

## **Staff Safety**

The Administrator of each school and/or work site in the District is responsible for:

### **A. General Safety**

1. Maintaining an occupational incident(s) occurring at the work site.
2. Providing training programs to improve the skill and competency in the safe use of powered materials, handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing the District's Accident Prevention Program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
4. Forming a building safety team composed of representatives of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics, and other safety educational materials.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
7. Maintaining a well marked first aid kit, or first aid station if the work site has more that fifty employees.
8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

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

1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.
2. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals and maintaining current MSDS file available to all staff.
3. Training staff members at time of initial assignment or whenever a new hazard is introduced.
4. Maintaining records which show that employees have received training and information.

C. Staff Responsibility

1. Report all occupational accidents and/or illness to their Administrator immediately.
2. Report all unsafe work conditions to their Administrator(s).
3. Abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act.