

Russell Independent School System Workplace Health/Safety Program

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Russell Independent School System Workplace Health & Safety Policy

It is the policy of the Russell Independent School System:

1. To provide a safe and healthy place of employment that is free of recognized hazards for our employees and to abide by Federal, State, and Local regulations that pertain to our business.
2. To enforce the rules of this policy.
3. To have operable a procedure for securing treatment of injuries on each job site.
4. To provide safety education and training for employees as needed.

All employees must adhere to the following to assure the safety/health of all:

1. Report all unsafe conditions to their immediate supervisor.
2. Report all injuries to their immediate supervisor.
3. The immediate supervisor of an injured employee will assure that the injury is documented on the district employee accident report form and that the designated worker's compensation company is notified as soon as possible (within 24 hours).
4. The district nurse and safety director will investigate accidents and follow-up on all injuries within 24 hours to assure quality of care.
5. Wear appropriate personal protective equipment, such as back belts, safety glasses, hard hats, earplugs, gloves, or respirators to protect against job hazards.
6. Dress properly. Wear appropriate work clothes & footwear. Those operating tools or machinery that could potentially cause injury must not wear loose clothing or jewelry that could be caught in machinery or tools.
7. Never operate machinery or tools unless all guards and safety devices are in place and in proper operating condition.
8. Keep all tools in safe working condition. Never use defective tools or equipment.
9. Seatbelts are to be worn by all employees while driving a vehicle during work hours.
10. Properly care for and be responsible for proper use of all personal protective equipment.
11. Do not operate any tools or machinery if you are not the authorized operator and have not been directed to do so by your immediate supervisor.
12. Practice good housekeeping at all times. Do not leave materials or scraps in aisles, walkways, roads, or other means or points of egress.
13. Do not engage in horseplay or rough housing.
14. You must comply with all commonly recognized and understood safe work practices. All posted safety rules must be followed.
15. Being under the influence of intoxicating beverages or illegal drugs on the job is prohibited. I understand that the Russell Independent School System reserves the right to perform post-accident and suspicion drug testing. A positive drug test will result in a disciplinary action that may include termination.
16. I understand that the Russell Independent School System participates with a designated worker's compensation company for claims related to work site injuries.
17. I understand that if I am absent from work related to an extended illness, injury, surgery, or childbirth, that I must submit a statement from the appropriate healthcare provider stating that return to work is allowed.
18. I understand that I will be provided the opportunity to participate in the wellness program available to all employees, which includes annual flu vaccine, health screenings, health education materials.

19. I understand that if I knowingly file a false or fraudulent injury or illness claim that I may be prosecuted.
20. I understand that the medical provider will provide all medical records related to a worksite injury to the Russell Independent School System in a timely manner to ensure that care and follow-up is complete.
21. I understand that I will be required to participate in the Russell Independent School System's Return-To-Work program. This program may provide me with alternative or light duty work after a work-related injury or illness. This alternative work plan will be developed in consultation with my treating physician. Failure to participate in the program may result in the termination of benefits normally associated with a work-related injury or illness.
22. I understand that the above stated rules do not represent all safety rules and regulations of this company and that these rules serve only to inform me of minimum specific actions that I must adhere to in order to insure my safety and the safety of others on this job site.
23. I understand that the Russell Independent School System will do everything possible to ensure the safety and health of all employees.

I have this day ___/___/___ been furnished and have read and understood the health & safety policy/handbook of the Russell Independent School System.

Employee Signature

NOTE: This signed document will be permanently retained in employee file.

Procedure for Handling Workplace Related Injuries/Illnesses

1. Assess the situation and determine severity.
2. Notify district health coordinator immediately.
3. Notify 911 if necessary depending on severity.
4. Notify family members.
5. Determine if employee needs further medical evaluation.
6. Complete the accident report.
7. Review the Instructions for Injured Employees form with the employee and have them sign. Send a copy of this form with the employee.
8. Review the Return-To-Work policy with the employee and provide them a copy to take to the designated healthcare provider.
9. Send the employee to the designated healthcare provider.
10. Call the designated worker's compensation company and report the injury.
11. Request a First Report of Injury to be faxed to the Nurse.
12. Fax the Accident Report to the designated worker's compensation company, and to district health coordinator.
13. Instruct employee to follow-up with the district health coordinator (or safety director in the absence of the nurse) within twenty-four hours following the injury.
14. Establish plan to help employee resume to work when permitted by designated healthcare provider.
15. Follow-up with employee periodically to assess progress after return to work.

**Russell Independent School System
Instructions for Injured Employees**

For a more effective medical care system, the Russell Independent School System has chosen a designated worker's compensation company. The designated worker's compensation company has designated healthcare providers/facilities that employees may choose to utilize if injured at work. The purpose of utilizing a preferred medical provider is to better control the medical care of a work-related incident/illness.

If medical treatment or evaluation is needed following a work related injury, employees will be informed of the worker's compensation designated healthcare provider. The employee will choose the healthcare facility of their choice. The facility will be notified of your pending arrival. The healthcare provider will direct your treatment and refer you to a specialist if needed. If your work related injury does not require medical treatment by an outside provider, the district nurse, safety director, or immediate supervisor will complete the accident report and notify the designated worker's compensation company of the incident. This is not the same as reporting a worker's compensation claim. A claim is made only when outside medical treatment is sought following a work related injury/illness.

The Russell Independent School System will be responsible for contacting the designated worker's compensation company within 24 hours of your injury and filing all documents necessary to ensure your benefits.

After the initial evaluation and all follow-ups by the medical provider, you are to contact the district health coordinator (or safety director in the absence of the district health coordinator) and provide all documentation of treatment including return to work instructions, excuses, follow-up arrangements, etc. Once the medical provider has evaluated your work related injury, the decision of returning to work will be made by them. The Russell Independent School System has an individualized Return-To-Work program in place to facilitate injured employees returning to work as soon as possible following a work related injury. The return to work accommodations will be made in accordance to the employee's job description. It will be necessary that you take the following items to the designated healthcare provider upon the initial visit: Return-To-Work program packet, Release of Medical Records form, and the Instructions for Injured Employees form. The completion of these forms will expedite the claim process.

Following medical attention, you are to schedule an appointment with the district health coordinator (or safety director in the absence of the nurse) on a weekly basis if you are unable to return to work according to physician's orders. This is to keep the lines of communication open between the employee, the medical provider, and the Russell Independent School System.

Once back on the job, you will be assigned to your normal duties unless the medical provider has made restrictions. You are encouraged to keep up with all prescribed exercises and/or treatments.

I understand the procedures for obtaining medical care for a work related illness/injury and follow-up requirements for the employer. I further understand that the Russell Independent School System has a Return-To-Work program in place to facilitate my attendance at work and that I will participate in the program according to the healthcare provider's orders.

Employee Signature _____ Date _____

Russell Independent Schools Return-To-Work Program

Purpose:

The purpose of the Return-To-Work Program in the Russell Independent School District is to allow an injured worker to resume a daily work routine while enabling the district to continue to make use of the employee's services. Return to modified duty enhances both psychological and physical healing, thus shortens the period of time the employee is reinstated to full capacity within their normal job.

Goal:

The goal is to place the injured employee into modified work positions and get them back to work promptly.

Benefits to Employee & School District:

- Accelerates the injured employee's recovery
- Decreases chances of re-injury upon return to normal duty
- Improves work ethic
- Reduces employee turnover
- Promotes employee moral and security
- Maintains experienced workforce
- Humanitarian concerns
- Improves employee/management relations
- Reduces indirect cost of injuries
- Provides immediate cost savings
- Decreases injury frequency/severity
- Reduces workers' compensation premiums
- Minimizes medical care expenses

Procedure:

When an employee is injured at work, the district health coordinator, safety director, delegated employee, or immediate supervisor will complete the accident report and send the employee for medical treatment if needed. The incident will be reported to the designated worker's compensation company by phoning and faxing the accident report. The injured employee will be given the instructions for injured employees and the Return-To-Work program packet to take with them to the healthcare facility. It will be the decision of the healthcare provider to decide if modified job duties will be required in order for the injured employee to return to work as soon as possible. If modified job duties are required, the healthcare provider will designate what restrictions the employee must abide by. The injured employee will then report the healthcare provider's written orders for returning to work to their immediate supervisor the same day as the office visit. This will expedite the employee returning to work. If no restrictions have been

designated, the employee will return to regular duty. If restrictions have been designated, the employer will provide the employee with modified duties until the healthcare provider has lifted all restrictions. Once restrictions are lifted, the employee will return to regular duty.

The Return-To-Work packet includes the employee's physical demand characteristics of work to assist the healthcare provider in deciding if restriction of regular job duties is necessary in order for the employee to return to work as soon as possible.

Job Classifications in the Russell Independent School System

- **Administrators**-includes Superintendent, Director of Pupil Personnel, Chief Finance Officer, Technology Director, Transportation Director, Federal Programs Director, Chief Academic Officer, Gifted Coordinator, Family Resource & Youth Service Center Coordinator, Counselors, Principals, Assistant Principals and Academic Deans
- **Teachers & Aides**-includes all classroom teachers, aides, lunchroom/playground monitors, etc.
- **Maintenance**-includes all facilities maintenance personnel
- **Transportation**-includes all bus drivers
- **Custodial**-includes all custodial personnel
- **Food Service**-includes all cafeteria personnel (cooks/bakers)
- **Health Service**-includes athletic trainer and nurse
- **Clerical**-includes all secretaries, receptionists, and clerical support staff

Physical Demand Characteristics of Work

Level	Weight Lifted	Frequency of Lift	Walking/Carrying
Sedentary	10 lbs. Or less	Infrequent	None
Sedentary/Light	15 lbs. 10 lbs. Or less	Infrequently Frequent	Intermittent Self-Paced No Load
Light	20 lbs. 10 lbs. Or Less	Infrequent Frequent	2.5 MPH-No Grade Slower Speed with 10 lbs. Or Less
Light/Medium	35 lbs. 20 lbs. Or Less	Infrequent Frequent	3.0 MPH-No Grade Slower speed with 20 lbs. Or Less
Medium	50 lbs. 25 lbs. Or Less	Infrequent Frequent	3.5 MPH-No Grade Slower Speed with 25 lbs. Or Less
Medium/Heavy	75 lbs. 35 lbs Or Less	Infrequent Frequent	3.5 MPH-No Grade-35 115 lbs-dolly 2.5 MPH-No Grade
Heavy	100 lbs. 50 lbs Or Less	Infrequent Frequent	3.5 MPH with 50 lbs or Less Load
Very Heavy	Excess of 100 lbs. 50-100 lbs.	Infrequent Frequent	3.5 MPH with 50 lbs. Or More Load

Administrators-Sedentary

Teachers & Aides-Sedentary/Light

Maintenance-Medium/Heavy

Transportation-Sedentary

Custodial-Medium/Heavy

Food Services-Light/Medium

Health Services-Sedentary

Clerical-Sedentary

Transitional Job Duty Descriptions

The employee's immediate supervisor will adhere to the healthcare provider's restriction of job duties and facilitate the employee's return to work

- **Administrators/Teachers & Aides/Clerical/Health Services**
 - Perform same job with sit/stand options
 - Return to same job with weight restrictions
 - Return to same job but perform at slower rate
 - Return to same job but with specific task limitations
 - Decreased work hours with gradual increase until full duty is achieved
 - Perform sitting tasks (if no back injury)

- **Maintenance/Transportation/Custodial/Food Services**
 - Perform same job with weight restrictions
 - Return to same job but perform at slower rate
 - Return to same job but with specific task limitations
 - Decreased work hours with gradual increase until full duty is achieved

Return-To-Work Program Checklist

- The supervisor has the authority and is responsible for returning the employee to a productive work role.
- The safety director and district health coordinator will be resources for the supervisor in the facilitation of modified work duties.
- The employee will provide documentation of healthcare provider's order for restricted duty and again when restrictions are lifted.
- All documentation related to employee injury will be kept on file by the immediate supervisor.
- The district health coordinator/safety director/supervisor will report changes in employment status to the designated worker's compensation company.

Russell Independent School System Health/Safety Handbook

Program Overview

The Russell Independent School System has developed a health & safety policy in order to keep all employees safe while at work. The elements of this policy cover a broad spectrum of areas, all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, and with the support of employees at all levels, it can reduce the number and severity of job related injuries to district employees.

This handbook will provide the employee with adopted procedures to assure safe performance of assigned work and the use of equipment. By accepting mutual responsibility to operate safely, we all contribute to the well-being of our personnel and subsequently the best interest of the district. In order to fulfill the conditions of this policy, the district will provide safety information, safety orientations, and appropriate safety training as a means of protecting employee welfare. The intention is to resolve safety and health problems through prevention.

Responsibilities

All administrators are responsible for implementing safety and health procedures within their area of responsibility; delegating and holding employees accountable for accident prevention and reporting procedures as specified; ensuring that safety orientation training as well as ongoing safety training is accomplished; and providing personal protective equipment to employees.

All supervisors are responsible for ensuring that all safety and health rules, standards, and procedures are observed; orient and train employees in safe and efficient work methods; follow-up on employee safety suggestions; inspect for potentially hazardous conditions to report to safety committee; and ensure that personal protective equipment is worn when task dictates.

All employees are responsible for attending safety trainings; complying with safety rules and procedures; identifying and reporting job hazards; reporting accidents to their supervisor; maintenance of personal protective equipment; and performing all assigned tasks in a manner that does not endanger themselves or their co-workers.

The District Health & Safety Committee will include designated employees from all job classifications in the district. The committee is responsible for reviewing accident reports and investigations; implementing corrective action plan for identified job hazards; periodic evaluation of the health & safety plan; evaluating employee safety suggestions; and to facilitate health/safety awareness activities.

Safety Orientation & Training

All new employees and present employees shall receive training in occupational health and safety training. This training includes the instruction of workplace health/safety policies, procedures, and claims management. Programs are provided to employees to increase awareness of accident cause factors, to improve morale by demonstrating the district's concern for the individual employee and to promote acceptance of health and safety regulations by presenting accident prevention as a positive, desirable, and integral part of all activities. The employee shall sign a

training roster to document completion and understanding of health/safety training. Specific topics of trainings will include: back injury prevention, fall prevention, ladder safety, eye safety, hearing conservation, sprain/strain prevention, ergonomics, office safety, hazardous chemical safety, heat/cold safety, violence prevention, electrical safety, bloodborne pathogens, lockout/tagout training, personal protective equipment, drugs/alcohol in the workplace, & repetitive trauma disorders.

Occupational Injury/Illness Recordkeeping

The district nurse maintains all documentation of workplace injuries.

Personal Protective Equipment

Personal protective equipment is available to all employees while performing tasks, which present a potential for injury. Available equipment includes back belts, safety goggles, earplugs, hard hats, & exam/work gloves.

First Aid/CPR

A minimum of two employees per building shall be trained in the provision of first aid and CPR. All employees will have the opportunity to participate in trainings if desired. First aid equipment and supplies are available in all workplace facilities. The district health coordinator shall maintain equipment and supplies.

Job Hazard Reporting

All potential job hazards identified by employees are reported on the job hazard identification form and given to their immediate supervisor. All “near-miss” accidents are to be reported on this form as well. This includes the likelihood of personal injury or property damage. A near miss accident is defined as an unplanned event where damage resulted but there was no personal injury to employees OR where damage did not result but the likelihood of personal injury to the employee was great. If the conditions, which permitted the near miss or “close-call” to exist, are not eliminated, they will continue to be available to cause additional accidents, which could eventually result in personal injury to employees.

Promotion of Health/Safety

The promotion of health/safety shall be evident throughout the district.

Safety Education

- Back Safety-The 6 L's of Lifting
- Slips, Trips, and Falls
- Bloodborne Pathogens
- Personal Protective Equipment
- Electrical Safety
- Drugs/Alcohol and the Workplace
- Repetitive Trauma Disorders
- Ladder/Scaffold Safety
- Ergonomics
- Hazard Communication
- Safe Driving Basics
- Office Safety
- Weather (Heat/Cold) Safety
- Violence in the Workplace
- Sun Safety
- General Safety Overview

Back Safety

Back disorders are listed in the “top ten” leading workplace injuries by the National Institute of Occupational Safety and Health. They account for 27 percent of all nonfatal injuries and illnesses involving days away from work. Your back is made up of numerous muscles, bones, nerves, and supporting tissues that are used everyday in ways that are not even noticed.

Proper care is required in order to keep your back working properly. If not, you will suffer. An injured back affects your ability to move your limbs, your hips, your neck, and your head. Injuries to the back can be very debilitating, causing much pain, missed work, and often-requiring therapy or surgery. If your job involves any stressful lifting or awkward postures, you are at risk for a back injury.

The Spine

The human spine (backbone) is made up of small bones called vertebrae.

The vertebrae are stacked on top of each other to form a column. Between each vertebrae is a cushion known as a disc. The vertebrae are held together by ligaments, and muscles are attached to the vertebrae by bands of tissue called tendons.

Openings in each vertebrae line up to form a long hollow canal. The spinal cord runs through this canal from the base of the brain. Nerves from the spinal cord branch out and leave the spine through the spaces between the vertebrae.

The lower part of the back holds most of the body’s weight. Even a minor problem with the bones, muscles, ligaments or tendons in this area can cause pain when a person stands, bends, or moves around. Less often, a problem with a disc can pinch or irritate a nerve from the spinal cord, causing pain that runs down the leg below the knee, called sciatica. Every time you bend or move, these disks compress with the motion of the spine.

Types of injuries

Every time you bend over, lift a heavy object, or sit leaning forward, you put stress on the components of your back and spine. Over time, they start to wear out and become damaged.

Many of the problems that cause back pain are the result of injury and degeneration of the intervertebral disk. Degeneration is a process where wear and tear causes deterioration, like when your favorite jeans get old. The disk is subjected to different types of stress as we use our backs each day.

Eventually, disks can collapse (herniate); vertebrae can shift; bone spurs can develop.

Acute or immediate injuries to the back can be caused by tearing or straining ligaments and muscles. Muscles can also spasm due to stress or tension.

Contributing Factors

- Poor physical condition
- Poor posture
- Extra weight

- Stress
- Overdoing it

Preventing Injuries

The best way to prevent back injuries is to develop habits that reduce the strain placed on the back. There are some basic things that you can do to help.

- **Avoid lifting and bending whenever you can.** Anytime you can spare your back the stress and strain of lifting and bending, do so! If you don't use your back like a lever, you avoid putting it under so much potentially damaging force. Place objects off the floor if you can set something down on a table or other elevated surface instead of on the floor so you won't have to reach down to pick it up again. Raise/lower shelves so that heavier objects can be placed at waist level and lighter objects on higher shelves. Use carts and dollies to move objects, instead of carrying them yourself.
- **Follow the 6 L's of proper lifting procedures**
 - L-1 Load-Check the load before you lift it! It could be bulky or have uneven weight that may shift during the lift. Know the weight of the load and get help if it is too heavy.
 - L-2 Legs-Lift with your legs, not your back! Your large leg muscles are made for lifting and squatting. Your back muscles run along your spine and are too long and thin to be used for lifting.
 - L-3 Lungs-Exhale when you do something difficult! Before lifting the load, tighten abdominal muscles. Breathe out through tightened lips as you lift.
 - L-4 Low back-Do not slouch your shoulders! Maintain the hollow of your lower back. Keep your upper back straight throughout the lift.
 - L-5 Lever Arm-Keep the load close to your body! Since $\text{Force} = \text{Weight} \times \text{Distance}$, the closer the load is to your body, the less it weighs. Move as close to the load as possible; spread your legs apart and carry the load as close to you as you possibly can.
 - L-6 Look Up-Look up just before you lift! Your body follows the posture of your neck and head, so looking up will keep your back aligned correctly. Looking down will slouch your back.
- **Important Points to Remember with the 6 L's of Lifting**
 - Do not twist the back! Pivot feet instead of twisting your back-especially when moving a load. This prevents back injuries caused by twisting.
 - Push, don't pull! Always push is you have that option. Pulling usually requires you to twist your back to watch where you are going.
 - Pace yourself! Do not try to do everything at once. Once you get tired, you will probably get sloppy with your lifting technique, causing injury. Be sure to take breaks and stay rested.
 - Modify when needed! In reality, it is nearly impossible to do each of the 6 L's every time you lift. It is important to understand the 6 L's so you can modify your technique to prevent back injuries.

By using these easy-to-follow techniques you can reduce your risk of a painful back injury. Take the time to think about what you are lifting and try to apply these principles whenever possible. Your back will thank you!

- **Exercise-** Exercise plays an important role in keeping your back strong, healthy, and flexible. A properly exercised back is less likely to be injured.
- **Back belts-** Scientific data does not completely support nor condemn the use of back belts to control low back injuries. If you do use a back belt, be aware that you may experience a false sense of security by wearing the belt. You may be tempted to lift loads you wouldn't otherwise lift. Remember, it's your back doing the work-not the belt!

Always be alert for situations that could cause a back injury. Be kind to your back. Don't take unnecessary chances. By following lifting and reaching techniques and exercising properly, you'll help keep back problems behind you!

Preventing Slips, Trips and Falls

Slips, trips, and falls are second only to automobile accidents in causing personal injury. On stairways alone, falls result in almost two million disabling injuries annually. There are thousands more minor injuries caused by slips, trips, and falls each year. Most alarming of all is the fact the industrial falls cause over 1,000 deaths each year.

Slips

Slips occur when there is too little friction between a person's feet and the walking surface. Many factors can cause a slip. Ice, oil, water, cleaning fluids, and other slippery substances are the most obvious causes. To prevent slips, avoid walking in areas which pose slipping hazards if at all possible. Always promptly clean up spills of slippery substances. Prevent the spills in the first place if possible. If an area is a chronic problem, re-route traffic in order to avoid it. If flooring is a problem, replace it or coat it with a non-slip surfacing material. Always wear shoes with a non-slip sole to prevent slipping.

Trips

Trips occur when a person's footing contacts an object and they are thrown off balance. The main cause of tripping occurs when something is left in a walk area that could cause someone to trip. Another culprit is an object that protrudes into the walkway-like material stored on a shelf. Poor lighting and uneven walking surfaces also cause tripping. Prevention of trips is simple but does require diligence. Keep objects that could cause someone to trip out of the way. Repair uneven flooring and install proper lighting if required.

Falls

Falls can be caused by a number of things. Slips and trips frequently result in a fall. Falls also occur for other reasons. Improper use of ladders and scaffolding can result in a fall-usually a very serious one. Falls also happen when people climb objects without using fall protection equipment. Don't risk serious injury by taking shortcuts. If you are working on a ladder, scaffold, or other elevated platform, make sure you know the requirements for using them safely. Always use fall protection equipment when it is required.

Slips, trips and falls cause numerous injuries everyday, however, they are the easiest to correct. Take the time to look around your workplace for these hazards and work to prevent them. Take care not to cause any slip, trip, or fall hazards as you go about your daily activities.

Primary Causes of Slips, Trips, and Falls

- Poor housekeeping
- Flooring conditions
- Weather conditions
- Stairways
- Inappropriate footwear
- Poor lighting
- Being careless

Use the following checklist to help prevent slips, trips and falls.

- Keep the workplace and walkways free of debris and clutter
- Clean up all spills immediately and use signs to warn against hazards
- Remove snow and ice
- Use mats in areas that are typically wet or slippery
- Install handrails and non-slip surfaces in stairways
- Keep all work areas well lighted
- Post warning signs if an area has just been mopped or is wet
- Tape down all extension cords or other portable trip hazards
- Be alert!

Teamwork leads to a good working environment. It is everybody's responsibility to make sure the workplace stays free of slip, trip, and fall hazards. If you identify a hazard, take action to remove the hazard or report it to your supervisor. Even a minor slip can lead to a major injury.

Bloodborne Pathogens

Bloodborne Pathogens

Bloodborne pathogens are microorganisms in human blood that cause diseases like Hepatitis B and HIV.

Hepatitis B

Hepatitis B is transmitted through blood or body fluids at birth or during early childhood, through sexual contact, by contaminated needles, or by exposure to infected body fluids through mucous membranes, including eyes, nose, and mouth, or through cuts and breaks in the skin. It allows infected people to be more susceptible to serious infections and illnesses. Persons with chronic Hepatitis B could subsequently develop chronic liver disease, cirrhosis, and primary liver cancer.

HIV

HIV is a disease that breaks down the human immune system allowing a person to be more susceptible to serious infections and illnesses. It is transmitted much like Hepatitis B.

Exposure

People are exposed to these microorganisms by coming into contact with infected body fluids, such as blood and saliva. This contact usually occurs through sexual contact, needle sticks, scalpel cuts, or breaks in the skin, such as cuts. If an exposure occurs, the procedure for exposed employees shall be followed. This can be found in the appendices of this handbook.

If you have exposure to blood or other infectious materials, there are two major ways to prevent exposure to these harmful substances: personal protective equipment and hazard communication.

Personal Protective Equipment

Always wear personal protective equipment (PPE) when exposed to body fluids that may come into contact with your clothing, skin, eyes, mouth, or mucous membranes. PPEs are made of materials that prevent penetration of potentially infectious organisms.

Remember the 3 G's of Protection:

- Gloves
- Goggles/face shields
- Gowns

Hazard Communication/Personal Protective Equipment

All materials known to pose a risk of hepatitis or other infectious diseases must be labeled "Biohazard". Signs and labeling in work areas should include: warning labels on trash receptacles, containers, or bags utilized for biohazardous waste.

Personal protective equipment such as hard hats, safety glasses, or gloves can be your main line of defense against painful and disabling injuries or illnesses. The key to selecting the proper PPE is to know your hazards. Many hazards in the work area are obvious such as flying debris. However, other hazards in the work area are not so obvious, such as unsafe air or loud noise. The effects of these hazards may not be known for years until it is too late and you have experienced a loss of hearing or loss of lung capacity that you may not be able to regain. Wearing PPE may seem to be somewhat of an inconvenience. However, PPE may prevent you from experiencing a disabling injury or illness.

The following items are the most common hazards in the workplace and the PPE can help you avoid their negative effects.

- **Air Hazards-** You should be wearing a respirator/dust mask if the job that you are performing involves fine particles, sprays, mists, or toxic gases. Contaminated air may not seem to be a problem, however, many contaminants have no immediate effect on your breathing or health until your lungs are permanently damaged. Use your respirator to avoid long-term lung problems.
- **Eye Hazards-** You should be wearing safety goggles if there is anything in your work area that can fly, splash, or drift into your eyes. Safety glasses, goggles, or faceshields are designed to protect against larger objects, such as metal shavings, fine dust, chemical splashes, and many other hazards. In some cases, eye protection should be worn at all times in the workplace since many hazards are unexpected, such as splashes.
- **Noise Hazards-** You should be wearing ear protection if you have to shout to be heard on the job. You are probably working in noise levels high enough to damage your hearing. Most hearing protection prevents damage by screening out loud noises, while allowing you to hear what you need to hear, such as voices. In addition, ear protection can reduce stress on the job by screening out the loud noises, which increase fatigue.
- **Other Physical Hazards-** Many other physical hazards can be reduced or prevented by wearing other PPE such as steel-toed boots, chemical resistant gloves, hard hats, or protective coveralls. These PPE may seem bulky and inconvenient-at least until that unexpected moment when you really need them. Wearing PPE can keep you on the job rather than in the hospital.

Checklist for PPE Users

- Check for leaks, tears, and signs of wear before each use
- Wear PPE properly
- Use the right size
- Keep the equipment clean

PPE Required

- All employees using cutting devices are required to use cut-resistant gloves. Maintenance must use chain-gloves when working on equipment with blades.
- All employees mixing and handling chemicals must wear gloves and eye protection

- All employees welding and grinding must wear appropriate filtered lens to protect against radiant energy. Eye protection required for grinding, cutting, and drilling. Gloves required.
- All employees are required to wear earplugs in high noise level (mechanical) job functions.
- All employees are required to utilize ladders for elevated working conditions.
- All employees are required to wear vinyl or latex gloves when handling any bodily fluids.
- All employees are required to wear eye protection, ear protection, and dust masks/respirators when cutting grass or weed-eating.
- All employees working in the mechanical area are required to wear eye and face protection.

If an employee identifies additional PPE that could prevent an injury, they should report their finding to their immediate supervisor and complete the job hazard form.

Electrical Safety

Electricity is a powerful and necessary aid in our workplace. It allows us to accomplish things that would otherwise be nearly impossible without this important energy source. Electrocutation is the second biggest killer of employees in general industry. You can protect yourself from electrical hazards by correcting unsafe conditions and preventing unsafe acts. By learning to identify, correct, and prevent these unsafe conditions and acts, you'll make your workplace safer for everyone.

Basics of Electricity

- Electrical current will not flow unless it has a complete path (circuit) that returns to its source (battery, transformer).
- Current flows through you and other conductors, such as metals, earth and concrete.
- Current can harm you when it flows through your body (electric shock).
- Insulators resist the flow of electricity. Insulating materials are used to coat copper conducting wires and are used to make electrical work gloves. Insulators help to protect humans from coming into contact with electricity flowing through conductors.
- Just as there is pressure in a water pipe without flowing water, there is voltage at a receptacle even when there is no current flowing. Another word for voltage is "Potential".

How Electricity Flows

- Burns-arcs burn with heat and radiation
- Physical injuries-broken bones, falls, and muscle damage
- Nervous system effects-can stop breathing at 30-75 mA alternating current at 60Hz, fibrillation at 75-100 mA at 60Hz. Fibrillation=heart is "twitching" and there is no blood flow to the body. The heart can be damaged because it is in the path of the most common routes electricity will take through the body.

Current Unsafe Conditions

- Always check equipment and cords before each use. Report any damage that you find to your supervisor. Be sure to mark or tag the equipment to ensure that it is not used by anyone else.
- Make sure all equipment is properly grounded and plugged into a grounded outlet.
- Never change or remove a guard. Guards are designed to protect you from energized parts.
- Locate flammable or corrosive chemicals and be sure to follow your company's procedures for operating electrical equipment in their vicinity.

Prevent Unsafe Acts

- Keep yourself and conductive tools and materials clear of energized parts.
- Never use damaged equipment. Report any damaged equipment or broken or fraying insulation that you find.
- Follow lockout/tagout procedures to ensure that equipment is turned off and stays off during inspection, maintenance, and repair.
- Wear PPE equipment when working with energized parts. Examples include rubber gloves, sleeves, blankets, and mats, or nonconducting tools rated for the voltage of parts.
- Avoid using electrical equipment when you or the equipment is wet. If you must work in damp areas, use a ground fault circuit interrupter (GCFI) to prevent an electrical shock. A GCFI protects you by shutting off electricity if a ground fault occurs.

- Avoid wearing items such as jewelry, watch bands, bracelets, rings, key chains, necklaces, etc. that might come in contact with exposed, energized parts.
- Be aware of electrical hazards.

How to Respond to Electrical Emergencies

- Protect Yourself-Do not touch the person. They might be energized.
- Call 911.
- Keep others from being harmed.
- Shut off the power source.
- Move the victim only when the power is off and no neck or spine injuries are possible.
- Give necessary first aid.
- Secure the area.
- Collect data for accident reporting.

No short cut is worth a potentially fatal electrical shock. Keep electricity working for you, not against you, by preventing unsafe working conditions and unsafe acts.

Drugs/Alcohol & The Workplace

This one is for everybody. **DO NOT USE DRUGS OR ALCOHOL IN THE WORKPLACE!** By using drugs and alcohol on the job you are putting yourself, your co-workers, and your students at risk of serious injury or fatality. Drugs and alcohol affect your judgment, which can cause errors that lead to serious accidents. In addition, drugs and alcohol can reduce your response time, which can keep you from reacting to an unsafe situation in sufficient time. In you are injured and it is determined that either drugs or alcohol were primary factors in causing the injury, you may be denied benefits from worker's compensation.

Simply put, allowing drugs and alcohol to get between you and your job can affect you, your coworkers and your employer. It **WILL** cost you your job. Play it smart and keep drugs and alcohol from affecting your performance in the workplace.

If you find yourself struggling with problems with drugs or alcohol, please share this with your supervisor immediately. They will direct you to the appropriate resources to get you the help that you need.

Repetitive Trauma Disorders

Repetitive trauma disorders (RTD) are the result of certain work activities that we do everyday that cause tiny injuries (traumas) to certain parts of the body. Each tiny injury is so small that we don't know that it is happening...until all the small traumas are added up and we are in pain. These disorders may take weeks, months, or years to develop. That is why it is important to act now to prevent these painful and disabling disorders from affecting us in the future. Carpel tunnel syndrome would be an example of a repetitive trauma disorder that affects the shoulders, elbows, wrists, hands, and back. The good news is...most of these disorders are preventable.

Risk Factors for RTD

- Work that involves repetitive wrist movement
- Working for long periods with your hands at or above shoulder height
- Using tools and equipment that vibrate
- Working in cold environments
- Long periods of holding tools
- Using a repetitive pinch grip
- Twisting the wrist while using force
- Working in an awkward position
- Repeated work patterns and motions
- Repeated forward reaches while rotating forearm

Early Detection & Intervention

If you show fatigue with a particular job or body part, now is the time to act. These discomforts can lead to major pain, disability, and even surgery if not acted on early. There are three simple principles to avoid RTD.

1. Engineer out hazards:
 - Modify computer workstations so that the employee can work with straight wrists and with elbows on armrests in a 90-degree angle.
 - Use ergonomically designed tools and equipment that enable you to work with wrists straight and keep you from using a great deal of force to grip them.
 - Use height-adjustable chairs or stools to provide periods of reduced stress on the lower extremities.
 - Use ladders and elevated work surfaces to avoid working above shoulder height.
2. Job rotation
 - Try to change positions when working, such as rotating between sitting and standing.
 - Take "micro" breaks by pausing for even a few seconds to give the muscles a rest break.
 - Try to alter the work process possibly by using a different hand.
 - Bring the work process closer to your body.
 - If your job involves multiple processes, rotate the processes to avoid repetition.

3. Exercises

Exercises can stretch and strengthen the muscles that may be tight, fatigued, or weakened as a result of your work processes. There are many different types of exercises depending on which part of the body you want to work. Here are a few exercises that help the hands, fingers, and wrist.

- Hand stretch exercise: Start with your hand flat with your forearm and wrist supported. Move your hand sideways to the right and left while keeping a flat hand position.
- Finger stretch exercise: Start with your forearm supported on table with wrist remaining in “straight” position during finger movements. Close hand to make a complete fist. Open fingers wide and spread apart as far possible and then press fingers back together.
- Wrist stretch exercise: Start with your forearm supported on table with your hand hanging loosely over the edge. Begin with hand in “palm-down” position and raise hand and wrist up. Then, begin with hand in “palm-up” position and raise the wrist and hand up.

Through engineering controls, job rotation, and exercises, you can avoid a painful and disabling repetitive trauma disorder. However, now is the time to act...before it is too late.

Ladder & Scaffold Safety

Falls from ladders and scaffolds can result in serious injury or death. Falls from a higher elevation account for approximately 10% of workplace fatalities and 5.2% of nonfatal workplace injuries

Ladder Safety Guidelines

- Inspect the ladder for defects such as broken rungs or cleats.
- Position the ladder so that all of its feet are on the floor and that the spreader/safety latches are locked in place.
- Never use a ladder for skids, braces, or walk boards or for any other purpose other than climbing.
- Keep both feet on the ladder rungs at all times. Do not place one foot on a piece of equipment.
- Make sure you're facing the ladder when you're working from it. If you must work backwards from a ladder, a safety harness is necessary.
- Only one person on a ladder at all times.
- Never use metal ladders near electric lines.
- Never stand on the platform or top of a stepladder.
- Do not place tools or materials on steps of the platform.
- Have another person hold the ladder or tie it off if it is over 8 feet high.
- Never climb on chairs or desks to complete overhead tasks. Get a ladder!

Scaffold Safety Guidelines

- Scaffolds must have firm footing or anchorage to support the intended load.
- Use a competent or trained person to erect, move, dismantle or alter.
- Standard guardrails are required at 4 and 6 feet.
- Replace or repair any damaged parts immediately.
- All planking should be scaffold grade and should be overlapped 12 inches and secured.
- Do not allow materials to accumulate that could cause a trip or fall.
- Do not work on scaffolds during high winds or storms.
- Do not work on scaffolds in slippery conditions, such as snow or ice.

Fall protection gear is designed to catch a worker in the case of a fall and prevent that worker from striking the ground or other objects. There are many different types of fall protection devices, which are designed for different jobs and situations. When doing elevated work, wearing fall protection gear and tying off can prevent a fall that could result in serious injury or death. Many of these devices are comfortable, inexpensive, and pose very little inconvenience to your work procedures. The time you take to wear the gear and tie off properly can save your life!

Back Safety Ergonomics

Many activities throughout the workday that cause or aggravate back pain. Many of these activities take days, weeks, or years to produce a painful and potentially disabling back injury. If we can avoid potentially or modify these work activities, we can continue to do our job without the unnecessary stress of back pain.

Work tasks that should be avoided:

- Repetitive handling of loads without breaks or job rotation
- Handling loads that require awkward body postures, such as having to bend and reach out to an object that cannot be held close to the body in an erect posture.
- Handling very heavy and/or bulky and difficult-to-hold materials.
- Twisting the torso to one side while lifting
- Repetitive or continuous bending over

Many of these undesirable tasks can be avoided or eliminated by taking a new look at your work area and making modifications. The following are some basic design principles, which can help reduce or eliminate some undesirable tasks.

Basic Design Principles

1. Ensure height of work platforms or conveyors is above knee and below shoulder height. This will minimize awkward postures and back stress when handling materials.
2. Workstations should be designed to minimize the distance between the person and the object being handled to reduce continuous stretching, reaching, and twisting.
3. To reduce continuous bending over, tilt bins containing objects at an angle or use bins with collapsed sides.
4. Avoid high strength push/pull requirements, although pushing is better than pulling because it puts less strain on the back. Use appropriate material handling equipment to reduce the undesirable activity.
5. Lifting and carrying should be converted to horizontal motion by providing conveyors or rollers where possible.
6. Modify workstations that require workers to bend over for long periods of time. Provide the workstations with adjustments that will allow the workers to remain in a relaxed, upright stance or fully supported, seated posture.
7. Jobs should be modified to avoid repetitive or continuous twisting, stretching, or leaning to one side. Reposition bins and move parts or conveyor closer to the employee.
8. Provide stable, comfortable, and supportive chairs to workers who sit for extended periods of time.
9. Provide workstations where workers stand for extended periods of time with a footrest or rail which allows the employee to stand with one foot up periodically, resilient floor mats, height-adjustable chairs or stools, or opportunities for the worker to change position or choose between sitting and standing. These modifications will reduce the static loads and stress on the back and legs.

By following these basic design principles, we can reduce the amount of stress we place on our back and the rest of our body.

Hazard Communication

Hazard communication consists of communicating the hazards associated with chemicals that are used by employees during their normal job assignment. All chemicals shall be labeled and material safety data sheets posted in the worksite area.

Labels indicate the name, address and phone number of the manufacturer and the chemical code number. The label will include a signal word that indicates just how dangerous this chemical is. The highest level of hazard is indicated by DANGER, while WARNING is of slightly greater hazard than CAUTION. The label also indicates physical hazards like flammable, explosive, or corrosive.

Material Safety Data Sheets indicate complete chemical name and common name, physical and chemical characteristics (solubility, volatility, boiling point, freezing point, appearance, and odor) and fire and explosion hazard.

All employees that have exposure to chemicals during their normal job assignment must be trained to handle the chemicals properly.

Safe Driving Basics

Safe driving is an appropriate topic for all employees as most operate vehicles on a daily basis. Quite often injuries that occur on personal time affect our ability to perform routine daily activities. Vehicle accidents cost U.S. businesses over \$55 billion dollars annually.

Keys to Safe Driving

- Vehicle inspections: Maintaining a safe, well-maintained vehicle is the first step toward safer driving. Be sure to do the following inspections periodically.
- Under the hood-Check oil, transmission, windshield washer, brake fluid levels, check belts and hoses for signs of wear, check the battery and charging system for corrosion, visually check the engine and the ground under the vehicle for signs of leaks.
- Outside the vehicle-Check headlights, taillights, backup lights, turn signals, and emergency warning lights for proper functions, check windshield wipers, tire-pressure and tread wear.
- Inside the vehicle-Check horn, seatbelt, child restraints, and gauges for proper functions.

Service is required if you notice any problems during these inspections.

Know your vehicle and rules of the road to avoid accidents.

- Predriving check-Familiarize yourself with the vehicle before starting it! Being unfamiliar with the vehicle causes many work-related traffic accidents.
- Rules of the Road
- Know the rules and practice them daily.
- Wear seatbelts. Operating a vehicle without a seatbelt is illegal in the state of Kentucky and is punishable by fine paid by the operator.
- Be observant.
- Notice changes-Look ahead to avoid any hazardous obstacles. Be prepared for anything. Know how to react to changes in driving conditions such as snow, ice, and water in the roadway.
- Reduce speed. Rushing can lead to disaster! Twenty percent of all traffic fatalities are caused by excessive speed.

Safe Driving Tactics

- Following Distances

Remember to allow plenty of distance between your vehicle and the vehicle ahead of you.

- Braking on Snow and Ice

Remember to reduce your speed when weather conditions cause road conditions to deteriorate. When braking on ice or snow, remember to press on the brake. Pumping the brake pedal will often cause you to lose control or override the anti-lock braking system. If the car begins to slide, turn the front wheels in the same direction as the slide. This will enable you to regain control of the vehicle.

- Braking and Hydroplaning

Heavy rain or standing water can cause a vehicle to HYDROPLANE and lose contact with the pavement. If your vehicle begins to hydroplane, remove your foot from the accelerator and slow down. This will allow you to bring the vehicle under control as the tires begin to cut through the water to reestablish contact. While hydroplaning avoid turning sharply or suddenly. This could force your vehicle into a skid.

- Using turn signals

Using turn signals is one way to ensure that other motorists know your intentions. Using turn signals is imperative when changing lanes, pulling into parking spaces, and at stop signs. Increasing the use of your turn signals will decrease the chances of having an accident.

- Share the Road

Always take special care when passing school buses and semis. Indicate your intentions by using your turn signals before you begin to pass. Additionally, using your headlights during the daytime will increase your visibility to other motorists and reduce the chances you will be involved in an accident.

- Keep Right

When driving, it is sometimes necessary to yield the right of way to an oncoming vehicle. If an oncoming vehicle begins to drive irritably, you should pull to the right side of the road and wait for the vehicle to pass. Never move to the left as it may take you into the path of the oncoming vehicle.

- Reduce Speed

20% of all traffic fatalities are caused by excessive speed. High-speed increases insurance, fuel and vehicle maintenance costs.

Office Safety

Several factors are considered involving safety in the office. There are several solutions that will minimize bodily stress and injuries.

Posture

Poor posture is one of the major causes of back, neck, and shoulder pain in offices across the country. Poor posture can lead to stiffness, fatigue, and muscle tension. Simple solutions-Sit up straight and keep the three natural curves of the spine in their normal position by aligning your ears-shoulders-hips. Use a speakerphone when necessary. Stretching and changing positions occasionally will also minimize stress to the lower back.

Eye Strain

Eyestrain is a common problem in many offices today as the use of computers and video display terminals continues to increase. Symptoms include itching and burning eyes, blurred vision and dry/irritated eyes. There are many ways to adapt our environment to reduce the strain on our eyes. Solutions include: Position yourself and screen away from windows and sources of natural light. Ensure that your screen is within an acceptable range (between 18 and 28 inches). Ensure your screen is positioned at eye level when you are seated in your chair. Dimming the lights in the area and adjusting brightness of the screen will also help. Select color options if your screen will allow it. Using green or amber text on dark backgrounds are the best for extended screen usage.

Lifting

Although your office job may not require lifting on a regular basis, it is often necessary to lift heavy objects. Quite often those stacks of files and computer printouts can wreck havoc on your back. Statistics indicate that most back injuries result from use of improper lifting techniques. Lifting while sitting in your chair is a dangerous habit for several reasons. Leaning over while in a seated position places a tremendous strain on your back. Additionally, the chair you are sitting in is probably on rollers and may slip out from under you. Solutions include: To lift, stand up and move your chair out of the way. Squat down beside the item to be lifted. Spread your feet slightly (shoulder-width apart), grasp the item keeping the back straight, tuck your chin, draw the object close to you keeping your elbows close to your body and lift by straightening your legs.

Walkways

Many office accidents are caused by poor housekeeping and cluttered walkways. Closing file cabinet drawers and doors will improve the safety of your office environment. Often, overflowing trash cans, phone and electric cords can create slip and fall hazards that are unnecessary and easily eliminated. Solutions include-Maintain clean walkways by emptying trash regularly and removing all unnecessary materials from the workplace.

Workstations

Poorly designed or arranged workstations create an assortment of problems. Ensure that your workplace is arranged so that the most frequently used items are at your fingertips. Straining to reach the phone, keyboard or calculator will reduce your productivity and increase the chances

that you will be injured at your desk. Your keyboard should be placed in a position so that your arms are in a relaxed position on the armrests of your chair. Your arms should be forming a 90-degree angle. If your arms are in any position other than the one described, experiment with moving the keyboard to another area of the desk or maybe into your lap. It will be awkward at first as you have probably grown accustomed to typing in the other position. Solutions include: Rearrange your workstation so that the items you use the most frequently are at your fingertips. Find a place for the keyboard that will allow you to work in an appropriate position.

Extreme Weather-Heat Safety

Extreme heat can often result in a debilitating illness or even death in the most extreme cases. Heat for some workers is not a real issue. For many, the months of May through September are difficult and often dangerous. For overweight and older employees and those not conditioned to work in extreme heat, it can be deadly. The human body cools itself by sweating and evaporating moisture. As a result, the body begins to dehydrate very quickly in extreme heat. This causes the body to slip into heat fatigue that will affect alertness and coordination. This puts the employee at even greater risk of injury when working around equipment. Heat related illness is generally preceded by symptoms that are easily identified. Symptoms include cramps, headaches, nausea, weakness, excessive thirst and clammy moist skin. Workers exposed to extreme heat for long periods of time may develop cramps, heat exhaustion and possibly heat stroke.

Cramps

Heat related cramps are the early signs that the body is having difficulty operating in the heat. Heat cramps are the most common type of heat related illness. The cramps are painful muscle spasms that generally occur on the large muscles in the legs and abdomen. To care for an employee having heat cramps, have the victim rest in a cool place. The victim should be encouraged to drink cool water or a commercial sports drink. Hydrating the body with cool fluids and rest will generally help the victim to recover. Gently massaging and stretching the muscle will also help relieve the spasm. Once the spasms have stopped the victim can resume normal activity if no other symptoms exist.

Heat Exhaustion

Heat exhaustion is a dangerous condition that often causes the employee to collapse. Heat exhaustion is generally associated with long periods of exposure to extreme heat. Headaches, nausea, weakness, excessive thirst, and clammy moist skin generally signal heat exhaustion. To care for the victim, have them rest in a cool place, loosen tight clothing, and encourage them to drink cool water and commercial sports drink. Watch the victim for changes in their condition. Vomiting, refusing water, and loss of consciousness indicate that the victim's condition is beginning to worsen. If the victim's condition worsens, call 911 immediately. Normal activity should not be resumed during the same day.

Heat Stroke

Heat stroke is the least common but most severe of all heat related illnesses. Heat strokes results from ignoring the early symptoms of illness. Prolonged exposure to extreme heat can overwhelm the body causing it to begin to shut down. Red, hot, and dry skin; changes in consciousness, rapid or weak pulse; and rapid or shallow breathing generally signal heat stroke. Heat stroke is deadly if not cared for by medical professionals. Call 911 immediately. Loosen tight clothing; and apply cool wet cloths on the skin and ice packs to wrists, neck, groin and armpits to cool large blood vessels.

Beat the Heat

Most heat-related illness could be avoided if we remember a couple of basic facts.

Hydration

The body needs fluids to function. As we sweat, the body loses much more than just water. The body expels sodium and carbohydrates that are required for normal bodily functions. Water and commercial sports drinks will provide the necessary hydration. Drinking up to 8 ounces every fifteen minutes will ensure proper hydration. During hard labor in extreme heat the body burns carbohydrates at a faster rate. Sports drinks with a carbohydrate concentration of 6-8% are recommended.

Attire

The body is designed to cool itself in most conditions. Wearing loose cotton clothing can improve the body's natural abilities. Cotton is a natural fiber that is lightweight and breathable. As a result, it is one of the most comfortable fabrics that can also provide an additional level of protection from heat and other hazards.

Extreme Weather-Cold Weather Safety

Cold exposure can often result in a debilitating illness or even death in the most extreme cases. Cold weather for some people is not a real issue. For many, the winter months are difficult and often dangerous. For older and overweight employees and those not conditioned to work in extreme weather, it can be deadly. The human body produces an amazing amount of heat on its own. That heat must be maintained in order to spend time outside in the winter months. Coats, hats, gloves, and clothing enable humans to regulate and maintain our natural body temperature. Exposure to weather extremes can affect alertness and coordination. This puts the employee at even greater risk of injury when working around equipment. Workers exposed to extreme cold for long periods of time may develop frostbite and hypothermia.

Frostbite

Frostbite is the most common type of cold related illness. Frostbite is the actual freezing of body parts exposed to the cold. The severity of the frostbite depends on the air temperature, length of exposure and the wind. The symptoms include feelings of numbness and discoloration of the skin. This skin may become cold to the touch and have a yellow, blue, or red coloration. In extreme cases frostbite will result in the loss of fingers, hands, toes, feet, and legs. To care for a victim that has these symptoms, remove wet clothing and warm the skin with warm water. Never rub the skin as this may damage the soft tissue even further. Place the victim's affected body part into water that is no warmer than 105 degrees Fahrenheit. If the area is too large to submerge, cover the area with towels that have been dipped into the warm water. Continue warming the frostbitten area until the skin feels warm to the touch and returns to its more natural coloration. The skin may be slightly red or flushed, which is normal. The area should then be dried by gently blotting the area and bandaged loosely. In severe cases of frostbite, blisters may appear. Do not break the blisters. Get medical care for the victim as soon as possible.

Hypothermia

Hypothermia is a dangerous condition that often causes the employee to collapse and die if not treated quickly. It is generally associated with long periods of exposure to extreme cold. Many people are more susceptible to hypothermia than others. Hypothermia can occur when temperatures are above freezing. Symptoms include shivering, numbness, glass stare, apathy, and the loss of consciousness. To care for the victim, first call 911. Next, ensure that the victim is comfortable by removing wet clothing and drying the victim. Warm the victim slowly by putting on dry clothes and covering them with blankets. Move the victim to a warm place if possible. Heating pads or other sources of heat may be used to warm the body if they are available. If the victim is alert, give them warm fluids to drink. If the victim is unconscious, periodically check for a pulse and breathing. If breathing has stopped and there is no pulse, begin CPR.

Beat the Cold

Most cold related illness could be avoided if we remember a couple of basic facts.

Human Factors

The body naturally produces heat that we must maintain while working in colder environments. Periodic breaks and rest periods will allow the body to naturally begin to adjust its environment.

Avoid working outdoors in the coldest part of the day (before daylight or after dark) of possible. Alter your activity level according to the temperature.

Attire

Appropriate attire can ensure personal safety and a job done safely. Layering natural and manmade fabrics creates warmth by trapping body heat between the layers. Layering is an old technique that allows you to remove clothing when the body temperature begins to warm up and replace them when the body begins to cool.

Violence in the Workplace

Workplace violence is any extreme behavior intended to abuse, injure, or murder a person in the workplace. A broader definition would include the intent to damage or destroy property in the workplace. There are four basic types of workplace violence.

Physical violence

Physical violence is the act of using force against people or property in the workplace. This would consist of assault, fighting, homicide, rape, stalking, suicide, and destroying or sabotaging equipment or company property.

Verbal violence

Verbal violence is the act of making verbal threats against people or property in the workplace.

Written violence

Written violence is the act of using a written medium to threaten or abuse employees and/or property.

Visual violence

Visual violence is the act of using visual aides and bodily gestures that threaten or abuse people in the workplace.

Workplace Harassment

Refer to Board Policy Manual. Policy 3.162 and Policy 3.262.

Those affected

All of our lives are at risk of being touched by workplace violence. In most cases, violent acts in the workplace are committed by people with no real connection to the business. This would include disgruntled individuals, criminals and groups with opposing agendas. Many of these acts are not typically thought of as workplace violence. Statistically speaking you are five times more likely to be injured in a non-work related incident.

Prevention

- Be observant of surroundings and changes that may be unsafe.
- Establish open lines of communication with other employees and supervisors.
- Listen to other employees and take all threats seriously.
- Be observant and report all acts of violence to supervisors.
- Be aware that successful stress management can prevent workplace violence.
- Listen to other employees and be considerate of their needs.
- Help other employees when you are aware that things begin to affect their job.
- Understand that personal problems often affect our work life.

Sun Safety

The effects of sun exposure depend on you. You should be aware that the sun's rays have different intensities at different times of the year. Most sun damage occurs as a result of incidental exposure during day-to-day activities.

Effects of Sunlight

The effect of sunlight is more dangerous than most people think. Skin cancer is an obvious disease that is a direct affect of the sun. Melanoma is one type of cancer that can strike people of any age, race, gender, and economic status. It is the most common cancer for women ages 25-29.

Guidelines for Protection

- Wear sunglasses to protect your eyes from harmful UV rays.
- Wear a hat to protect your head and face.
- Use a sunscreen with a sun protection factor of at least 30.
- Never use sunscreen to extend the amount of time you spend in the sun.
- Sunscreen should be applied 20 minutes prior to going outside.
- Sunscreen should be reapplied every two hours or more regularly if swimming or sweating.
- If you experience a reaction to sunscreen, experiment with other brands.
- Wear protective clothing that is designed to protect you from the sun.

Why Take a Chance?

Keeping a strong commitment to safety is not easy. By committing to safety 100% of the time, you can set an exemplary behavior by setting a safe example for others. You can keep your commitment to safety strong by remembering the commitment is for you. Stay focused on your personal safety and those things you do that affect it.

This safety program is designed to help you reach your goals. It is not here to make your work harder, or slower, or to meet some governmental guidelines. Safety and accident prevention programs are designed to PROTECT YOU so that you may reach your personal goals. When an unsafe act is pointed out to you, it is done so to help you by eliminating obstacles or job hindrances AND to insure that you get home in one piece.

Every time you approach a project, think SAFETY. Look for what can go wrong and eliminate that possibility BEFORE your goals come to an abrupt end.

Take safety personal! Make it a part of your life goals! The Russell Independent School System is committed to providing a safe and healthy work environment for all employees.

Appendices

- A. Consent for Medical Records
- B. Report of Workplace Hazards
- C. Employee Accident Report
- D. Bloodborne Pathogen Plan/Reports

Consent for Release of Medical Records from
Designated Healthcare Provider

I, _____, hereby authorize the following worker's compensation preferred healthcare provider/facility, _____, to provide all medical records related to this worksite related injury/illness to the Russell Board of Education.

My protected health information will be used or disclosed for the following purposes:

- ❖ To assist the Russell Board of Education and the designated worker's compensation company in handling the worker's compensation claim in a timely manner
- ❖ To keep lines of communication open between the healthcare provider, the designated worker's compensation company, and the Russell Board of Education

I understand that the Russell Board of Education according to the "HIPPA" regulations will keep all medical records confidential.

I understand that I have the right to revoke this authorization, in writing, at any time by sending written notification to the designated worker's compensation company's preferred healthcare provider. I also understand that revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that the designated worker's compensation company's healthcare provider may not condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

I certify that I have received a copy of this authorization

Signature of Patient

Date

Printed Name of Patient

Report of Workplace Hazard/ "Near Miss" Accident

All potential job hazards identified and "near miss" employee accidents are to be reported on this form and delivered to the employee's supervisor.

Employee's Name: _____ Job Title _____

Date: _____ Location of Job Hazard: _____

Specific Hazard Identified: _____

Explanation of "Near Miss" Accident:

Suggestions by employee to prevent "near miss" accident or correct job hazard:

Actions taken by supervisor to correct hazard or prevent "near miss" accident from occurring:

After the employee and supervisor have completed the above information, the district health coordinator will keep this report on file.

Bloodborne Pathogen Exposure Control Plan

This plan has been developed to minimize or eliminate occupational exposure to blood or other potentially infectious materials and to prevent the spread of communicable diseases in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Exposure Determination

OSHA requires employers to prepare an exposure determination for employees and tasks, which may incur "occupational exposure" to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment.

Occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials resulting from the performance of an employee's duties. Parenteral is defined as the piercing of skin or mucous membranes through such events as needlesticks, human bites, cuts, and abrasions.

Other potentially infectious materials include human body fluids, or wastes such as urine, feces, semen, vaginal secretions, sputum, pericardial fluid, and body fluid that is visibly contaminated with blood, and all body fluids in those situations where it is difficult or impossible to differentiate between body fluids.

District job classifications, which involve occupational exposure, include those who are designated first aid and CPR responders.

Information and Training

All district employees shall receive training annually on the following:

- The OSHA Standard for bloodborne pathogens, 29CFR 1910.1030
- Epidemiology and symptomology of bloodborne diseases
- The district bloodborne pathogen plan
- Control methods
- Proper use of personal protective equipment
- How to respond to a bloodborne pathogen event
- Procedure to follow if an exposure occurs
- The signs/symbols of biohazards
- Hepatitis B vaccination program

Record Keeping

All records required by the OSHA Standard and this plan will be maintained by the district nurse.

Implementation Schedule and Methods of Compliance

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following methods of compliance must be observed.

Universal Precautions

Universal Precautions shall be observed by all employees to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Handwashing facilities equipped with soap and water shall be available to all employees. After removal of personal protective gloves, and after any contact with blood or potentially infectious materials, employees shall thoroughly wash their hands and any other potentially contaminated skin areas immediately or as soon as feasible following contact.

Work Practices

All employees shall observe the following safeguards and procedures in order to minimize any contact with blood or other potentially infectious substances and to maintain a safe and clean working environment.

Personal Protective Equipment

All personal protective equipment will be provided to employees. Blood borne Pathogen kits will be distributed at the beginning of every school year and can be replaced by the front office as needed. All school buses and other district buildings will be supplied with kits.

Used disposable gloves are not to be washed for reuse. They are to be disposed of properly. Gloves should be disposed of when they have been contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves shall be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping

Decontamination of areas, which have been contaminated with blood or other potentially infectious materials, shall be accomplished by utilizing the following materials: a 10:1 water/bleach solution. All employees shall ensure that the work site is maintained in a clean and sanitary condition. All procedures involving blood or other potentially infectious materials shall be performed in a manner as to minimize splashing, spraying, spattering, or generating droplets of these substances.

Clean-up Procedures

- Wear gloves
- Place absorbent material on the fluid to control the spreading and reduce the odor
- Use cleaning tools to pick up absorbent
- Place the absorbent material in a plastic bag.
- Disinfect the floor, wall, or equipment with prescribed disinfectant
- Place the disposable items used for disinfecting in a plastic bag
- Remove gloves by turning the cuff down first before taking either glove off all the way
- Wash hands thoroughly with soap and water
- Disinfectant shall never be mixed prior to using it

- Used disinfectant shall be disposed of after each use and not be held for future use

Treating the Sick or Injured

- Always wear gloves if exposure is possible
- Administer first aid if appropriate
- Send for the custodian for body fluid clean up
- Wash hands as soon as possible
- If water is not available, use antibacterial hand cleaner until soap and water is available
- Antibacterial hand cleaner is not a substitute for handwashing

Necessary Equipment for Clean-up

- Gloves
- Disinfectant
- Plastic bags
- Brooms
- Brushes
- Buckets
- Dust Pans
- Paper towels
- Carpet cleaners
- Absorbent materials

Disposal of Waste and Contaminated Sharps

Needles, syringes, and other sharp disposable objects should be placed in a puncture proof container. Other contaminated objects shall be placed in a plastic bag and disposed of properly.

Exposure

An exposure incident to blood or other potentially infectious materials through contact with broken skin, mucous membrane, or by needle or sharp stick requires immediate washing, reporting, and follow-up.

- Always wash the exposed area immediately with soap and water
- If mucous membrane splash (eye/mouth) or exposure of broken skin, irrigate/wash area thoroughly
- If a cut or needlestick injury occurs, wash area immediately with soap and hot running water
- Report exposure immediately

Hepatitis B Vaccination Series

The Hepatitis B Vaccination Series will be available to designated first/aid CPR responders at no cost to the employee. The vaccine shall be available within (10) working days of the employee's initial assignment, unless the employee has previously had the vaccine or wished to submit antibody testing which shows that the employee has sufficient immunity, or unless the vaccine is contraindicated for medical reasons. All designated employees shall sign a statement that he/she

has been informed as to Hepatitis B infections and the effects of the vaccine prior to receiving the vaccination series.

Employees who initially decline the vaccine, but later wish to have it may then have the vaccine provided at no cost. Any designated employee who is offered the vaccine and declines must sign a declination statement.

Exposure Incident & Post-Exposure Evaluation and Follow-Up

An exposure incident is defined as an incident in which blood or other potentially infectious material comes in contact parenterally, or with non-intact skin, eyes, or mucous membranes.

Reporting and Managing Exposure Incidents

In the event of any applicable exposure to blood or other potentially infectious material, the following measures shall be followed.

- Report the exposure to your supervisor immediately
- Complete the Employee Accident Report
- Incident will be reported to the designated worker's compensation company
- The exposed employee shall seek medical attention and adhere to all prescribed regimes

Employee's Rights Following Exposure Incident

- Documentation of exposure
- Identification/documentation of the source individual, unless identification is infeasible
- Collection and testing of blood for HBV and HIV serological status
- Post-exposure prophylaxis, when medically indicated
- Counseling
- Evaluation of reported illness

Universal Precautions

Universal Precautions are your BEST defense against HIV, HBV, and some of the other infectious diseases. Universal Precautions must be followed with all people you come in contact with, since you cannot be sure who is infected.

All employees shall routinely use appropriate barrier precautions, including personal protective equipment, to prevent skin and mucous membrane exposure when contact with blood or other potentially infectious materials is likely.

Gloves shall be worn for touching blood and body fluids, mucous membranes, or non-intact skin, for handling items or surfaces soiled with blood or body fluids. Masks and protective eyewear of face shields shall be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands shall be washed immediately after gloves are removed.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation bags, or ventilation devices shall be available for use in areas in which the need for resuscitation is predictable.

Employees who have oxidative lesions or weeping dermatitis shall not handle potentially infectious materials until the condition has resolved.

All sharps (needles, lancets, broken glass) are to be placed in a disposable sharps container.

DO NOT apply make-up, lip balm, or contact lenses in any area in which blood or other potentially infectious materials may be present.

DO dispose of potentially contaminated materials in an appropriate manner.

Source Individual Consent Form

I, _____, on my behalf or on the behalf of an individual for whom I am legally authorized to give consent, agree to have blood drawn and agree to testing of my blood for serological evidence of infectious diseases including, but not limited to, HBV and HIV because an employee of the Russell Independent School System had an unintentional exposure to such blood or other potentially infectious material. The potential physical problems to me are those related to the routine procedures of taking a sample of blood. My signature confirms that I have read this consent form, have received an explanation and understand the reasons for the tests, and agree to have these tests performed.

Signature

Date

Signature of Supervisor

Date

Hepatitis B Vaccination Consent/Record of Vaccination

Employee's Name _____

Social Security Number _____

Date _____

I have chosen to receive the Hepatitis B vaccination series due to my possible occupational exposure to blood or other potentially infectious materials that may place me at risk for Hepatitis B (HBV) infection.

I have no known sensitivity to yeast or any other preservatives. I am not pregnant. I have not had a previous Hepatitis B infection. I am not receiving immunosuppressive therapy.

I have been given written informational materials explaining the benefits and risks involved in receiving the Hepatitis B vaccination.

Employee's Signature

Date

Dose #1	Dose #2	Dose #3
Date:		
Signature:		
Lot#Expir.:		

Documentation of Previous Vaccination:
Copy Attached _____ Date Completed _____

Results of Antibody Testing:
Copy Attached _____ Date Completed _____

Documentation of Medical Contraindication:
Copy Attached _____ Date Completed _____

Hepatitis B Vaccination Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the Hepatitis B (HBV) infection. I have read the attached information for HBV vaccine. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining the vaccine I continue to be at risk of acquiring Hepatitis B virus. I understand that in the future if I choose to have the vaccine that I will still be able to receive the vaccine series at no charge to myself.

Employee Signature

Date

Job Classification

Witness

Date