in area of heavy pedestrian traffic. Driver was not prepared to stop;
- ❖ Driver failed to yield right of way to pedestrian; or
- ❖ Driver failed to stop when passing a streetcar or bus on the right.

Accidents involving rail operated vehicles (railroad crossings) - Preventable if:

- ❖ Driver attempted to cross tracks directly ahead of train or streetcar. . Driver ran into side of train or streetcar;
- ❖ Driver stopped or parked on or too close to tracks;
- ❖ Driver failed to yield right-of-way to trolley; or
- ❖ Driver failed to stop at the railroad crossing.

Miscellaneous accidents - Preventable if:

- ❖ Driver was making a "U" turn;
- ❖ Driver was pulling away from the curb or other parking space;
- ❖ Driver was entering traffic from a driveway, or private alley;
- ❖ Driver was giving a push or was being pushed;
- ❖ Vehicle moved due to faulty brakes;
- ❖ Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chock;
- ❖ Collision with fixed objects – poles, gates, light stanchions, etc.; or
- ❖ Non-collision accidents, such as an overturn, or running off road.

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Appendix 7

STRATEGIES FOR REDUCING / ELIMINATING BACKING ACCIDENTS

Backing is one of the most common causes of vehicle accidents. A major reason for this is that most vehicles are not designed to be driven backwards; if they were, the steering wheel would be at the rear! Therefore, eliminating backing accidents begins with the recognition that in backing you are performing one of the most dangerous (and accident-prone) maneuvers you can.

Basic Strategies:

❖ **AVOID BACKING WHENEVER POSSIBLE.**

- Pull forward into head-on spaces in large parking lots so that you both pull straight in *and* are able to simply pull forward (not back out) when departing.
- Pull around and park at busy parking areas (i. e., convenience stores, etc.) heading out and giving yourself a short walk to the entrance instead of just pulling into the slot nearest the entrance. This has the added benefit of giving you a bit of exercise!
- Back into (instead of pulling into) parking spaces when possible and safe. This way, you can "check out" the place you are going to back into easily (right from the driver's seat) and can be certain there is no one behind you. And you will never back into a car coming down the open aisle when leaving, since you will just be pulling forward and out.
- Plan your route to avoid backing whenever possible. School buses and delivery vehicles that make predictable stops should arrange their routes to eliminate as many places where they back as possible.

❖ **IF YOU ABSOLUTELY MUST BACK UP:**

- Get out of your vehicle and check out the rear of the vehicle before getting in to back up. This way you can make certain there is adequate space behind you to safely back up, that no one has pulled in behind you, and that there are no objects or obstacles that may present a danger when you back up. You can also plan your backing route.
- Have a spotter positioned behind the vehicle, if possible, to supply input and a real-time progress report. But always remember, you are still responsible for whatever happens, since *only you have the ability to actually stop or steer the vehicle.*
- Always back UP the absolute minimum amount needed to clear the space in front to resume driving forward. For example, if you have to back out of a parking space, only back enough to give you the room to clear the rear of the vehicle parked next to you- don't back way down the aisle until you're headed straight out the lot. Make a 2 or 3-point turn, if necessary, to avoid unnecessary backing.
- Beep your horn (or better yet, have a back up alarm installed on the vehicle) before commencing backing maneuvers.
- Frequent backers (viz., school buses, etc.) should have a back UP
- Camera installed to aid in seeing objects behind your vehicle.

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Appendix 8

HUMAN FACTORS IN FAILURES

Personal Factors:

Deficiencies in knowledge or skills.

- ❖ Lack of awareness of failure modes ("what could go wrong"). Lack of job knowledge.
- ❖ Lack of job skills.
- ❖ Lack of adequate training or instruction.

Conflicting motivations.

- ❖ Trying to save time or effort.
- ❖ Avoiding discomfort.
- ❖ Showing off - trying to get attention.
- ❖ Asserting independence ("I don't have to do it that way"). Seeking approval from a group. .
- ❖ As a way of expressing your resentment or anger towards someone or something.

Physical or mental incapacity.

- ❖ The worker has too much information to think about ("information overload").
- ❖ The task is beyond the person's physical capabilities.
- ❖ The person is too tired to perform the work correctly.

External Factors:

Management Factors.

- ❖ Failure of management to properly instruct, inform or train.
- ❖ Failure of management to properly supervise.
- ❖ Inadequate/careless maintenance of equipment.
- ❖ Poor purchasing practices (failure to consider loss prevention requirements into specifications).
- ❖ Poor work practices or procedures (written or informal policies).

Peer Pressure.

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Appendix 9

DRIVER INSTRUCTIONS FOR REPORTING VEHICLE ACCIDENT

- Step 1: Stop, stay calm.
- Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.
- Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.
- Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.
- Step 5: After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident, to your supervisor.
- Step 6: Complete accident reports as required by the Safety Coordinator.

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Appendix 10

SAFETY COORDINAOR'S ACCIDENT INVESTIGATION REPORT

EMPLOYEE INFORMATION

Name _____

Job Title _____

Date of Injury _____

Time of Injury _____ Employee's normal work hours _____

DESCRIPTION OF ACCIDENT

1. How did the accident happen? Include the time-line of events. _____

2. Where did the accident occur? _____

3. List names & contact information for any witnesses. _____

INJURIES

Was anyone injured? _____ Who? _____

Was medical treatment sought or administered? _____

Nature and extent of injuries _____

Is this a Worker's Compensation claim? Is there any reason to doubt its validity? _____

CAUSE

Identify the root cause(s) of the accident by checking the appropriate box(es) below.
All causes must be identified.

ORGANIZATIONAL

- | | |
|---|--|
| <input type="checkbox"/> No/inadequate job training | <input type="checkbox"/> Inadequate maintenance |
| <input type="checkbox"/> Failure to enforce safety policies | <input type="checkbox"/> Inherently unsafe equipment |
| <input type="checkbox"/> Lack of safe job procedure | <input type="checkbox"/> Lack of appropriate guards, etc |
| <input type="checkbox"/> Lack of appropriate safety equipment | <input type="checkbox"/> Lack of supervisory oversight |
| <input type="checkbox"/> Lack of incentive to work safely | <input type="checkbox"/> Safety staff inadequate |
| <input type="checkbox"/> Management disinterest in job safety | <input type="checkbox"/> Other (specify) |

If any above box is checked, why did this condition exist? _____

UNSAFE CONDITION

- Inclement weather/conditions
- Use of unsafe equipment
- Acts of non-employee
- Defective tools or equipment
- Poor/inadequate lighting
- Other (specify)

UNSAFE ACT

- Unauthorized use of equipment
- Using equipment unsafely
- Failure to use safety equipment.
- Operating at unsafe speed
- Driver/operator inattention
- Distraction, teasing, horseplay
- Other (specify)

If any above box is checked, why did this condition exist? _____

PERSONAL CONDITION

- | | |
|---|--|
| <input type="checkbox"/> Employee's medical condition | <input type="checkbox"/> Employee's off-job activities |
| <input type="checkbox"/> Employee personal problems | <input type="checkbox"/> Other (specify) |

PREVENTIVE ACTIONS TAKEN

Corrective action proposed _____

Person Responsible _____ Target Date _____

Action Taken _____

Date Complete _____

Safety Coordinator

Date

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Appendix 11

VEHICLE PRE-TRIP INSPECTION REPORT

Driver:	Today's Date	
Vehicle ID No:	License Plate No:	
Expiration Date:	Odometer Reading	
X – Satisfactory	Dates	O – Requires Attention
Vehicle Inspection		Comments
Check tires for proper condition and inflation		
Check wheels for loose hub bolts and lube leaks		
Check for proper steering functions		
Check lighting systems, wipers, and horn		
Check brakes and warning lights		
Check doors, windows, and operating mechanisms		
Check first aid kit, fire extinguishers, and emergency devices		
Check back up alarm and stop arm		
Check exhaust for leaks and fumes		
Regularly check the oil, coolant, washer fluid, steering fluid and fuel		
Driver's Initials		

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Appendix 12

Sample Vehicle Maintenance Acknowledgement Form

I have received the proper training in daily vehicle inspection procedures. I understand that it is my responsibility to inspect all fluid levels, lights, tires, and safety equipment each day before I use the vehicle. I understand that it is my responsibility to report any and all vehicle defects and safety concerns. I also understand that it is my responsibility to observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

Driver Name (Print)

—

Driver Signature

Date

Supervisor Signature

Date

CAFETERIA and FOOD PREPARATION AREA

The proper preparation and handling of food is an essential element to prevent illnesses and ensure a safe school environment. The following precautions, procedures, and requirements must be adhered to very closely.

Burn Prevention:

- ❖ Use thick, dry potholders;
- ❖ Use long-handled stirring devices;
- ❖ Wear insulated gloves or mitts when removing hot pans;
- ❖ Wear insulated gloves in rinse water 170° or greater;
- ❖ Lift lids away from yourself to avoid steam contact;
- ❖ Do not fill kettles too full;
- ❖ Avoid spattering and splashing; and
- ❖ Point pan handles away from traffic.

Housekeeping:

- ❖ Storage areas, bathrooms, equipment, and kitchen must be kept clean and sanitary;
- ❖ Damage or spoilage must be reported and disposed of immediately;
- ❖ Personnel must adhere to procedures for pest control. Pests carry diseases and viruses and must be controlled;
- ❖ Clean up spills immediately;
- ❖ Lighting and ventilation are adequate;
- ❖ Exhaust hoods, filters, and ducts must be cleaned regularly;
- ❖ Aisles and passage ways must be clear and unobstructed;
- ❖ Waste receptacles must be emptied before overflowing;
- ❖ Broken glass and china must be discarded in a separate receptacle;
- ❖ Floors must be free of cracks, holes, broken tiles, and other defects;
- ❖ Greasy rags must be collected in closed metal containers; and
- ❖ Mop bucket water must be properly disposed of.

Storage and Material Handling:

- ❖ Ladders used to reach material on shelves must be of proper length;
- ❖ Heavy objects should be stored on bottom shelves;
- ❖ All disinfectants and toxic materials must be stored away from foodstuffs;
- ❖ Hand trucks, dollies and carts should be properly loaded;
- ❖ Materials must be stored in a manner to prevent falling or collapse;
- ❖ Point of operation guards must be provided on cutting, slicing, chopping and grinding equipment;

- ❖ Belts, pulleys, shafts and other moving parts of power driven machinery must be enclosed;
- ❖ Electrical equipment must be grounded and wiring in good condition and free of grease;
- ❖ Dry chemical, halon or carbon dioxide fire extinguishers provided in the kitchen area;
- ❖ Equipment stands must be sturdy and secure; and
- ❖ Food storage and serving racks must be sturdy and secure.

Knife Safety:

The most commonly used tool and the greatest source for an accident is a knife. The following safeguards should be used during cutting activities:

- ❖ Mesh safety gloves are available in the kitchen and are used when cutting activities are prolonged and repetitive;
- ❖ Use a plastic or glass cutting board;
- ❖ Firmly hold food against cutting board with fingers curved;
- ❖ Keep point of knife on cutting board;
- ❖ Do **not** cut toward your body;
- ❖ Wash knives directly after use. Do **not** put knives in soapy water where they cannot be seen;
- ❖ Keep sharp edge of knife away from body while washing;
- ❖ Knife racks must be provided and knives must be returned to racks after use;
- ❖ Keep knife sharp. Dull knives are harder to work with and cause more accidents;
- ❖ Do not try to catch knife that is falling or has been dropped;
- ❖ Choose the right knife for the job, use only for the intended purposes;
- ❖ Do not use damaged knives; and
- ❖ Clean the knife handle if it becomes slippery during use.

Dishwasher Safety:

Proper dishwashing will protect against the spread of bacteria causing food borne illness. Kitchen personnel should adhere to the following procedures:

- ❖ Keep equipment clean;
- ❖ Inspect equipment prior to use;
- ❖ Inspect detergent and chemical dispensing equipment;
- ❖ Water temperature must be the following;
 - Wash water 150° - 165° Fahrenheit
 - Rinse water 180° Fahrenheit
- ❖ Rack dishes properly;
- ❖ Dishwasher must run full cycle and allow dishes to dry;
- ❖ Sanitize hands going from dirty to clean end of machine; and
- ❖ Be careful of steam and hot parts to avoid burns.

Convection Oven Safety:

- ❖ Use long oven mittens loading and unloading;
- ❖ Load with oven fan off;
- ❖ Arrange pans for maximum air movement;
- ❖ Do not overload oven. Partial loads should be placed in the middle of the rack;
- ❖ Remember cooking time is reduced and requires lower temperatures;
- ❖ Stand well behind the oven door when opening; and
- ❖ Crack oven door one inch or so when opening oven door. This is to allow the burst of hot air to escape in the hood system.

Food Slicer or Chopper Safety:

- ❖ Make sure that assembly and use is per manufacturer's recommendations and specifications;
- ❖ Do not use without safety guards or safety devices;
- ❖ Do not put hands inside bowl while equipment is on;
- ❖ Pusher sticks should be used to feed chopping, cutting or grinding machinery;
- ❖ Remove food only when equipment is completely stopped;
- ❖ Unplug when cleaning or repairing;
- ❖ Inspect prior to use making sure all parts are in the correct position; and
- ❖ Use sharp blades only.

Mixer Safety:

- ❖ Fasten bowl attachment and safety devices before use;
- ❖ Stop machine before scraping down sides of the bowl;
- ❖ Do not put hands or spoons in bowl while in operation;
- ❖ Use protective screens if available;
- ❖ Turn mixer off when changing speeds to protect the gears; and
- ❖ Turn mixer to lowest speed after use.

Food Service Safe Practices:

- ❖ Proper lifting techniques must be used;
- ❖ Employees should be discouraged from wearing loose clothing or jewelry around machinery;
- ❖ Promptly report all maintenance problems to the Maintenance Department:
 - Gas leaks or odors;
 - Refrigerator or freezer;
 - ✓ Improper temperatures. Document temperatures daily;
 - ✓ Any needed repairs.

- Hood system problems;
- Lighting repairs; and
- Equipment malfunctions.

Proper Attire:

Proper attire includes clean clothes/uniform and a hair restraint. Shoes that are comfortable, low-heeled, and non slip soles are recommended. Clogs or slip-on shoes are not acceptable. Also, no jewelry should be worn.

FIRE SAFETY

The protection of employees and students, not the preservation of facilities, is the primary concern of the Preston County Board of Education.

Maintaining Avenues of Egress:

An avenue of egress is a continuous and unobstructed way of travel from any point in a building to an outside exit. Inadequate exits have caused massive disasters and loss of life, prompting public attention and new facility fire codes.

All facilities shall have posted emergency action plans that include evacuation routes to be used in the case of an emergency. The plan must be posted in each room in each facility. The fundamental requirements of an emergency exit plan are:

- ❖ Prompt and convenient escape;
- ❖ **No locks or devices to prevent egress;**
- ❖ The means of egress is clearly visible and understandable. Doorways that could be mistaken for an exit must be marked, **“Not an Exit”**;
- ❖ Exits shall be illuminated;
- ❖ Adequate fire alarm equipment to alert occupants; and
- ❖ Maintain and inspect sprinkler systems or equipment where provided.

Protective enclosures of exits three stories or less must be one hour fire resistance with self closing devices. Multiple exits should be available and separated as far apart as possible. Exits must be readily available at all times. Doors must swing with exit travel. Mirrors may not be placed on exit doors. Minimum width of an exit is 28 inches.

Floors must be a smooth surface

Absolutely no smoking in or on school property.

Guardrails are required for open sides above ground level. Exterior routes must be roof covered with no obstructions.

Discharge routes must lead directly to open space, yard, or street. The discharge area must be adequate to accommodate all who leave the facility from such an exit.

The avenue of egress must have a minimum height of 7 feet, 6 inches headroom, and lights must be at least 6 feet 8 inches from the floor.

NO FURNISHING OR DECORATIONS ARE PERMITTED WHICH OBSCURE OR OBSTRUCT THE AVENUE OF EGRESS. STAIRWELLS MAY NOT BE USED FOR STORAGE.

Training:

Training is required when an emergency plan is developed or whenever the plan is changed. Each school shall have at least one employee who is trained in First Aid and CPR.

Proper housekeeping and storage precautions shall control the accumulation of flammable or combustible waste materials. Precautions storing such materials near heat producing equipment shall be taken to prevent accidental ignition. Appropriate storage cabinets and containers are to be used.

Approved fire extinguishers will be used in Preston County Schools. Extinguishers will be hydrostatically tested every 6 years. Extinguishers shall be inspected and tagged annually by a certified technician.

School labs are equipped with emergency blankets, fire extinguishers, and emergency gas shut off valves.

Sprinkler Systems:

Sprinkler systems must be inspected monthly (initial and date on monthly inspection form). Valves must be visibly tagged in the open position, without obstruction by materials or storage. Sprinkler systems shall be inspected quarterly by a certified technician. A main drain flow test must be performed annually. The inspector's test valve shall be opened every two years.

Vertical clearance must be 18 inches between sprinklers and materials below. Fire pumps should be started and inspected monthly and storage tank inspected for fuel level.

Supervised Fire Alarms:

If a fire system is inoperable, notification of occupants and temporary precautions must be taken to assure safety until the system is restored. A fire alarm system must be maintained in all school buildings and inspection of the system must occur monthly.

Fire Drills:

Ten Fire Drills are to be performed throughout the school year. Hallways must provide a six foot wide clearance to exits. Handrails may not project more than five inches. Speed, proper order, and discipline are essential in safe evacuation. Drills are designed to train children to the action to be taken during an emergency. No notification or fixed time should be set for the drills. Staff must be assigned to search bathrooms or other rooms and take roll and verify students' evacuation. The date and evacuation time shall be recorded on the State Fire Marshall Report Form which is provided for each school.

Elevators may not be used for the purposes of an evacuation during the fire drill.

Daily Safety Inspections:

It is the responsibility of the principal or designee to inspect daily to ensure the following prior to occupancy:

- ❖ Exit doors are unlocked and unobstructed during occupancy; and
- ❖ Stairways and exits are clear and unobstructed.

Verify exit lights are in working order. Exits must be unobstructed. Remove accumulation of snow or ice that would interfere with exiting during an emergency.

Emergency lights must be tested monthly.

HAND and PORTABLE POWER TOOLS

The greatest hazard posed by hand tools results from misuse and improper maintenance.

Hand Tools

Examples of misuse include the following:

- ❖ Do not use a screwdriver for a chisel, the tip may become a projectile;
- ❖ Do not use a hammer or ax with loose handles;
- ❖ Do not use a wrench if jaws are sprung;
- ❖ Do not use an impact tool with mushroomed or dull edges;
- ❖ Do not use dull knives, blades, scissors, etc.;
- ❖ Be aware of others in the proximity of work activities;
- ❖ Be aware and take precautions with flammable substances; and
- ❖ Use proper protective equipment.

Power Tools:

Potential hazards and safety precautions include, but are not limited to, the following:

- ❖ Do not carry a tool by the cord or hose;
- ❖ Do not yank or pull cord to disconnect from receptacle;
- ❖ Do not use damaged tools;
- ❖ Do not remove equipment guards or safety switches;
- ❖ Do not use electric tools in wet locations;
- ❖ Keep cords from heat, oil, and sharp edges;
- ❖ Keep cutting tools sharp and lubricated;
- ❖ Keep good footing and maintain balance;
- ❖ Use tools with three-wire cords, grounded, and insulated;
- ❖ Use hearing protection when needed;
- ❖ Disconnect tools before servicing;
- ❖ Secure work with clamps or vise, freeing both hands when possible;
- ❖ Wear proper apparel, no jewelry;
- ❖ Gloves and safety footwear are recommended;
- ❖ Compressed air guns must never be pointed toward anyone; and
- ❖ Store tools in a dry place.

Jacks must be permanently marked with the manufacturer's load limit. Load limit should never be exceeded. Jacks must have a device to stop them from over extending. A jack must not be used to support a lifted load. Once load is lifted, it must be blocked and secured.

HAZARDOUS CHEMICALS COMMUNICATION PROGRAM

The (OSHA) Hazard Communication and Right to Know Legislation require employees and building occupants are informed of hazards in the work environment. Chemical exposure may cause or contribute to serious health effects. Some chemicals have the potential to cause fires or explosions. Communication of hazards in the workplace will enable employees to contribute to the protective measures needed and minimize exposure.

To convey hazard information, Material Safety Data Sheets (MSDS) will be provided in all facilities. MSDS's are required for each chemical used in all facilities of the Preston County Board of Education.

Each MSDS identifies the chemical identities, physical characteristics, acute and chronic health effects exposure limits, precautionary measures, storage requirements, and emergency and first aid procedures.

Labels on containers provide hazard information and directions; therefore, they must not be removed. Materials shall not be stored in unmarked containers.

An inventory of all hazardous chemicals must be on file with the copies of the corresponding MSDS's in the facility. The Director of Maintenance or the Director of Safety and Health will supply a list of hazardous materials ordered by individual schools or other central office staff. To obtain a MSDS, simply contact the vendor supplying the product. If you cannot obtain the MSDS as requested, you may need to contact the area OSHA Office.

When possible, substitute a less hazardous material to reduce exposure and provide safe work practices.

Chemical labs in the high school are required to inventory, properly handle and properly dispose of chemicals. Emergency eye wash stations and emergency showers are provided.

Gasoline and diesel tanks shall meet or exceed state and federal guidelines.

HEAD PROTECTION POLICY

Most workers who suffer from head injuries were not wearing head protection and were injured while performing their normal jobs. When practical for the particular job, hard hats should be worn to resist penetration and absorb the shock of a blow.

Head injuries from falling objects, or bumping head on fixed objects could be avoided by wearing hard hats. Protective hats will also protect against electrical shock. Head protection should meet federal safety guidelines.

Head protection classes are as follows:

- ❖ Class A – Impact hazards;
- ❖ Class B – Electric shock and burn;
- ❖ Class C – Comfort and impact – not electric shock.

Head protection should be water resistant, fire resistant, ventilated, adjustable in 1/8 inch size increments, and clean. Inspect head protection for dents, cracks and mutilations. Do not store in direct sunlight or extreme heat both of which will adversely affect the protection.

HEARING PROTECTION

The level of 85 dBA for an eight hour period has been established as permissible exposure level. Levels of sounds beyond the permissible exposure limit or at levels which are uncomfortable must be reduced by wearing hearing protection or engineering controls.

If employee's exposure levels are 85 dBA for an eight-hour time weighted average, a hearing conservation program should be implemented to include the following:

- ❖ Exposure monitoring;
- ❖ Audiometric testing;
- ❖ Hearing protection;
- ❖ Employee training; and
- ❖ Record keeping.

Note: Contact the Safety Coordinator if there is exposure above the permissible limit. 304-329-0580

Employees should be mindful that hearing loss may occur owing to short or long term exposure to high levels of sound and they should take precautions if situations occur that could expose them to unsafe levels. Earmuffs provide better protection at high levels of sound.

LADDER and SCAFFOLD SAFETY

Portable Ladders:

Poorly designed, maintained, or improperly used ladders may cause an employee to fall.

The three types of ladders include:

- ❖ Stepladders - self supporting;
- ❖ Single-step ladders - non self-supporting; and
- ❖ Extension ladders - non self-supporting, adjustable length.

Requirements for Ladders Include:

- ❖ Stepladders may not be longer than 20 feet;
- ❖ Stepladders must be equipped with a metal locking spreading device;
- ❖ Single-step ladders may not be longer than 30 feet;
- ❖ Extension ladders may not be longer than 60 feet;
- ❖ Ladders must be maintained in good condition and unsafe ladders should be disposed of;
- ❖ Inspect ladders prior to use;
- ❖ Ladders must be placed with a secure footing or must be held in position;
- ❖ Extension ladders must be extended three feet above the point of support, roof, or platform;
- ❖ The pitch of extension ladders should not exceed one fourth the distance from the base of the ladder to where it touches the point of support;
- ❖ Always face the ladder when climbing up or down;
- ❖ Never use the top step of a stepladder;
- ❖ Use fiberglass or wood ladders instead of metal ladders when working near electrical equipment; and
- ❖ Use both hands when climbing or descending a ladder.

Fixed ladders permanently attached to a structure must not exceed 30 feet. Fixed ladders exceeding 20 feet extend 42 inches above landing and 8 feet above the base.

Scaffolding General Requirements:

- ❖ Sound footing that will carry maximum intended load without displacement. Do not use unstable objects such as blocks to support scaffolds;
- ❖ Scaffolds must be maintained in a safe condition;
- ❖ Inspect scaffolds prior to use;
- ❖ Use a ladder to gain access to working platform;

- ❖ Guardrails, middle rails, and toe boards should be used on all open sides and ends of platforms above 10 feet; and
- ❖ Do not use scaffolds during rain, high winds, or when covered with ice or snow.

LIFTING and BACK INJURIES

Back injuries account for one-fifth to one-fourth of all workplace injuries, are a leading cause of injuries under the age of 45. The best way to avoid lifting injuries is by reducing lifting where possible. Mechanical lifts should be utilized as often as possible.

A summary of lifting techniques and generally accepted recommendations to reduce back injuries include the following:

- ❖ Lift with the legs, bending at the knees, not with the back;
- ❖ Keep the load close to the body;
- ❖ Avoid twisting and turning while lifting;
- ❖ Determine what constitutes a safe load for you to lift;
- ❖ Set the load down the same way it was lifted;
- ❖ Pushing a load has less strain than pulling a load;
- ❖ Long hours of sitting or standing can cause back problems;
- ❖ Do not lift alone if assistance is available;
- ❖ Make sure you have secure footing;
- ❖ Get a good grip on the object to be lifted; and
- ❖ Keep your back straight.

MACHINE and EQUIPMENT SAFETY

DO NOT USE EQUIPMENT and machinery that may be deemed unsafe. Wear proper protective equipment during use of machinery.

Where a moving part or machine could come into accidental contact causing injury to the operator, (employees or students) the hazard must be safeguarded, controlled or eliminated. Tragic injuries such as crushed hands, arms, severed fingers, blindness or other serious injury must be avoided.

The point of operation where the work is performed, such as cutting or shaping, must be safeguarded.

All the components that power the apparatus or machine, such as pulleys, belts, gears, chains, flywheels, etc. must be safeguarded.

Rotation motion of moving parts that could grip clothing or force a body into a dangerous condition must be safeguarded. Nip points and reciprocating motions that can crush or entangle must be safeguarded.

Cutting actions at the point of operation must be safeguarded as well as protection from flying parts which may cause eye injuries. Shields providing protection from flying particles must be used when possible.

Safeguards must prevent contact of body parts near hazardous moving parts. The safeguard must be secured, durable, and not easily removed. Safeguards must not have pinch points, jagged edges, sharp edges or points, or surfaces that may create a hazard.

Training must involve instruction and hands on training. Employees (and students) must be familiar with the use of the equipment before use. Only in rare circumstances may a safeguard be removed (only for maintenance). The guard shall be immediately secured to the equipment after the maintenance is performed.

Devices or sensors that may stop the machine if hazards occur must be used and not disconnected.

Restraint or holdout devices that can be attached to the operator to prevent entering a pre-determined unsafe area must be used when necessary. Two handed controls or trips are devices used to deactivate some machines.

Safety trip controls that deactivate machines in emergency situations must be used when necessary. Emergency cutoff switches must be available when necessary. Gates may be used in some instances to protect point of operation or pedestrians.

Safeguarding by "locating distance" must be used when possible to reduce hazardous conditions.

Holding tools to place and remove items should be used in some instances to prevent reaching into danger areas. Push sticks and blocks are also to be used providing additional safety.

Measures to prevent prolonged or extreme noise may need to be taken and protection from exposure to chemical or substances may need to be taken.

Electrical hazards need to be considered. Equipment must be properly grounded, with no loose connections and the power supply shall have proper protection. Cords shall be double insulated (no visible cuts) and the ground prong shall be intact.

Machines and equipment must be free from visible vibration. Employees are reminded that sound judgment, awareness, and the alertness of the operator are also crucial elements in avoiding hazardous situations.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment should be used to create a barrier against workplace hazards. Personal protection equipment should not substitute for engineering controls or safe work practices. Examples of personal protective equipment include the following: respirators, gloves, steel-toed shoes, eye protection, ear protection, hard hat, aprons, clothing, and work accessories.

Equipment must be maintained in a sanitary and reliable condition. Inspect personal protective equipment prior to use. Employees shall be trained to know what equipment is needed and when to use it. The limitations of personal protective equipment will also be emphasized.

Eye Protection:

Suitable eye protection must be worn where there is a potential for injury from flying debris. Equipment should be adjusted for comfort and fit. Equipment should be durable, kept clean, and disinfected. The majority of eye injuries are caused by eye protection not being used. Always wear eye protection during weed-eating, drilling, welding, hammering, soldering, grinding, or in any situation that may cause an injury to the eyes.

Use water to flush away contaminants from the eyes. Do not rub your eyes; rubbing can scratch the eye or embed the object. Eyewashes have been installed in high school chemical labs. Students must be instructed on the proper use of this equipment. Eye protection equipment must meet federal guidelines.

Foot Protection:

Ten percent of all accidents reported are foot injuries. Steel insoles, insulated with ankle protection and steel-toed shoes are recommended. Neoprene soles provide better traction. Safety boots shall be provided for sewer plant operations.

Hand Protection:

The most used tool in industry or any workplace is the human hand. Hands are exposed to many hazards during work activity. One in four of all injuries are related to hands or fingers.

Injuries to hands to avoid are: cuts, punctures, crushing, electrical, extreme heat and cold, and chemicals. Keep hands clean with germicidal soap and use gloves for the specific hazard. Do not use inappropriate equipment or equipment without proper safety guards or devices. For more information see the section of the policy concerning Machine and Equipment Safety.

PLAYGROUND SAFETY

The majority of serious injuries on playground equipment results from falls to the surface below equipment. Examples of hazards associated with playground are:

- ❖ Impact from moving swings;
- ❖ Inadequate or improper supervision;
- ❖ Contact with protrusions and projections;
- ❖ Pinch points;
- ❖ Sharp edges;
- ❖ Hot surfaces;
- ❖ Playground debris;
- ❖ Structural failure; and
- ❖ Head entrapment.

It is recommended that playgrounds have separate areas for different age groups with appropriately sized equipment. Proper assembly and installation according to the manufacturer's recommendations are crucial for long-term structural integrity and stability.

The principal or designee should inspect equipment frequently for potential hazards and dangerous debris. The preventive maintenance form and check list provided at the end of this section should be used to inspect and report hazards. Maintenance of equipment is critical to avoid injuries.

The purchasers of equipment must ensure that it is durable and appropriate for an outdoor school setting. Materials used must be durable and long lasting. Paints and finishes to equipment must not contain lead. All wood must be treated, but minimize the levels of arsenic.

Hardware used should include fasteners with some locking means so that they will not loosen, experience minimal corrosion, and is easy to lubricate. Rubber matting is expensive, but the best fall protection available. Other materials acceptable are:

- ❖ Wood mulch 5 inches for a height of 6 feet
- ❖ Wood chips 6 inches for a height of 6 feet
- ❖ Sand 10 inches for a height of 6 feet
- ❖ Gravel 6 inches for a height of 6 feet

PLAYGROUND SAFETY REPORT CARD

ITEM	Yes	No
Supervision		
Adults are present when children are on equipment.		
Children can be easily viewed on equipment.		
Children can be viewed in crawl spaces.		
Rules regarding expected behavior are posted.		
Equipment is not overcrowded.		
Age-Appropriate Design		
Playgrounds have separate areas for different age groups (i.e., K-3, 4-6).		
Platforms have appropriate and repaired guardrails and steps.		
Platforms allow change of direction to get on and off structure.		
Signs indicate for which age group the equipment is appropriate.		
Equipment design prevents climbing outside the structure.		
Supporting structure prevents climbing on it.		
Equipment is properly anchored.		
Ample space exists between pieces of equipment.		
Fall Surfacing		
Are jumping pits and sandboxes checked daily and maintained free of foreign objects?		
Is surfacing material even, free of cracks and foreign objects?		
Suitable surfacing materials are provided (rubber, wood chips, sand, gravel, mulch).		
Appropriate depth of surfacing material is provided.		
Does material below all play apparatus provide adequate cushion and checked daily to be free of foreign objects?		
Are apparatus footings and foundations firm, below grade and in safe condition?		
All play surfaces are free of foreign objects (cans, glass, sharp objects, etc.).		
Equipment Maintenance		
Equipment is free of missing or broken parts (i.e., protective caps and devices).		
Equipment is free of head entrapment or clothing catching defects.		
Are racing and assembly joints tight, free from sharp edges and protruding bolts?		
Is all metal equipment free of rust, sharp or protruding surfaces?		
Are metal slides protected from direct sunlight?		
Are all moving parts free of signs of excessive wear and well lubricated?		
Are bearings and fulcrums (teeters) enclosed to prevent hand injuries?		
Is defective and worn equipment removed from use immediately upon discovery?		
Are wood surfaces free of rough, sharp or splintered surfaces?		
Are safety lines around play apparatus clearly marked?		
Is use of apparatus prohibited when wet?		
Equipment is free of cracks and holes.		
Is leather, canvas and rubber material free of rot and excessive wear?		
Is the play area and apparatus inspected daily?		
Total Points		

Scoring System: Total of "Yes" answers in the "Total Points" box at the end of the table.

20 – 25 = A (Excellent) Only moderate work required in "No" areas.

14 – 19 = B (Serious work on "No" areas).

10 – 13 = C (Potentially hazardous conditions; take corrective actions).

6 – 9 = D (Children at high risk. Make immediate improvements).

5 or less = F (Do not allow children on the playground. Make immediate changes)

School and Location _____

Employee Conducting the Inspection _____

Date _____

WALKING and WORKING SURFACES

Slips, trips, and falls constitute the majority of general industry accidents and cause 15% of all accidental deaths.

Housekeeping:

Every space in a facility must be kept clean and orderly. Spaces must be kept in a dry condition as much as possible.

Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, ditches, landings, floor openings, platforms, etc. Platforms 4 feet or higher from adjacent floor will have proper railings; 42 inches for top rail, mid-rail is 21 inches and the bottom rail at 14 inches high on exposed sides. Toe boards are to be 4 inches high and also on all open sides.

Stairways and Railings:

Stairways with four or more risers or more than 30 inches shall have railings 42 inches high. Stairways less than 44 inches wide with both sides enclosed must have one handrail. With open sides, the stairways must have a handrail on each side. Stairways more than 44 inches wide must have one handrail provided on both sides. If a stairway is 88 inches wide, a third handrail is required in the middle of the stairs.

Stairway railings should be 30-34 inches high. The rail is to be three inches from the wall. Winding and spiral stairways shall be equipped with a handrail offset sufficiently to prevent walking on those portions of the stairways where the tread width is less than six inches.

Stairs shall be constructed to be strong enough to carry a minimum of 1000 lbs. and five times the normal anticipated load. Minimum width shall be 22 inches. No overhead obstructions within seven feet are allowed. Long flights of steps should be avoided. The National Safety Council recommends landings every twelfth tread. The minimum length for a landing is 30 inches.

Potential safety hazards include:

- ❖ Weak handrails;
- ❖ Worn or damaged treads;
- ❖ Wet grasping surfaces;
- ❖ Poor housekeeping; and
- ❖ Poor illumination.

Floors:

Floors are to be maintained and kept free of tripping hazards such as: protruding nails, splinters, holes, or loose parts (tiles, boards or carpet). Aisles and passageways are to be kept clear of hazards.

Non-slip wax is purchased for the tile floors. Floor entrance mats must be placed where needed. Wet floor signs shall be put up in cases of wet floors from spills, tracking from wet outside conditions, and when mopping. Gym floors are refinished on an annual basis.

SECTION FIVE
Safety Inspection Checklists

Food Service Department Safety Inspection Checklist

Principals' Semi-Annual Safety Inspection Checklist

Maintenance and Transportation Departments Safety Inspection Checklist

Preston County Schools Monthly School Safety Checklist

Food Service Department Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and March 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Inspector _____ Date _____

School/Location _____

	Circle One	Comments
Is there documentation of required employee safety and health training?	Y / N N/A	
Are emergency telephone numbers posted?	Y / N N/A	
Are employees trained in first aid/CPR?	Y / N N/A	
Is there a first aid assistance chart posted?	Y / N N/A	
Is a telephone available with outside direct dial capability?	Y / N N/A	
Are food service areas kept clean, orderly and sanitary?	Y / N N/A	
Are ovens and fryers cleaned regularly to prevent grease build up?	Y / N N/A	
Are empty cartons and packing materials disposed of promptly?	Y / N N/A	
Is the area around the trash receptacles kept clean?	Y / N N/A	
Are waste receptacles in good condition and lined with plastic bags?	Y / N N/A	
Are spills and slippery substances immediately cleaned up?	Y / N N/A	
Are signs posted to warn of common slippery areas?	Y / N N/A	
Are electrical outlets wired properly?	Y / N N/A	
Are electrical receptacles and cover plates free of cracks and securely mounted?	Y / N N/A	
Are e-stop buttons colored in red and operable?	Y / N N/A	
Are electrical appliances in good condition and checked for ground?	Y / N N/A	
Are cleaning chemicals stored properly?	Y / N N/A	
Are MSDS's current and available?	Y / N N/A	
Does a readily visible sign with letters at least six inches high and three-fourths inches wide mark exits?	Y / N N/A	

	Circle One	Comments
Are exit lights illuminated when room is occupied?	Y / N N/A	
Are exit paths clear?	Y / N N/A	
Is adequate lighting provided in all work areas?	Y / N N/A	
Are the drain covers flush with the floor level so as not to create a tripping hazard?	Y / N N/A	
Do the walk-in freezer and refrigerator doors have an operable handle release to prevent the employee from being trapped inside?	Y / N N/A	
Are hands washed regularly throughout the shift?	Y / N N/A	
Are all nicks and cuts bandaged and covered with a latex glove?	Y / N N/A	
Are knives kept sharp to reduce force needed to use them?	Y / N N/A	
Do employees use proper lifting techniques?	Y / N N/A	
Is a buddy system in place to ensure “help” when performing heavy lifting?	Y / N N/A	
Is kitchen cooking equipment properly stored?	Y / N N/A	
Are all kitchen tools stored properly?	Y / N N/A	
Are heavy items stored on the lower shelves, and lighter items above?	Y / N N/A	
Material stored on elevated surfaces is stored in a manner to prevent it from falling or collapsing.	Y / N N/A	
Aisles and work areas are free of trip/fall hazards and clutter.	Y / N N/A	
Doorways and fire exits are unobstructed.	Y / N N/A	
Are all cleaning solution containers labeled?	Y / N N/A	
Before cleaning or performing maintenance, are machines made inoperable.	Y / N N/A	
Are motor “Start” switches protected against inadvertent operation?	Y / N N/A	
Are adapters used to permit the use of three pronged plugs into two pronged receptacles? It is prohibited!!	Y / N N/A	
Do any cords show signs of fraying, cracking, wear or damage?	Y / N N/A	
Are defective cords immediately removed from service?	Y / N N/A	
Are all plugs equipped with the ground prong?	Y / N N/A	

	Circle One	Comments
Are extension cords used in lieu of permanent wiring?	Y / N N/A	
Are circuit breakers and fuse boxes legibly marked showing what they control?	Y / N N/A	
Are circuit breakers and fuse boxes legibly marked showing what they control?	Y / N N/A	
Are circuit breakers and fuse boxes unobstructed?	Y / N N/A	
Are there openings in circuit breakers and fuse boxes?	Y / N N/A	
Is each electrical outlet, switch and circuit breaker, and fuse box equipped with a cover plate?	Y / N N/A	
Is eye/face protection used where there is a possibility of injury from caustic cleaning materials, flying particles, splatters or chips?	Y / N N/A	
Are non-skid shoes worn in areas where floors may become wet or greasy?	Y / N N/A	
Are thermal gloves available for handling hot trays?	Y / N N/A	
Is a safety ladder available for reaching high storage items?	Y / N N/A	
Metal ladder has sign; "Caution-Do Not Use Around Electrical Equipment"	Y / N N/A	
Are portable fans guarded?	Y / N N/A	
Are safety guards used when and where needed?	Y / N N/A	
Are mobile carts in good condition?	Y / N N/A	
Are hand trucks/dollies in good condition?		
Is there a 36 inch clearance around sprinkler heads?	Y / N N/A	
Are rubber mats or other approved matting in use and in good condition?	Y / N N/A	
Are exhaust hoods/vents working adequately?	Y / N N/A	
Is there an automatic fire suppression system in vent hood?	Y / N N/A	
Is the light over cooking area under the vent hood explosion proof?	Y / N N/A	
Are all filters well maintained?	Y / N N/A	
Are grease traps clean?	Y / N N/A	
Are storage racks in good condition and stable?	Y / N N/A	
Are knives and other cutting attachments stored in safe enclosures?	Y / N N/A	

	Circle One	Comments
Are ventilation and ducting free of grease accumulation?	Y / N N/A	
Is a first aid kit available and properly stocked?	Y / N N/A	
Portable fire extinguishers are checked monthly, properly mounted, charged, pins secured, accessible and tags are current.	Y / N N/A	
Are employees trained to extinguish fires?	Y / N N/A	
Do all service personnel receive training in proper lifting techniques?	Y / N N/A	
Is the room capacity posted?	Y / N N/A	
Are tables and benches in good repair?	Y / N N/A	
Are bathrooms well maintained?	Y / N N/A	
Are good housekeeping practices maintained?	Y / N N/A	
Is the disaster preparedness plan posted?	Y / N N/A	
Does the disaster plan include duties and assignments for all employees?	Y / N N/A	
Are employees trained in disaster preparedness?	Y / N N/A	
All safety related work orders from the last safety inspection have been corrected.	Y / N N/A	

Principals' Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and April 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Principal: _____ Date: _____

School: _____

Facilities and Grounds in General	Circle One	Comments
Are all guards in place and in proper working order?	Y / N N/A	
Are electrical boxes properly labeled and there are no open slots?	Y / N N/A	
Is there at least a 36 inch clearance in front of electrical boxes?	Y / N N/A	
Are lights free of loose wires, jagged glass and other defects that could cause an injury?	Y / N N/A	
Are fire alarm switches in good repair and operable?	Y / N N/A	
Are extension cords in good repair without defects such as ground prong missing, cuts, etc.?	Y / N N/A	
Are extension cords being used as permanent wiring?	Y / N N/A	
Are blacktop and sidewalks free of holes or cracks large enough to cause a tripping hazard?	Y / N N/A	
Does dirt and water collect on walkways?	Y / N N/A	
Are shrubs and trees trimmed so no branches are hanging over walkways?	Y / N N/A	
Are all areas free of debris, broken glass and other hazardous material?	Y / N N/A	
Are all downspouts in proper position and not protruding into walkways?	Y / N N/A	
Is mulch maintained around the playground as appropriate?	Y / N N/A	
Is playground equipment mechanically sound?	Y / N N/A	
Is fencing free of sharp corners, holes and other defects?	Y / N N/A	
Are faucets and drinking fountains in good repair and clean?	Y / N N/A	

Circle One	Comments
Is housekeeping on school grounds up to acceptable standards?	Y / N N/A
Are you performing recommended inspections and documenting them? (i.e., fire exits, daily walkthroughs)	Y / N N/A
Are windows and doors free of sharp edges, splinters, and broken window panes?	Y / N N/A
Are all exit routes and stairways unobstructed?	Y / N N/A
Are floors free of loose or broken tiles or other defective finishes that could cause a tripping hazard?	Y / N N/A
Are all door locks functioning properly?	Y / N N/A

Food Service (Housekeeping)

Are grease and wet spill on floors cleaned immediately?	Y / N N/A
Is lighting and ventilation adequate in all areas?	Y / N N/A
Are exhaust hoods, filters and ducts cleaned regularly?	Y / N N/A
Are aisles and passageways clear and unobstructed?	Y / N N/A
Are waste receptacles emptied before overflowing?	Y / N N/A
Are floors free of cracks, holes, broken tiles and other defects?	Y / N N/A
Are greasy rags collected in closed metal containers?	Y / N N/A

Food Service (Storage and Material Handling)

Are suitable ladders used to reach material on higher shelves?	Y / N N/A
Are heavy objects stored on bottom shelves?	Y / N N/A
Are all disinfectants and toxic materials stored away from food?	Y / N N/A
Are materials stored in a manner to prevent falling or collapse?	Y / N N/A
Are belts, pulleys, shafts and other moving parts enclosed?	Y / N N/A
Are ABC fire extinguishers charged, inspected monthly, unblocked, and readily available?	Y / N N/A
Are food storage and serving racks sturdy and secure?	Y / N N/A

Circle One**Comments****Food Service (Safe Practices)**

Are adequate potholders and gloves provided and used to handle hot cookware? Y / N N/A

Are adequate potholders and gloves provided and used to handle hot cookware? Y / N N/A

Are proper lifting techniques used? Y / N N/A

Are employees rotating positions? Y / N N/A

Are employees getting assistance for lifting heavier objects? Y / N N/A

Playground Equipment

Is surfacing material of adequate depth, even and free of foreign material? Y / N N/A

Are jumping pits and sandboxes checked daily and maintained free of foreign objects? Y / N N/A

Are children being properly supervised? Y / N N/A

Is defective and worn equipment removed from use immediately upon discovery? Y / N N/A

Are bracing assembly joints tight, free from sharp edges and protruding bolts? Y / N N/A

Are wood boards free of rough, sharp or splintered surfaces? Y / N N/A

Is all metal equipment free of rust, sharp, or protruding surfaces? Y / N N/A

Are all moving parts free of signs of excessive wear and well lubricated? Y / N N/A

Is the play area and equipment inspected daily? Y / N N/A

Maintenance Department Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and March 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Inspector: _____ Date: _____

Location: _____

	Circle One	Comments
A first aid kit is available and properly stocked.	Y / N N/A	
Lighting is adequate in all shops and work areas.	Y / N N/A	
All employees are trained annually in how to operate a fire extinguisher.	Y / N N/A	
Flammable liquids are stored in a separate detached building, outside containers, or in approved safety cans or cabinets.	Y / N N/A	
Gasoline is stored in an approved metal safety can with flame arrestors.	Y / N N/A	
All work areas are free of combustible scrap, debris, and waste.	Y / N N/A	
Oil, paint, solvent-soaked rags are stored in self-closing metal waste cans and emptied daily.	Y / N N/A	
All containers are labeled with the name of the contents inside.	Y / N N/A	
Portable fire extinguishers are checked monthly, properly mounted, charged, pins secured, accessible and all tags are current.	Y / N N/A	
Doorways and fire exits are unobstructed.	Y / N N/A	
Aisles and work areas are free of tripping hazards.	Y / N N/A	
Oil and grease spills are covered with oil absorbing compound and cleaned up immediately.	Y / N N/A	
Material stored on elevated surfaces is stored in a manner to prevent it from falling or collapsing.	Y / N N/A	
There is a 36 inch clearance in front of all electrical panels.	Y / N N/A	
Circuit breakers and switches are marked to indicate their use.	Y / N N/A	
All electrical cords are in good condition and contain a ground prong.	Y / N N/A	

Circle One

Comments

Electrical cords are kept out of walkways and work areas where they could present a tripping hazard.	Y / N N/A
Portable lights are equipped with proper guards.	Y / N N/A
Location of electrical power lines and cables are determined before digging, drilling or similar work is done.	Y / N N/A
Only fiberglass reinforced ladders are used.	Y / N N/A
All portable electrical tools are grounded or of the double insulated type and cords are in good condition.	Y / N N/A
Rotating or moving parts of saws, grinders, sanders, or other power tools are guarded against personal contact.	Y / N N/A
Effective guards are in place over belts, pulleys, chains, and sprockets on equipment.	Y / N N/A
Pneumatic and hydraulic hoses on power operated tools are free of defects and damage.	Y / N N/A
All hand tools are in good condition and well organized.	Y / N N/A
Personal protective equipment is available and used (i.e., safety glasses, face shields, dust masks, rubber gloves, hearing protection, rubber boots, welding helmet and leather gloves)	Y / N N/A
Tool cutting edges are kept sharp so the tools will move smoothly without binding or skipping.	Y / N N/A
The work rest is adjusted to within 1/8 inch of the grinding wheel.	Y / N N/A
Guards cover the spindle, nut and flange and 75% of the grinding wheel diameter.	Y / N N/A
All portable grinders are equipped with guards.	Y / N N/A
Bench and pedestal grinders are permanently mounted.	Y / N N/A
The maximum RPM rating of each abrasive wheel is compatible with the RPM rating of the grinder motor.	Y / N N/A
All emergency stop buttons are colored red.	Y / N N/A
Fan blades are protected with a guard having protected openings no larger than 1/2 inch when operating within seven feet of the floor.	Y / N N/A

Circle One

Comments

Saws used for ripping are equipped with anti-kick devices and spreaders.	Y / N N/A
Radial arm saws are arranged so the cutting head will gently return to the back of the table when released.	Y / N N/A
All machinery or equipment is disconnected or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations.	Y / N N/A
Compressed air pressure for cleaning is regulated at 15 psi.	Y / N N/A
Under no circumstances is compressed air used to clean dirt and dust from clothing or off a person's skin.	Y / N N/A
Air compressors and elevators have current inspection certificates that are posted adjacent to the equipment.	Y / N N/A
Hoisting equipment is in good condition and is marked with the rated load in an area visible to the operator.	Y / N N/A
Compressed gas cylinders are free of obvious signs of defects, deep rusting, or leakage.	Y / N N/A
Compressed gas cylinders are properly secured to prevent tip over.	Y / N N/A
Gas lines are properly colored-red for acetylene and other fuel gas, green for oxygen, and black for inert.	Y / N N/A
Flash back arrestors are installed on compressed gas cylinders.	Y / N N/A
Unless stored on special trucks, regulators are removed and valve protection caps are installed before moving cylinders.	Y / N N/A
Cylinders, valves, couplings, regulators, hoses, and apparatus are free of oily or greasy substances.	Y / N N/A
Fire extinguisher equipment is available for immediate use when using welding and cutting equipment.	Y / N N/A
Signs reading: Danger-no smoking, or the equivalent are posted in the entrance to the shop area.	Y / N N/A
Welding is done outdoors or in areas with adequate ventilation.	Y / N N/A
Potential fire hazards are removed from the area before welding or cutting starts.	Y / N N/A

Circle One

Comments

Slag and spark screens are available and used when the object to be welded or cut cannot be moved and potential fire hazards cannot be removed.	Y / N N/A
Curtains are available and used to protect other workers from welding activities.	Y / N N/A
Material Safety Data Sheets are available for each hazardous substance and are arranged in alphabetical order. Each container of hazardous substance is properly labeled with the product identity and warning.	Y / N N/A
Bulk drums of flammable liquids are grounded and bonded to containers while dispensing.	Y / N N/A
Fuel gas cylinders and oxygen cylinders are separated by 25 feet or by a one hour fire restrictive barrier when being stored.	Y / N N/A
Eye wash facilities are available to employees exposed to injurious hazardous materials.	Y / N N/A
All safety work orders from the last safety inspection have been corrected.	Y / N N/A

Transportation Department Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and March 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Inspector: _____ Date: _____

Location: _____

	Circle One	Comments
A first aid kit is available and properly stocked.	Y / N N/A	
Lighting is adequate in all shops and work areas.	Y / N N/A	
All employees are trained annually in how to operate a fire extinguisher.	Y / N N/A	
Flammable liquids are stored in a separate detached building, outside containers, or in approved safety cans or cabinets.	Y / N N/A	
Gasoline is stored in an approved metal safety can with flame arrestors.	Y / N N/A	
All work areas are free of combustible scrap, debris, and waste.	Y / N N/A	
Oil, paint, solvent-soaked rags are stored in self-closing metal waste cans and emptied daily.	Y / N N/A	
All containers are labeled with the name of the contents inside.	Y / N N/A	
Portable fire extinguishers are checked monthly, properly mounted, charged, pins secured, accessible and all tags are current.	Y / N N/A	
Doorways and fire exits are unobstructed.	Y / N N/A	
Aisles and work areas are free of tripping hazards.	Y / N N/A	
Oil and grease spills are covered with oil absorbing compound and cleaned up immediately.	Y / N N/A	
Material stored on elevated surfaces is stored in a manner to prevent it from falling or collapsing.	Y / N N/A	
There is 36 inch clearance in front of all electrical panels.	Y / N N/A	
Circuit breakers and switches are marked to indicate their use.	Y / N N/A	
All electrical cords are in good condition and contain a ground prong.	Y / N N/A	

Circle One

Comments

Electrical cords are kept out of walkways and work areas where they could present a tripping hazard.	Y / N N/A
Portable lights are equipped with proper guards.	Y / N N/A
Location of electrical power lines and cables are determined before digging, drilling or similar work is done.	Y / N N/A
Only fiberglass reinforced ladders are used.	Y / N N/A
All portable electrical tools are grounded or of the double insulated type and cords are in good condition.	Y / N N/A
Rotating or moving parts of saws, grinders, sanders, or other power tools are guarded against personal contact.	Y / N N/A
Effective guards are in place over belts, pulleys, chains, and sprockets on equipment.	Y / N N/A
Pneumatic and hydraulic hoses on power operated tools are free of defects and damage.	Y / N N/A
All hand tools are in good condition and well organized.	Y / N N/A
Personal protective equipment is available and used (i.e., safety glasses, face shields, dust masks, rubber gloves, hearing protection, rubber boots, welding helmet and leather gloves)	Y / N N/A
Tool cutting edges are kept sharp so the tools will move smoothly without binding or skipping.	Y / N N/A
The work rest is adjusted to within 1/8 inch of the grinding wheel.	Y / N N/A
Guards cover the spindle, nut and flange and 75% of the grinding wheel diameter.	Y / N N/A
All portable grinders are equipped with guards.	Y / N N/A
Bench and pedestal grinders are permanently mounted.	Y / N N/A
The maximum RPM rating of each abrasive wheel is compatible with the RPM rating of the grinder motor.	Y / N N/A
All emergency stop buttons are colored red.	Y / N N/A
Fan blades are protected with a guard having protected openings no larger than 1/2 inch when operating within seven feet of the floor.	Y / N N/A

Circle One

Comments

Saws used for ripping are equipped with anti-kick devices and spreaders.	Y / N N/A
Radial arm saws are arranged so the cutting head will gently return to the back of the table when released.	Y / N N/A
All machinery or equipment is disconnected or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations.	Y / N N/A
Compressed air pressure for cleaning is regulated at 15 psi.	Y / N N/A
Under no circumstances is compressed air used to clean dirt and dust from clothing or off a person's skin.	Y / N N/A
Air compressors and elevators have current inspection certificates that are posted adjacent to the equipment.	Y / N N/A
Hoisting equipment is in good condition and is marked with the rated load in an area visible to the operator.	Y / N N/A
Compressed gas cylinders are free of obvious signs of defects, deep rusting, or leakage.	Y / N N/A
Compressed gas cylinders are properly secured to prevent tip over.	Y / N N/A
Gas lines are properly colored-red for acetylene and other fuel gas, green for oxygen, and black for inert.	Y / N N/A
Flash back arrestors are installed on compressed gas cylinders.	Y / N N/A
Unless stored on special trucks, regulators are removed and valve protection caps are installed before moving cylinders.	Y / N N/A
Cylinders, valves, couplings, regulators, hoses, and apparatus are free of oily or greasy substances.	Y / N N/A
Fire extinguisher equipment is available for immediate use when using welding and cutting equipment.	Y / N N/A
Signs reading: Danger-no smoking, or the equivalent are posted in the entrance to the shop area.	Y / N N/A
Welding is done outdoors or in areas with adequate ventilation.	Y / N N/A
Potential fire hazards are removed from the area before welding or cutting starts.	Y / N N/A

Circle One

Comments

Slag and spark screens are available and used when the object to be welded or cut cannot be moved and potential fire hazards cannot be removed.	Y / N N/A
Curtains are available and used to protect other workers from welding activities.	Y / N N/A
Material Safety Data Sheets are available for each hazardous substance and are arranged in alphabetical order. Each container of hazardous substance is properly labeled with the product identity and warning.	Y / N N/A
Bulk drums of flammable liquids are grounded and bonded to containers while dispensing.	Y / N N/A
Fuel gas cylinders and oxygen cylinders are separated by 25 feet or by a one hour fire restrictive barrier when being stored.	Y / N N/A
Eye wash facilities are available to employees exposed to injurious hazardous materials.	Y / N N/A
All safety work orders from the last safety inspection have been corrected.	Y / N N/A

Preston County Schools
Monthly School Safety Checklist

School Name _____ Principal's Signature _____

ITEMS

Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

- Check fire extinguishers to make sure they are in place and properly charged.**
- Check for unacceptable extension cords. Outlet strips with a breaker on them are acceptable.**
- Check all exit lights to make sure they are in proper working order.**
- Test all emergency lights to ensure they are working properly.**
- Check all portable heaters and make sure those that are not U.L. approved (those which shut off when overturned) are removed.**
- Check exist doors to ensure they are in proper working order and not blocked or chained.**
- Check all interior fire doors to see that they close properly.**
- Remove any decorations from exit doors if they obstruct vision.**
- Check fire drill reports. These should be scheduled in order that two are held each month.**
- Check storage areas for proper housekeeping.**
- Check to make sure fire doors are not propped open.**
- Check to see that no dead-bolt locks are installed anywhere.**
- Check light sockets to make sure none are broken or without bulbs. Be sure all receptacles and switch plate covers are in place.**
- Check the campus/playground areas for safety hazards. Report any safety hazards that you may have discovered during your inspection of the buildings and grounds on work orders. Please identify them as safety hazards.**

SECTION SIX
Sign off Sheets

PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL

SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL

PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL UPDATES

SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL UPDATES

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT
Of
PRESTON COUNTY SAFETY MANUAL**

This is to certify that I, _____, principal of _____

School have received the Preston County Safety Manual on ____/____/____ and I will review the contents with

my staff. I will ensure that my staff as well as I will adhere to the regulations and guidelines provided in the

manual and take disciplinary action if they are not followed.

**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT
Of
PRESTON COUNTY SAFETY MANUAL**

This is to certify that I, _____, supervisor of _____
Department have received the Preston County Safety Manual on ____/____/____ and I will review the contents
with my staff. I will ensure that my staff as well as I will adhere to the regulations and guidelines provided in the
manual and take disciplinary action if they are not followed.

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT
Of
PRESTON COUNTY SAFETY MANUAL UPDATES**

This is to certify that I, _____, principal of _____
School have received the updated sections of the Preston County Safety Manual on ____/____/____ and will
review the contents with my staff. I will ensure that my staff as well as I will adhere to the regulations and
guidelines provided in the manual and take disciplinary action if they are not followed.

The updated sections are:

**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT
Of
PRESTON COUNTY SAFETY MANUAL UPDATES**

This is to certify that I, _____, supervisor of _____
_____ Department have received the updated sections of the Preston County Safety Manual on
_____/_____/____ and will review the contents with my staff. I will ensure that my staff as well as I will
adhere to the regulations and guidelines provided in the manual and take disciplinary action if they are not
followed.

The updated sections are:

**Preston County Schools
Verbal Warning Form**

I, _____, (Principal/Supervisor) have given
_____ (Employee) a verbal warning for
not following the _____
safety rules as stated in the Safety Manual and have coached him/her in the correct way to perform
the task.

Principal/Supervisor

Employee

Date

**Preston County Schools
Written Warning Form**

I, _____, (Principal/Supervisor) have given
_____ (Employee) a verbal warning for
not following the _____
safety rules as stated in the Safety Manual and have coached him/her in the correct way to perform
the task.

Principal/Supervisor

Employee

Date

SECTION EIGHT

County Policies/Procedures Related to the Safety and Loss Control Policy

FILE: 8 PERSONNEL MANAGEMENT

NUMBER	POLICY TITLE
File: 8-1	Personnel Policies Related to Employment in Preston County
R 8-1-1	Equal Employment Opportunity
R 8-1-2	Employer-Employee Relations
R 8-1-3	Employee Involvement in Decision Making
R 8-1-4	Employee Conflict of Interest
R 8-1-5	Employee Protection
R 8-1-6	Board Immunity from Liability: Disclosure of Information Regarding Former Employees
File: 8-2	Employment of Professional and Service Personnel
R 8-2-1	Vacancy Posting for Professional Personnel
R 8-2-2	Criteria for the Selection of Professional Personnel
R 8-2-3	Vacancy Posting for Service Personnel
R 8-2-4	Promotion and Filling of Service Personnel Vacancies
R 8-2-5	FBI Background Check
R 8-2-6	Return of Contracts and Employment Forms
File: 8-3	Professional Personnel Certification
R 8-3-1	Professional Certification Requirements
R 8-3-2	Professional Recertification
R 8-3-3	Permanent Certification
R 8-3-4	Issuing Permits to Non-School Persons Who Are Employed or Volunteer as Athletic or Extracurricular Coaches for Middle and High School Programs
R 8-3-5	National Board Certification
R 8-3-6	Revocation of Teaching Certificates
File: 8-4	Service Personnel Certifications and Competency Exams
R 8-4-1	Commercial Driver's License for School Personnel and Electrician License
R 8-4-2	Required Level of Education and Service Personnel Contracts
R 8-4-3	Competency Testing for Service Personnel
R 8-4-4	Title I Paraprofessionals and Instructional Aides
R 8-4-5	Supervisory Aides
File: 8-5	Priority Placement of Classroom Teachers or Service Personnel Following the Consolidation or Merger of Two or more Schools
File: 8-6	Employee Medical Examinations
File: 8-7	Tuberculin Examinations

- File: 8-8 Drug and Alcohol Testing**
R 8-8-1 Transportation Employees' Alcohol and Controlled Substance Testing
R 8-8-2 Defeating Drug/Alcohol Screening Tests (Criminal Penalties)
R 8-8-3 Workplace Drug Testing Policy Receipt
- File: 8-21 Separation of Personnel**
R 8-21-1 Employees with Continuing Contracts
R 8-21-2 Employees with Probationary Contracts
- File: 8-22 Employee Resignation**
- File: 8-23 Employee Fringe Benefits**
R 8-23-1 Workers' Compensation
R 8-23-2 Unemployment Compensation
R 8-23-3 Health Insurance Program
R 8-23-4 Retirement Plan
R 8-23-5 Early Notification of Retirement Bonus
R 8-23-6 Employee Job-Sharing
R 8-23-7 Section 125 Flexible Benefits (Cafeteria) Plan
- File: 8-24 Personnel Files**
- File: 8-25 Employee Suspension and Dismissal**
- File: 8-39 Drug-Free Workplace**
R 8-39-1 Verification of Receipt of Policy Form

[Home](#)

Adopted: June 14, 2010
Amended: