



**Pelham School District
SAU 28**

District Safety Plan

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PELHAM SCHOOL BOARD'S STATEMENT OF COMMITMENT

The Pelham School District, SAU 28 values the welfare of every employee and student. As per our vision statement, we are committed to providing a safe environment for learning. The District recognizes that accidents and unsanitary conditions can harm our employees, students, and the general public in a multitude of ways. In pledging its full support of the steps taken by the District to establish and maintain a safe environment, the Pelham School Board recognizes the following:

- That the District will comply with all relevant safety and health laws and regulations and will regularly update policies and practices to align with new changes;
- That the prevention of accidents and the protection of all resources are guiding principles in this plan;
- That decisions regarding safety are made with the same thoughtfulness and thoroughness as those decisions made concerning productivity or quality and that safe working conditions and methods must be a priority;
- That employees will follow all safety rules, take no unnecessary risks, and use all safety guards and equipment available to them; and,
- That feedback will always be welcomed and encouraged from all employees and will help to continually improve safety standards within the District.

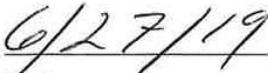
In an effort to provide all employees, students, and the general public with a safe environment in which to work, learn, and participate in activities within our buildings and on our grounds, *The Pelham School District Safety Plan* has been created in accordance with the guidelines and recommendations set forth by the New Hampshire Department of Labor.

It is understood that for this plan to be successful, the District's employees, contractors, and vendors must demonstrate a sincere commitment to the enforcement of injury and illness prevention each day. The District believes that an educated, dedicated, cooperative, and unified community lays the foundation for the effectiveness of this plan and that by working together, the Pelham School District will continuously build and sustain a safe and healthy culture.

As an employee, contractor, or vendor of the Pelham School District, SAU 28, you have a responsibility to the other employees, students, and general public to read, understand, and follow this safety plan. Please be always alert in detecting potential safety hazards and willing to take action to remedy them. Above all, exercise concern for others to help ensure everyone's safety, well-being, and productivity. Your efforts will make a difference.



Superintendent of Schools



Date



Chair, Pelham School Board

INTRODUCTION

It is the responsibility of the Pelham School District, SAU 28 to do all that is reasonable and practical to prevent personal injury, damage to property, harm to the environment or any other form of harm or loss to staff, students or others in conducting its business. Unsafe working conditions and behaviors are indicators of a weak risk management system. An effective safety plan establishes a framework for proper safety practices to be integrated into an organizational system through proper leadership, planning, and execution.

The District specifically recognizes its responsibility to the following:

- Comply with all relevant health, safety, welfare and fire regulations;
- Provide and maintain a safe and healthy working and learning environment;
- Do all that is reasonably practical to eliminate major hazards from the environments;
- Avoid any unnecessary risk to staff and others and control those risks that are necessary;
- Consult staff, or their representatives, on matters relating to health and safety;
- Provide necessary safety equipment and supervision to ensure safe systems of work are employed at all times;
- Provide information, instruction and training to staff and others to enable them to perform their work safely and efficiently; and,
- Monitor and regularly update Emergency Preparedness plans to be in compliance with all relevant regulations and best practices.

The District believes an effective safety program is established jointly between employees and management in an effort to educate all those within the district with proper procedure and policy. With an exceptional system in place, employees are expected to take an active role in the common goal of promoting healthful practices and safety on a daily basis. Only through this sincere joint commitment can this occur and make the District a healthy and safe environment for all.

RESPONSIBILITIES

Every employee plays an important role in implementing comprehensive procedures to control losses and enhance workplace safety as specified in this Safety Plan. The following list covers minimum requirements related to each employee's responsibilities and should not be construed to limit individual initiative.

SAU Administrative Personnel

Administration is ultimately responsible for the overall success of this plan. Responsibilities include, but are not limited to:

- Ensuring staff awareness, understanding, and compliance with any and all health and safety standards as stated in the Safety Plan and holding employees accountable for their actions and/or inactions in accordance with District policy.
- Demonstrating overall support, direction, and commitment to setting an example in safe behavior and maintaining a permanent and continuing interest in the safety of their staff, students and the general public.
- Communicating with all members of the organization in a clear and effective manner.
- Maintaining an awareness of any relevant health and safety management issues within buildings and on grounds and taking action to correct the situations or delegating the duty to a designated staff member to correct.
- Defining the responsibilities of employees and ensuring by appropriate monitoring that safe systems have been developed and implemented.
- Emphasizing and ensuring that the program is a joint effort among all parties as active participation by each individual is critical to the program's success.
- Supporting building administrators and district-wide directors and staff with decisions concerning issues of safety.
- Ensuring that required resources are available when necessary. Resources may include, but are not limited to, the following:
 - Funding for safety equipment, protective equipment, and training courses and materials.
 - Personnel such as outside experts, consultants, and inter-departmental liaisons.
 - Time for appropriate review and response to inspection, recommendation, and incident review reports as well as participation in training programs.
- Responding, in writing, to recommendations made by the district's Joint Loss Management Committee.
- Providing training for members of the district's Joint Loss Management Committee and Building Safety Committees in workplace hazard identification and injury/incident review, adequate to fulfill the committees' responsibilities.
- Ensuring that any district vendors and contractors follow appropriate safety and health standards.

Building Administrative and Supervisory Personnel

Building administrators and supervisors are leaders in their respective environments and play a critical role in the success of the program. In having authority, they share the responsibility for implementing the following:

- Exhibiting leadership, providing guidance, and demonstrating overall support and commitment to the program by active participation whenever possible.
- Taking immediate action to correct any unsafe condition or action and ensuring that all staff and students are well-informed of safety, sanitation, and emergency procedures.
- Communicating with all members of the organization to ensure all employees understand and comply with the process and observe all work rules, personnel policies and procedures, and disciplinary consequences as they relate to the safety program.
- Establishing a culture of safe behavior and an expectation of a safe facility and grounds.
- Educating employees within their area of responsibility in the correct methods for performing each task, the nature of environmental hazards, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- Being actively concerned for the safety and health of their staff by regularly meeting to discuss plans and ideas to bring about additional loss prevention measures and review accidents and near misses.
- Utilizing tools provided by the Environmental Protection Agency (EPA) and the NH Department of Labor to regularly conduct workplace inspections and incident reviews with the Joint Loss Management Committee and safety committees to identify and correct unsafe equipment, conditions, or actions.
- Reviewing and reporting all incidents and accidents to the SAU in a prompt manner, including in an employee's evaluation report an assessment of safety behavior when applicable, and issuing warnings and/or discipline per the disciplinary procedure for violations of this Safety Plan.
- Providing personnel with protective equipment and ensuring all equipment is properly guarded and in safe operating condition.
- Providing professional development opportunities and training in safety procedures as necessary.
- Monitoring and ensuring that all contractors and vendors follow all appropriate safety and health standards as outlined by the District.
- Ensuring the coordination of annual building, equipment, and fixture inspections and required state reports.

Employees

Employees have a responsibility to understand and observe all personnel and work rules, policies, and procedures in order to create and maintain a safe working environment for

themselves, their colleagues, their students, and the general public. Employees are responsible for the following:

- Exhibiting safe behaviors at all times and complying with this Safety Plan by following the policies, procedures, and regulations of the District relating to safety and health.
- Being alert for unsafe acts and conditions.
- Reviewing accidents or near misses, when assigned, to discover the cause and take corrective action to ensure that any safety issue either noticed or brought to their attention is dealt with in a timely and professional manner to prevent recurrence.
- Reporting any matter deemed hazardous or unsanitary to the attention of either administration or maintenance by following the accident reporting or maintenance work ticket procedures, whichever is applicable.
- Using safety equipment and personal protective equipment as required by the District.
- Only operating machines and equipment on which the employee has been trained and given responsibility to operate.
- Being knowledgeable in emergency response protocol as specified on the Incident Response Actions list.

Students

While not employees of the district, students play an important role in creating and maintaining a safe, healthful, and productive Pelham School District. Students have a responsibility to themselves, their teachers and administrators, the student body, and to the general public. Students are expected of the following:

- Behaving in a safe manner by following the policies, procedures, and regulations of this Safety Plan and the school's Student Handbook.
- Reporting all accidents and unsanitary/unsafe conditions to the building administrator or the classroom teacher.
- Only operating machines and equipment that they have been trained and given authorization to operate.
- Using safety equipment and personal protective equipment as required by the District and directed by a district employee.
- Signing and complying with the Safety Rules and Instructions form that is required in Visual Arts, Steam and Science Lab classes, or Consumer Science classes.

SAFETY & HEALTH COMMITTEES

The Pelham School District is committed to the continuous health and safety of its students, employees, and the public. The District understands that for this to occur, diligent monitoring and updating of safety protocols must be an ongoing process. To better facilitate this process, the District has instituted the following committees:

Joint Loss Management Committee

A Joint Loss Management Committee (JLMC) has been established in an effort to promote district-wide workplace health and safety. A principal committee that oversees all other safety-related committees, the JLMC is charged with bringing various members of the district together in a non-adversarial and cooperative environment to promote workplace safety.

It is the belief of the JLMC that through collaboration among employees who represent all three buildings as well as different areas of employment (teachers, instructional assistants, office staff, custodial staff, SAU staff, nutrition services staff, and administrators), the committee's work can lead to fewer accidents and health issues within the district and offer significant financial savings to Pelham taxpayers.

The following covers the roles and responsibilities of the JLMC:

- The chairperson of the committee shall be designated by the membership of the committee and shall rotate between those in an employee and management role periodically.
- The committee has a Clerk who is designated by the committee. The Clerk is responsible for taking minutes during the quarterly meetings and distributing them to the other members of the committee. These minutes are also posted in the district's employee drive, district website, and is available upon request.
- The JLMC consists of an equal number of management/employee representatives. Representatives shall be posted on the district website.
- All injury/incident reports are reviewed by this team, along with reports and recommendations from incident reviews or other district safety committees may have.
- The JLMC will conduct periodic facilities audits and report any findings, with suggested control measures, to the person most able to take action on the recommendations.
- Inspections conducted include, but are not limited to: annual town fire and health inspection, quarterly fire systems equipment inspections conducted by an outside contractor, semi-annual fire suppression equipment inspections, semi-annual food safety inspections, and annual building and grounds safety inspections.
- Members will discuss items such as new and ongoing safety concerns, new rules or regulations that have come into effect, accidents and near misses and the preventative measures that could have been taken to avoid them.
- The JLMC may request support from the School Board and/or Superintendent to approve resources needed for safety-related initiatives within the District.

School Safety Committees

Each school will have a school safety committee responsible for ensuring that the District Safety Plan is applied to the building and grounds. The chairperson for these committees will be the Building Administrator or their designee. Each committee consists of representatives from administration, faculty, health office, maintenance, nutrition services, and the community. The committee is responsible for conducting annual inspections of the location they represent in order to determine whether there are any unsafe conditions and/or practices that need to be rectified. Once an analytical and systematic inspection walk through is completed, the committee will evaluate the data and record their findings. Their findings and recommendations will be forwarded to building administration and the JLMC. See Appendix D for a sample form.

At the minimum, safety committees should document the following in their inspections:

- Inspection Date
- Name of person(s) conducting the incident review
- Location or equipment reviewed
- List of findings
- Actions taken
- List of recommendations for further action

Emergency Preparedness Committees

With recent national events that include intruder violence, student violence, natural disasters, and pandemics, emergency response preparation and planning is becoming more important for schools and school districts. As an answer to these difficult situations, the Pelham School District has established an Emergency Response Plan along with an Emergency Preparedness Committee. The committee is chaired by the Superintendent of Schools and includes several members from the administration, police, fire and staff. Each school also has a school-level Emergency Management Committee, comprised of administration, faculty, and staff. The teams are responsible for addressing emergency situations as defined in the Emergency Operations Plans for each school and are provided with periodic training for such situations.

SAFETY RULES & REGULATIONS

All employees are required to adhere to the following statutes, rules and regulations set forth by the New Hampshire Department of Labor:

- Lab 1400 Rules, Administrative Rules for Safety and Health
- Lab 600 Rules, Safety Programs
- RSA 277, Safety & Health of Employees
- RSA 277A, Employees Right to Know
- RSA 281-A: 64, Safety Provision
- RSA 155-A, State Building Codes

All of the above can be found at the New Hampshire Department of Labor website at:

<http://www.nh.gov/labor>

In order to facilitate user-friendly safety and health guidelines as well as to establish minimum standards, the Pelham School District has outlined the following general safety rules that apply to all employees and students:

General Health and Safety Guidelines

- Demonstrate and promote good housekeeping and healthful practices in your work area.
 - ✓ E.g. keep all electrical cords out of walkways or cover them when unavoidable.
- Properly correct any unsafe or unhealthful acts or conditions when feasible and report those that require assistance immediately.
- Know locations of nearby fire extinguishers, fire alarms, and safety equipment and keep a clear access of at least 36" around these areas at all times.
- When in doubt, exercise caution and ask for assistance.
 - ✓ E.g. avoid lifting anything you are concerned is too heavy for you to manage on your own and always seek help for lifting anything that weighs more than 50 pounds.
- Use proper equipment only.
 - ✓ E.g. avoid substituting boxes, crates, unstable seats, or tables in place of ladders and stepstools.
- Do not attempt to operate anything you are not trained to do.
- Maintain a high degree of professionalism to reduce the risk of negatively effecting a change in other's health, safety, and welfare.
 - ✓ E.g. never distract someone in a potentially hazardous situation.
- Report any possession, use, suspected use, or sale of drugs or alcohol to a building administrator immediately.

Specialized Safety Guidelines

In addition to the general health and safety guidelines for all employees and students, the District has identified the following specialized guidelines for qualified staff, custodial staff, and licensed contracted personnel and vendors in the areas of Housekeeping, Electrical Safety, Machine Guarding, Power Tool Safety, Portable Ladder Safety, and Food Safety:

Housekeeping

- Safety containers and locations shall be used for all hazardous materials such as chemicals and flammable materials. All containers and locations must be clearly labeled.
- Stacked materials should be done safely and should not block aisles or access points inside or outside the building.
- Temporary facilities/arrangements must be removed as soon as the need for them no longer exists.
- The removal of litter and debris from closets, hallways, and storage areas will be maintained.

Electrical Safety

- Only licensed and authorized personnel are permitted to work on electrical equipment and enter electrical rooms.
- Whenever possible, electricity will be turned off when work is underway. To ensure that electrical power is off, use an accurate and working voltmeter or other device and check appropriate circuit for power.
- When working on energized circuits, use tools with insulated grips that are in safe condition.
- An additional contracted attendant is required when working on any energized 480-volt circuit.
- Any wires left hanging from conduits must be made physically safe (e.g. locked out and tagged, bundled, taped).

Machine Guarding

- Only qualified and authorized personnel or supervised students are permitted to work on equipment with parts moving at high speeds.
- Properly placed and secured safety guarding is required at points of operation, in-going nip points, and rotating parts on all line shafts, in shafts, couplings, pulleys, and belts revolving at high speeds.
- Safety guards are to be removed for maintenance purposes only and must be replaced before equipment is reenergized.

Power Tool Safety

- Only qualified and authorized personnel or supervised students are permitted to work on or with power tools.
- All portable tools must be grounded or double insulated and be properly inspected prior to use.
- All portable tools must be appropriately operated, maintained, and kept safe from water, oil, chemicals, heat, or sharp objects that could potentially damage them and make them unsafe for use.
- Power must be disconnected before making any tool adjustments and proper guards or shields must always be in place.
- Use appropriate floor covers for temporary placement of cords in walkways.
- Never use an extension cord that has the ground lug removed.

Portable Ladder Safety

- Prior to using a portable ladder, an employee shall inspect the joints between the steps and side rails to make sure they are tight, the hardware fittings to make sure they are firmly attached, and the steps to make sure there are no bends or cracks.
- When necessary, an employee shall also inspect all pulleys, locks, and wheels to make sure they lubricated, check for frays in ropes to identify those that need to be replaced, and ensure that movable parts operate without binding or undue play.
- Check ladder for load capacity before use.
- Check for overhead power lines and maintain a safe distance from them.
- Set up self-supporting and non-self-supporting ladders on a sound base. Do not place any ladders on boxes, barrels, or other unstable bases.
- Non self-supporting ladders should be situated at a 4:1 pitch to prevent slipping.
- Any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.
- Remove any defective or unsafe ladder from service and affix a “Dangerous - Do Not Use” sign to it.

Food Safety

- Based on the guidelines issued by the United States Department of Agriculture (USDA), employees are responsible for executing the sanitation standards for the safe handling and preparation of school meals and related school and community functions set forth in the Pelham School District’s Food Safety Program.
- All food service employees shall obtain a certificate of completion for an approved sanitation course within their first year of employment.
- Food safety inspections will be conducted twice a year with results posted in a visible location and released to members of the public upon request.

Hazardous Materials and Situations Guidelines

In conjunction with the health and safety guidelines, employees must be knowledgeable of and trained in the recognition and safe handling of any hazardous materials and situations that they may come in contact with as a result of their employment with the district. The District has specified the following areas to be addressed: Hazardous Materials, Allergic Reactions, Hazardous Energy Sources, Blood Borne Pathogens, Hearing Conservation, Respiratory Protection and Indoor Air Quality, Personal Protective Equipment, and Fire Safety.

Hazardous Materials

All buildings possess a Safety Data Sheet (formerly MSDS forms) Hazmat binder that includes a list of hazardous materials along with Safety Data Sheets (SDS) for each hazardous product in the building. When a hazardous product is received, the supplier also sends the accompanying SDS to the district. SDS copies are placed in each school's SDS HAZMAT binder that is kept in the Main office and a copy is also kept in the appropriate department binder, custodial, science, nutrition services, etc. SDS copies are also placed in the District's Facilities binder. All employees must follow the set policies for storage and use of hazardous materials and know the location(s) and content of the SDS documents. Please refer to the New Hampshire Right-To-Know-Law (RSA 277A).

- Proper storage locations of hazardous materials such as combustibles, waste, and rubbish must be established, labeled, and utilized properly. Hazardous materials are not to be accumulated in work or storage areas and will be disposed of promptly.
- Chemical spills should be handled in accordance with the Safety Data Sheet (SDS) requirements.

Allergic Reactions

All employees will immediately call the school nurse if a person shows signs of an allergic reaction. In severe cases, employees should call 911 if the allergic reaction is life threatening or when the school nurse or an administrator is unavailable. In order to recognize and react to allergic reactions resulting from bee stings, food, and other substances, employees will be trained by the school nurse at the beginning of each year and as needed, on a case by case basis.

Hazardous Energy Sources

The District has safety protocols in place to ensure that equipment is isolated from all potentially hazardous energy sources before employees, contractors, or vendors perform any service or maintenance on them. The locking out of potentially hazardous energy sources requires that energy control devices such as disconnect switches, buss switches, valves or circuit breakers be locked out and tagged in the off position to ensure equipment is in a zero energy state. All employees must follow lockout/tagout steps before anyone works in or on moving equipment or process systems. Employees designated by the building principals should follow these steps prior to working with equipment that has potentially hazardous energy outputs:

- Notify the site maintenance department to gain permission to service equipment.
- Notify affected employees that lockout/tagout of equipment will be in effect.
- Identify the energy sources (mechanical, electrical, pneumatic, hydraulic, chemical, steam, etc.).
- Ensure the equipment is shut down in the normal stop procedure.
- Disable all power sources.
- Lockout each energy source using your own personal locks and tags. Remember the following: one worker, one lock, one tag, one key.
- Relieve any stored energy/potential energy by blocking, disconnecting, or restraining it.
- Verify that equipment is in zero energy state by testing the equipment's start controls.
- Remove your own lock and tag when job is complete.
- Make a final check of the equipment and notify all affected employees that the equipment is cleared for normal operation.

Cord and plug connected equipment will be exempt from the lockout/tagout procedures provided that the cord is disconnected and under the direct control of the employee performing the service. Cords should be tagged.

Blood Borne Pathogens

All employees will be trained in a blood borne pathogen program that includes the proper handling and disposal of needles and sharp objects, used bandages and gauze, linens, rubber gloves, and other emergency items should their position expose them to blood or any other potentially infectious material. All blood and body fluids shall be treated as if known to be infectious and will be treated with universal precautions where there is potential for direct and indirect contact. Employees responding to an emergency or situation shall wear single use disposable gloves, wash their hands after removal of gloves, and wear eye protection when necessary.

Hearing Conservation

In accordance with DOL's Lab 1403.30 Noise Exposure rules, protection against the effects of occupational noise shall be provided should the sound levels exceed permissible noise exposure limits. Reasonable engineering or administrative controls shall be utilized to limit exposure and if controls fail to reduce noise to an allowable limit, personal protective equipment shall be provided and used to reduce noise.

Indoor Air Quality and Respiratory Protection

The District will ensure that all areas within district buildings will be clean and free from harmful particulate, fungi, or bacterial matter. Each school safety committee is charged with regularly assessing air quality, inspecting air quality hazards, and ensuring required corrective measures are taken for the safety of all building inhabitants. The principal is charged with completing the NH DOE annual indoor air quality check list.

When deemed necessary, an employee or student will be provided with a respirator or disposable dust mask on the basis of the hazard to protect the health of the employee and student. Employees and students will be instructed in the use and maintenance of selected respirators.

Fire Safety Protection

Evacuation procedures pertaining to each room and all other school areas must be posted conspicuously. NFPA 101 requires an Emergency Egress and Relocation Drill (Fire Drill) be conducted once a month while school is in session, with one drill being held within the first 30 days of school. The NH State Fire Code amends this to allow the drills to be suspended during the winter months after at least four drills have been held. In addition, no more than two of the fire drills can be replaced by drills that test emergency response to other hazards when the local fire department and NH Office of Emergency Management are involved in their planning. In addition, it is required that all occupants participate in the drill. This includes not only all the students, but office and kitchen staff as well as the administration. (101:14/15.7, Saf-C 6008.04) School buildings hosting summer activities with students present shall conduct monthly evacuation drills. An evacuation drill report should be completed by building administration and forwarded to the SAU to be kept on file after the drill.

In the event a fire alarm is activated, administrators, employees, and students are expected to follow building evacuation procedures. Administrators will immediately notify the Pelham Fire Department and will check the building to ensure everyone is out. Employees will check daily attendance lists and count students to determine that all students are out of the building and report findings to the administration.

Periodic inspections of boilers and fire extinguishers for proper operation will also occur. The observance of no smoking rules will be consistently enforced.

Personal Protective Equipment

The District is responsible for assessing hazards and requiring and providing appropriate personal protective equipment such as respiratory protection, face shields, eye protection, work gloves, stripping shoes, and/or aprons when deemed necessary. Employee orientation meetings and handbooks/guides are required to include information pertaining to the location and use of such equipment required. Where employees furnish their own personal protective equipment, the District shall be responsible to assure its adequacy.

The District is responsible for the regular inspection and maintenance of eye wash stations and safety showers.

WORKPLACE VIOLENCE

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, students, contracted vendors, volunteers, visitors and community members. Acts of violence and other injuries is currently the third-leading cause of fatal occupational injuries in the United States.

Factors that may increase the risk of violence for some workers include: exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.

In an effort to reduce risks in our educational environment, we have implemented certain engineering controls, administrative controls and provide training to recognize dangerous situations.

Engineering controls include but are not limited to, the physical separation of visitors to the buildings. All building doors are locked during the student day and a buzzer, airphone and camera system are used for screening visitors prior to entering the buildings. FOB security devices are used for employee access and key issuance is limited. The vestibule entrances at the schools securely separate visitors from occupants. The window openings allow items to be provided, without requiring access past the vestibule. In addition to this Panic buttons are strategically placed. Two of three buildings have emergency lockdown systems that can be activated with just a touch of a button and include automatic notification to emergency personnel. Proper lighting is installed in hallways and parking areas. Surveillance cameras are also strategically located throughout our campus and buildings.

Administrative controls include the establishment of policies and work practices aimed at maintaining a safe working environment that covers all occupants. Practices such as no employee shall work alone during any shift, results in reduced risk. Procedures including Cash Handling also reduces risk for employees who are tasked with managing cash payments received from parents or as part of student activities work. The District Treasurer and student activities administrators shall regularly process all district deposits no less often than weekly and shall maintain all currency and checks in a locked location until the deposit is made. The implemented practices used for screening visitors at the buildings and oversight of visitors is effective in limiting access during the student day.

At least annually, training is provided for emergency preparedness that includes active shooter training, lock-down drills, and social emotional supports training. All training provided, helps to improve awareness, educate building occupants and as a result reduce risk in this area of workplace violence.

DISCIPLINARY PROCEDURES

The following outline establishes the District's disciplinary process for an employee's failure to comply with the District's safety policies. Discipline may be initiated at any step of the process depending upon the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior that is expected of them. This could result in further training should it be deemed necessary. For employees whose positions are in collective bargaining units, the disciplinary procedures set forth in the collective bargaining agreements for those units will govern the extent that they differ from the procedures in this policy.

- **VERBAL WARNING** – Any infraction of the rules, policies or procedures will warrant a verbal warning from the Administrator. This will include the Administrator advising the employee of the specific nature of the violation, and the consequences of further violations.

- **WRITTEN WARNING** – Any future infraction of the rules, policies or procedures will warrant a written warning from the Administrator. The warning will include an explanation of the nature of the violation as well as potential actions that will be taken if there are any further violations. The employee will be asked to sign this warning to acknowledge their receipt and understanding of the violation.

- **SUSPENSION** – Any subsequent or serious violation of the rules, policies or procedures may result in the suspension of the employee. The Administrator may suspend the employee for up to three working days without pay. The Superintendent must approve suspensions of an employee.

- **TERMINATION** – Employees may be terminated from employment for a single serious violation of the rules, policies or procedures and/or for repeated violations. The employee shall be advised in writing of the recommendation to terminate. The Superintendent shall take action regarding the recommendation within fourteen calendar days of its receipt.

In the case of written warning, suspension or termination, the employee will be given the opportunity to document a response to the discipline that can be placed on file with the disciplinary document. Depending on the severity of the infraction, the progressive discipline process may be accelerated and an employee does not need to have been previously suspended in order to be terminated by the district.

ACCIDENT REPORTING & INCIDENT REVIEWS

In the event that an accident occurs, there are a number of different procedures that should be performed. The order in which operations are performed is most likely different in each situation and should be based upon good judgment. The following actions should take place as guidelines to follow for an accident response. Above all, if there is any question or doubt about the seriousness of an emergency, call for assistance.

- Proper medical treatment should be provided to the injured party;
- The appropriate emergency service authorities should be contacted, if necessary;
- Actions should be taken to secure the scene and prevent any additional injuries from occurring;
- The administrator on duty should be notified of the accident; and,
- Proper reporting and review procedures should be followed.

Accident Reporting

A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment.

It is the responsibility of an employee to immediately report an injury (however minor) or incident to the lead building or department supervisor or an administrative designee. A Notice of Accidental Injury or Occupational Disease form obtained in each building nurse's office should be completed by the employee and forwarded by the nurse and/or the lead building administrator and then submitted to the SAU office. The incident is processed through the District's insurance carrier and logged. The employee's immediate supervisor is responsible for ensuring that sufficient information is gathered and that the Notice of Employee Injury is completed and submitted to the SAU within 48 hours of the injury/incident. See Appendix A for the form.

Incident Review

After an accident occurs, an administrator or designee will conduct an incident review to determine what happened, why it happened, and what can be done to prevent it from happening again. See Appendix B for required form that must be submitted to the SAU office within 48 hours the injury/incident date. For student interaction incidents, the special education department reporting protocols shall apply and no Incident Review form is required. As a guideline for a review, the following actions should take place and their findings should be recorded:

- Secure and investigate the scene as soon as possible after the accident by noting the environment, conditions, equipment locations, physical objects, and witnesses. Take notes and photographs as needed.
- Interview witnesses and victims when appropriate so that facts will be accurate. Be sensitive and reinforce that no blame is being cast and that the review is only for fact-finding purposes in order to prevent recurrence.

- Take samples of chemical, vapor, or substance that contributed to the incident (when possible).
- Review reports and attempt to determine the cause of the incident.
- Make objective recommendations to prevent similar occurrences.
- Report recommendations. Include the date, name of inspector(s), location, findings, and corrective actions taken.

Student Accident Reporting and Investigation

A Student Injury Report shall be completed by the on-site nurse or staff member, an administrator, or the responsible coach/trainer as soon as practically possible. Depending on the cause of the incident, the building administrator will determine if a formal investigation is needed and follow up with parents regarding the incident when appropriate. The nurse will enter the information into the student database and forms shall be reviewed and signed by the building administrator and then filed at the SAU office. See Appendix C for an example of the form.

TRAINING REQUIREMENTS

All employees, including new or transferred Pelham School District employees, shall be educated in health and safety areas that pertain to their positions to ensure the safe and productive performance of their job. Employees shall receive training whenever new work tasks, tools, equipment, machines or vehicles are introduced to the job or their duty description. They will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary. Each employee will participate in the required training by the deadlines established for completion.

Trainings may consist of providing information to an employee by any means, including classroom training, on-line training, written documents, reviewing a video or word of mouth and may occur on or off the premises. Employees may be asked to complete a form that indicates completion and understanding of provided training. Follow-up training will be provided to reinforce positive and safe work methods and habits and employees may receive re-trainings should he/she demonstrate an unsafe work practice and an administrator deems it necessary for the effective continuance of employment.

The Human Resource Director and Business Administrator shall work with building administrators to determine the coordination and implementation of safety training necessary for each new position/staff member and assist in providing resources necessary for each employee to meet their training requirements. These trainings include, but are not limited to, the following:

- Emergency Response Actions procedures
- The location of hazardous substances in and/or around the employee's work area
- SDS sheets protocols and locations
- Accident reporting procedures

Upon completion of trainings and in order to be in compliance with applicable laws, the Human Resource Director and building/district administrators will maintain the following information:

- Brief description of the topic
- Date of training
- Name and affiliation of instructor
- List of attendees
- Forms indicating completion and understanding of the training

EMERGENCY EVACUATION AND RESPONSE PLANS

The District's system of emergency preparedness shall ensure that the health and safety of students and employees are safeguarded and that students and employees alike are trained to respond sensibly to emergency situations. Policies and procedures are developed for the prevention of, intervention in, and immediate response to crisis situations. Cooperation with local and state emergency organizations is critical to the process. The District and individual schools provide continuous assessment of the policies and procedures that are in place to effectively handle crisis situations.

The district has developed an approved emergency preparedness plan clearly outlining procedures and drills to follow when there is a school emergency. These plans establish command posts pending the arrival of fire and police emergency personnel. All emergency evacuation and response plans use consistent terminology and procedures throughout the district.

Ongoing reassessment will be conducted in collaboration with local, state, and federal organizations to assess the effectiveness of the plans and provide improvement as needed. Annual emergency training drills is outlined in each school's Emergency Operating Plan (EOP) and is submitted to the state prior to September 1 each year.

The District has and will continue to participate in local and state pandemic preparation meetings and will manage new processes as they become available. In the event of a pandemic event, District buildings may be used as community shelters. In this event, the Superintendent or an appointed designee will be the primary coordinator to collaborate with local and state officials.

Emergency Procedures

The District implements a multi-level emergency response plan for reacting to emergency situations. Emergency plans are kept on file in each building office as well as the SAU office. The specific district protocols consistently implemented and updated across the district are posted throughout the district buildings.

District Response Actions include the following:

- Drop, Cover, and Hold
- Secure Campus
- Shelter In Place
- Lockdown
- Evacuation
- Reverse Evacuation
- Scan
- Stay Put
- Room Clear

COMMUNICATIONS

Employees of the Pelham School District are encouraged to take active roles in supporting the health and safety initiatives of the District. Employees are advised to provide suggestions on ways to improve current safety procedures as well as report any unsafe conditions and/or equipment to building administration or appropriate personnel. Suggestions will be passed along to the school safety committees or the JLMC where suggestions can be implemented through the recommendation process. Especially motivated employees should also consider actively participating in school safety committees or on the JLMC.

The District takes pride in keeping employees informed about news, procedures, and initiatives pertaining to safety and health issues. The District will provide all employees with a copy of the Safety Plan, post information such as the notification and minutes of safety meetings, display safety and health signs and posters, and offer reminders for training sessions in a variety of areas.

The following list of agencies or associations can be useful resources concerning the safety and health of District employees, students, and the visiting public:

- New Hampshire Department of Labor: <http://www.nh.gov/labor/>
- Safety and Health Council of Northern New England: <http://www.shcnne.org>
- United States Environmental Protection Agency: <http://www.epa.gov>

Appendix A: Notice of Employee Accidental Injury

Appendix B: Incident Review Form

Appendix C: Student Accident Report

Appendix D: Safety Inspection Form

Appendix E: Safety Pledge

APPENDIX A: NOTICE OF EMPLOYEE INJURY

NOTICE OF EMPLOYEE ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE

To be completed by injured employee. Please print or type.

Employer: Pelham School District, 59A Marsh Road, Pelham NH 03076 ph.(603) 635-1145

School Location (ck. one): Pelham Elementary Pelham Memorial Pelham High

This is to notify the above employer that an injury occurred.

(Name of Injured Employee) (Employee Position) SS # on file (Daytime Phone #)

(Address of Injured Employee) (Date of Birth)

While employed, I sustained the following injury: _____

Identify the specific body part(s) affected (include left, right, etc.): _____

Describe how the injury occurred: _____

(Date of Accident or First Treatment) (Time of Injury) (Place Accident/Injury Happened)

(List any Witnesses)

I have been unable to work since my injury: Yes No

I have incurred the following medical bills: _____
Name of Doctor Dates of Service

Name of Hospital Dates of Service

Other Dates of Service

SIGNATURES:

PRINCIPAL/ASST. PRINCIPAL/ADMINISTRATOR SIGNATURE DATE EMPLOYEE SIGNATURE DATE

INTEROFFICE MAIL OR FAX FORM TO: PSD HUMAN RESOURCES, FAX NO. 603-635-1283

APPENDIX B: INCIDENT REVIEW

**Incident Review
Pelham School District**

Employee: _____ Date of Review: _____
School: _____ Date of Injury: _____
Location within School: _____ Reviewer's Signature: _____

Personal Injury or Illness Information

Job Title _____ Occupation: _____
Part of Body Affected: _____ Nature of Injury/Illness: _____

Describe Clearly What Happened, Including Events Leading Up to Incident:

Did Injured Leave Work? _____ Time: _____ AM/PM Date: _____
Did Injured Go to Doctor? _____ Hospital? _____
Name of Physician: _____ Return to Work Date: _____

Describe conditions or factors that may have contributed to the Incident

For Slip/Trip/Fall or Material Handling Incidents, please complete reverse side

Corrective Actions Taken:
(Please outline actions taken to reduce likelihood that this type of incident will reoccur)

Safety Committee Comments:

Material Handling Analysis

1. What was being handled? _____
2. How much did it weigh? _____ 3. Distance of lift/lower? _____
4. Did the employee slip while lifting? YES NO
5. Describe the working conditions at the location of the incident (wet floors, material on floors etc.)?

6. How was the material handled? _____
7. How often is this job done? _____
8. Was the incident reported immediately? YES NO
9. Who was the employee working with at the time of the incident?

10. Has the employee had previous similar incidents? YES NO
Explain: _____

Slips, Trips or Falls

1. What was the condition of the walking surface? (i.e. damaged, worn, wet, icy, cluttered)?

2. Was condition reported prior to the incident? YES NO
3. Was the condition addressed? YES NO
When? _____
How? _____
4. Describe the lighting: _____
5. Type and condition of footwear employee was wearing: _____

6. Was the employee carrying/pulling anything? If so, describe. _____

7. Have similar incidents occurred at this location prior to this incident? If so, describe. _____

APPENDIX C: STUDENT ACCIDENT REPORT

SCHOOL ACCIDENT REPORT

Today's Date:

Pelham School District

Pelham, NH 03076

Name of injured: _____ **D.O.B:** _____ **Age:** _____ **Grade:** _____ **Home Phone:** _____
Parent(s): _____ **Sent to clinic by:** _____
Date of accident: _____ **Time of accident:** _____ **Time arrived at clinic:** _____ **Nurse on duty:** _____
Initial first aid provided by: _____
Time left clinic: _____ **via:** _____ **Accompanied by:** _____
EMS called: _____ **arrived:** _____ **Left:** _____ **destination:** _____
Adult Supervising/Role: _____ **Adult Witness/Role:** _____

Description of accident:

=====

This report prepared by: _____

Reviewed by school official: _____

Reviewed by school official: _____

APPENDIX D: SAMPLE SAFETY INSPECTION FORM

**Pelham School District
Classroom Safety Checklist**

School: _____

Classroom Number: _____

CLASSROOMS:	YES	NO	N/A
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
2. Are floors free from cords, toys, books and other trip hazards?			
3. Are chairs, seats, and desks in good repair?			
4. Are windows free of breaks and cracks?			
5. Are closets and storage rooms clean and orderly?			
6. Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc.)			

PLEASE WRITE COMMENTS BELOW:

Classroom Number: _____

CLASSROOMS:	YES	NO	N/A
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
2. Are floors free from cords, toys, books and other trip hazards?			
3. Are chairs, seats, and desks in good repair?			
4. Are windows free of breaks and cracks?			
5. Are closets and storage rooms clean and orderly?			
6. Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc.)			

PLEASE WRITE COMMENTS BELOW:

APPENDIX E: SAFETY PLEDGE

EMPLOYEES:

I hereby acknowledge the following:

1. That I have received the Pelham School District Safety Plan and must familiarize myself with its contents.
2. That I will perform my job duties in a manner that safeguards myself, the students, as well as my co-workers, health and safety and will abide by all rules, regulations, and standards.
3. That I understand that any disregard on my part of the District's safety policies, programs, rules and regulations will be cause for progressive disciplinary action up to and including dismissal.

Signed: _____

Print Name: _____

Dated: _____

VENDORS:

For Vendor acknowledgment, please verify that all employees who are assigned to perform tasks at any facilities and grounds of the Pelham School District are:

1. Aware of the Pelham School District's Safety Plan contents;
2. Required to perform their job duties in a manner that safeguards themselves, all employees, students and members of the public, health and safety and will abide by all rules, regulations, and standards; and,
3. Held responsible for any disregard on their part of the safety policies, programs, rules and regulations, with disciplinary action.

Company Name: _____

Vendor Signature: _____

Printed Name: _____

Dated: _____