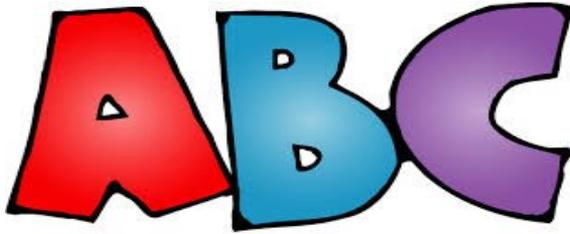


**KIRKSVILLE R-III
SCHOOL DISTRICT
WORKPLACE
SAFETY**



**Employee Handbook
for
Workplace Safety**

SAFETY IS
NO
ACCIDENT



Attitude, Behavior, and Control

Practice the ABC's of Safety

Attitude - Take safety seriously; focus on the job at hand. Never participate in horse play while on the job. Keep your emotions and temper under control at all times, and maintain a good attitude.

Behavior - Practice good safety. Follow all safety guidelines. Safe practices are important to your safety as well as others around you. Behave responsibly.

Control - Keep the environment you work in clean and orderly. Clean up any spills as soon as they happen, do not leave them for someone else to take care of. Keep walking paths free of debris that may cause falls. Take responsibility.

LIFTING

Back injuries are one of the most commonly reported injuries on the job. Avoid back injuries by practicing proper lifting procedures:

- Always use your legs when lifting, not your back
- Never twist your body when lifting
- Never lift more than you think you can carry comfortably
- Ask a co-worker for help
- Carry smaller loads
- Always make sure your path is clear of any obstacles to avoid falling
- Push the load, never pull

Most reported back injuries result in strains and sprains, ruptured or slipped disks. Stress and chronic tension can cause muscle spasms and painful backaches as well.

Proper lifting techniques:

1. Your feet should be positioned close to the load.
2. You should center yourself over the load.
3. Bend your knees and get a good hold on your load
4. Slowly straighten your legs to lift straight up.
5. Use your legs to do the work, not your back.
6. Lower the load slowly to the floor, remember to bend your legs, let them do the work, release load when it is securely on the floor.

Lack of exercise can be a major cause of chronic back pain. Infrequent use of your back muscles can make them easy to strain. If you are carrying extra weight on your frame it will add stress to your spine. Regular exercise to keep in good physical condition and good eating habits will help you maintain a healthy weight. Practicing good health habits can help you avoid back problems.

Having good posture will decrease the amount of strain on your spine. Always practice good posture when standing or sitting. Slumping or sitting in awkward positions will put stress on the spine.

Most people think that a single lifting incident may be the cause of back injuries, but most are caused by many minor strains that happen over a period of time. The only safe lifting is a lift done with caution.

LADDER SAFETY

Falls can occur when makeshift ladders are being used. Use the step stools that have been provided by the district. If you need to reach places too high for those stools, contact a custodian and have them bring a ladder, and help you.

Practice ladder safety by following some of these safety guidelines:

- Never build makeshift ladders out of desks, benches, chairs or boxes.
- Only one person should be on ladder/step stool at a time
- Examine the ladder/step stool for structural damage before using it. If there is any damage, report it to the maintenance department. A damaged ladder or step stool can be dangerous.
- Make sure the steps or rungs are not wet before using it. Wet rungs or steps would be slippery, and could cause a fall.
- Make sure the ladder/step stool is on a level surface, and has a secure footing. Never place a ladder/step stool on top of boxes or blocks to make it taller.
- Face forward and always use both hands as you climb. And, never stand on the very top of the ladder.
- Don't try to reach out too far when on the ladder/step stool. If your waist is past the uprights, you are reaching too far-get off the ladder/step stool , and move it.
- If you need tools while up the ladder, hoist them up after you are up the ladder, You should use both hands for climbing.

FALLS, SLIPS, And TRIPS

Falls, slips and trips are often avoidable accidents that cause injury and lost time. Injuries associated with these may include broken bones, back injuries, sprains and strains. The following are a few safety precautions to help you avoid a fall, slip, or trip.

- Don't walk on wet or slippery surfaces. If you cannot avoid walking on them, use caution in doing so. Take short steps and move slowly.
- Clean up spills as soon as you see them. Even small spills can be hazardous. Report wet floors and spills.
- Grease build up on kitchen and food service areas is very dangerous. Clean up all food spills and grease immediately.

- Never carry loads you cannot see over.
- Work areas should always be well lit. Bulbs should be replaced as soon as they burn out.
- Keep your work area clean: floors, aisles, and stairs should always be free of clutter
- Furniture should be arranged as to not interfere with walkways or pedestrian traffic around your area.
- Power cords should be kept out of walkways
- Contact your custodian if you notice any loose carpeting or floor tiles, broken pavement on sidewalks or in parking areas.

KEEP ALL WORK AREAS CLEAN!

BLOOD BORNE PATHOGENS

(Communicable Diseases)

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infections. It is very important that all District personnel adopt routine procedures when coming in contact with blood and body fluids of other people.

Most common Blood borne pathogens:

- (HIV) Human Immunodeficiency Virus
- (HBV) Hepatitis B Virus
- (HCV) Hepatitis C Virus

Blood borne pathogens can cause infections by entering your body through:

- Open cuts or nicks
- Skin abrasions
- Dermatitis
- Acne
- Mucous membranes of your mouth, eyes, or nose

Treat all blood and body fluids as if they are infectious!

Always wear barrier precautions!

Universal Precaution Measures to Remember

- Always wear gloves & barrier precautions
- Hand washing, even after removing gloves
- Skin washing & irrigation of mucous membranes, if contact is suspected
- Bag and/or launder contaminated clothing
- No food, drink, cosmetics, lip balm, or contact lens care is permitted in student medical and personal care areas.
- Health Care, Janitorial & Food Service Personnel will adhere to strict guidelines as designated by their job descriptions.
- Clean up as outlined in EBB-AP (Administrative Procedures-Available in Principal's Office or District Website)
- Fill out an incident report if you have contact with someone's blood or body fluid

Report all incidents of blood or body fluid spills to the school nurse, janitorial staff, or office for appropriate disinfecting of surfaces.

WASH YOUR HANDS!

Each classroom/office will be supplied with a packet containing latex gloves, gauze, bandages, antimicrobial hand wipes and a copy of EBB-AP (Administrative Procedures-Available in Principal's Office)

Please report any latex allergies to the school nurse and you will be provided latex-free gloves.

If a student is bleeding, please take necessary precautions to control the situation and send the student directly to the school nurse.

Violence in the workplace

Violence can occur within schools, so it is important to address students, parents or members of the community's troubled feelings, in the early stages to avoid escalating situations. Recognize a situation that could result in violence. When issues are unresolved, anger and resentment can build and results can be threats, harassment, vandalism, assault, or other violent acts. Listening and showing concern is all that is necessary in the early stages of trouble. If you are threatened, or you sense the problem is getting worse, take the threat or threatening behavior seriously, and report the incident to your school administrator or school resource officer.

If a violent situation occurs:

- Report suspicious activity or threat to your building administrator
- If confronted by someone, stay calm, cooperate, maintain eye contact, and stall for time. If you are threatened with a weapon, never try to grab the weapon.
- Escape, if possible to the closest secure area where you can quickly contact someone for help.
- If you answer the phone and someone is making threats, take it seriously. Try to keep the person on the line while you signal a co-worker to get help or listen in on another line. Document what the caller says, ask for details: when, where, or why they are threatening violence and where or when will it take place. Try to get their name or location. Pay close attention to the person's accent, pitch of voice, background noise, etc. Report the call to administration or the police as soon as possible

Report any suspicious person(s) who may be hanging out around the campus. All visitors must check at the office before they have access to any classrooms or other areas of the school. Always know who should or should not be in your classroom or work area. Working together will help prevent violence.

Drug-Free Workplace District Guidelines

It is in violation of the Drug-Free Workplace policy for an employee to be under the influence of any controlled substance such as drugs and alcohol while in the workplace. "Workplace" is defined as all school district property or facilities, other school premises or school district vehicles while on school business. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

District Guidelines and Procedures Regarding Work-Related Accidents

Since 1995, the District's worker's compensation carrier has been Missouri Employers Mutual Insurance. A review of claims detail for the District indicates many of the accidents that have occurred since 1995 were preventable.

- One type of preventable accident occurring several times involves employees climbing or standing on chairs, desktops, etc. Using these items as a ladder resulted in many falls, as employees would try to hang things up high, or obtain items out of reach.
- Another type of accident that occurred several times involves improper lifting (mainly of special needs students), resulting in back injuries.

District Guidelines

1. Climbing or standing on objects such as chairs, desktops, etc. is not permitted. Safe equipment (such as ladders and step-ladders) is available in each building for this purpose.
2. Lifting heavy objects, including students, is prohibited unless you are wearing or using the proper safety equipment, and have attended a training session on the correct procedure for lifting students.
3. When operating a vehicle on work related business, employees must wear seat belts, refrain from using cell phones, refrain from smoking, and make a police report should an accident occur.
4. All employee accidents or injuries are to be reported before leaving for the day, even if medical treatment is not required. Accident reporting forms are available in all school offices, as well as the Central Office. Employee injury reports are to be sent to the District's Worker's Compensation Coordinator at Central Office. **If medical treatment is needed, the Worker's Compensation Coordinator will make the arrangements for you,** unless emergency treatment is required. An employee with a serious injury should be sent to the emergency room.
5. Benefits or compensation payable for death or disability will be reduced if employees fail to use safety devices provided by the District, fail to obey reasonable safety rules, or sustain a work related injury while using a non-prescribed controlled drug or alcohol. If non-prescribed drugs or alcohol are found to be the cause of the employee's injury, benefits or compensation payable for death or disability are forfeited.

Disciplinary Actions

Failure to comply with the stated guidelines may result in the following disciplinary action, including, but not limited to:

1. Written Warning
2. One Day Off – Without Pay
3. One Week Off – Without Pay
4. Possible Termination of Employment

Please contact the Assistant Superintendent if you have any questions in regard to information about safety issues or the discipline actions listed above.

Let's all work together to eliminate accidents that are preventable, and help to make our district a safe workplace. Not only do we value your well being, but also your presence at your worksite each day is an essential part of our students' learning environment.

The Employee Handbook for Workplace Safety has helpful suggestions on how you can prevent accidents in your work area. After reviewing the Handbook you must acknowledge you have received and read the Handbook by signing the last page and returning it to the Insurance Office at the Central Office.

If you are interested in serving on a District-wide Safety Committee, please contact the Assistant Superintendent.

Seat Belt Safety

The District recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees and students and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all employees of the District must wear seat belts when operating a District-owned vehicle, or any vehicle on company premises or on company business. All occupants/students are to wear seat belts or, where appropriate, child restraints when riding in a District owned vehicle or in a personal vehicle being used for District business.

Transitional Duties

Injured employees will be provided transitional return to work duties and assignments after a work-related injury, as soon as safely and medically possible. Transitional duty is defined as modified duties within the employee's physical abilities, knowledge, and skills. Assignments will be developed based on the employee's known physical condition as defined by the authorized treating physician. Transition duty assignments will be developed based on employee's physical restrictions, operational needs and availability of transition duty. It is possible that an employee may be assigned transitional duty in a different department depending on the restrictions set forth by the authorized treating physician.

TIGER PRIDE



TIGER STRONG

1901 E Hamilton Kirksville, MO 63501 660.665.7774

www.kirksville.k12.mo.us

TO: All Kirksville R-III Employees
FROM: Tricia Reger, Assistant Superintendent
RE: Employee Safety Handbook

To ensure your safety at work, we have developed an Employee Safety Handbook. It is required that you review this material.

This handbook is also available on the District's website by searching Employee Handbook or located on the Faculty & Staff tab, Employee Handbooks.

After reviewing, complete the acknowledgement at the bottom of this page and return it to the Human Resources/ Insurance Office at Central Office.

I acknowledge that I have received and read the Employee Handbook for Workplace Safety for the Kirksville R-III School District.

I understand that if I need medical treatment, the Worker's Compensation Coordinator in Central Office will make the arrangements for medical care, unless emergency treatment is required.

I understand that I am to follow the guidelines within this book, and if I choose not to, it may result in a reduction or forfeiture of my worker's compensation benefits as outlined in the handbook.

Signature _____ Date _____

Printed Name _____

