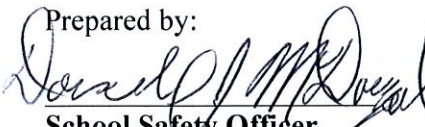


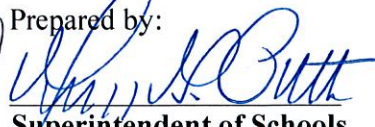
# **SAFETY PROGRAM Of RSU 19**

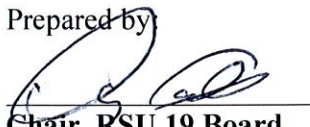
**Including:**

**Corinna Elementary School  
Etna-Dixmont School  
Hartland Consolidated School  
Irving Tanning Community Center  
Newport/Plymouth Elementary School  
Nokomis Regional High School  
Nokomis Alternative Education Building (Corinna)  
Saint Albans Elementary School  
Seabasticook Valley Middle School  
Somerset Valley Middle School**

**RSU 19 Central Office  
Transportation and Maintenance Building**

Prepared by:  
  
School Safety Officer  
Nov. 27, 2012  
Date

Prepared by:  
  
Superintendent of Schools  
Nov. 20, 2012  
Date

Prepared by:  
  
Chair, RSU 19 Board  
20 Nov 2012  
Date

# ***Safety in RSU 19***

To our employees:

The personal safety and health of each employee of **Regional School Unit 19** is of primary importance. The prevention of occupational injuries and illnesses is of such consequence that safe working conditions and practices will be given precedence.

We will maintain a health and safety program conforming to the best practices of educational institutions. To be successful, such a program must emphasize injury and illness prevention on the part of administrators, instructional staff and all other employees. It also requires cooperation in all health and safety matters, not only between management and employee, but also between each employee and his or her co-workers. Only through a cooperative effort can a safety program in the best interest of all be established and preserved.

Our safety and health program will include:

- Providing physical safeguards from injury to the maximum extent possible;
- Striving to eliminate hazards through engineering controls whenever possible;
- Conducting a program of safety and health inspections to detect and eliminate unsafe working conditions or practices, to control health hazards, and to comply with the safety and health standards for our jobs;
- Training employees in safe and healthful work practices;
- Providing personal protective equipment (PPE) required on designated jobs and instruction for its correct use and care;
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment; and
- Investigating, promptly and thoroughly, accidents and near-miss situations to determine the root causes and to correct the problem in order to prevent recurrences.

Our objective is a safety and health program that will reduce injuries and illnesses and provide the safest possible working conditions for all our staff and students.

  
Superintendent of Schools

Nov. 20, 2012  
Date

# ***Responsibilities***

To achieve maximum effectiveness of our safety program, the responsibility for safety and health must be shared, as outlined below:

## **(A) SUPERINTENDENT OF SCHOOLS AND ADMINISTRATIVE TEAM**

The success of our safety program is dependent on the commitment and support from the highest levels of management in the district. These key executives are responsible for:

1. Providing leadership for the safety and health activities;
2. Evaluating its effectiveness and implementing improvements as needed; and
3. Providing necessary resources to support the achievement of a safe operation.

## **(B) SCHOOL SAFETY OFFICER**

The School Safety Officer(s), with the help of the building principals, will coordinate all aspects of the safety and health program and will serve as a resource and consultant on job safety and health matters. The responsibilities of this position include:

1. Coordinate the operation of the safety program.
2. Develop and coordinate safety training programs and schedules.
3. *Review copies of accident/near-miss investigation reports from building administrators. \**
4. *Maintain centralized safety statistics and analyze accident trends. \**
5. *Prepare an annual report on safety performance for the Superintendent and Board. \**
6. *Comply with OSHA recordkeeping requirements for the district. \**
7. Serves as member of the Safety Committee.
8. Communicate safety throughout the company through safety bulletins, newsletters, postings, reports, etc.
9. Maintain and communicate latest government safety regulations and new advancements in accident prevention.
10. Perform safety audits and recommend corrective measures.
11. Develop and administer safety incentive and awards programs.

### **(C) BUILDING ADMINISTRATORS AND DEPARTMENT HEADS**

Building Administrators and Department Heads are responsible for developing the proper attitudes toward safety and health in those they supervise and for ensuring that operations are performed with the utmost regard for the safety and health of personnel involved, including themselves. These responsibilities include:

1. Set the example by working safely themselves.
2. Include safety issues during staff meetings.
3. Provide training as follows: orientation and job-specific training for new employees, special training as needed when new equipment and materials are purchased, and provide *yearly safety refresher training for all employees*.
4. Conduct monthly building safety inspections, documenting corrective action that should be taken.
5. Investigate near-miss and minor incidents, participate in serious accident investigations, and *complete accident reports*.

### **(D) EMPLOYEES**

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program—including compliance with district safety rules and regulations—and for continuously practicing safety while performing their duties. Their responsibilities include:

1. Following all district-wide and job-specific safety rules;
2. Promptly reporting all accidents and near misses to their supervisor;
3. Reporting hazardous conditions to the supervisor;
4. Reporting missing, poorly fitting, or broken PPE; and
5. Becoming actively involved in the safety program, attending safety meetings, and participating on Safety Committees and teams as needed.

### **(E) CODE OF GENERAL SAFETY RULES**

This code of general safety rules has been developed through experience to provide the best protection for employees and to minimize accidents.

Adhering to district-wide safety rules is a responsibility that is shared by every person in RSU 19. The following code applies to everyone—administrators and employees

- We strive to eliminate unsafe practices and hazardous conditions before they cause accidents. Therefore, employees are required to report all unsafe conditions or practices to their immediate supervisor.
- Use and keep Personal Protective Equipment in safe condition.

We want to operate a safe workplace. Since the entire RSU 19 campus has been declared to be a tobacco and drug free area, anyone known to be under the influence of alcohol and/or drugs will not be allowed on the job while in that condition. People with symptoms of alcohol and/or drug abuse are encouraged to discuss work-related problems with their supervisor. RSU 19 has instituted a comprehensive EAP available to all employees. Employees are encouraged to contact Affiliated Employee Assistance Program. Contact information is distributed each year and is also available through each local office.

- No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, or other causes that the worker or others might be exposed to injury.
- Horseplay, scuffling, and other acts that could endanger the safety or well-being of employees or students are prohibited.
- All hazardous work shall be planned out in advance to prevent injuries and illnesses.
- Power equipment can cause serious accidents. Workers shall not start, handle, operate, or tamper with any electrical equipment, machinery, or air or water lines unless it is within the scope of their duties, and they have been properly trained and are authorized to use the equipment. No personal equipment should be used until inspected and approved to be safe by the building principal.
- Employees should never take shortcuts through unauthorized or hazardous areas.
- Machine guards are provided for your protection. Only authorized employees may remove machine guards and then only after the machine has been locked out.
- We want our employees to be trained in safe working practices. Employees should never perform a job if they are not sure of the safe way to carry out the work. Always stop and ask your supervisor.
- In the event of injury, employees shall report all injuries promptly to the immediate supervisor so that arrangements can be made for first aid and/or medical treatment.
- Considerable effort has been made to provide warning and cautionary signs in our facility. All employees must obey all warning signs.
- We want to keep you up to date with new and changing safety information. Everyone must become familiar with safety information provided to them and must attend all required training sessions and safety meetings.

\* Personnel Department

1. Assists in filing and reporting accidents to the insurance provider.
2. Reviews copies of accident/near-miss investigation reports from building administrators.
3. Maintains centralized safety statistics used for analyzing accident trends.
4. Is able to prepare an annual report on safety performance for the Superintendent and Board at their request.

5. Is able to prepare an annual report on safety performance for the Superintendent and Board at their request.
6. Comply with OSHA recordkeeping requirements for the company.

## ***Program Participation***

Active participation by all levels of management and staff is essential to the success of the safety program at Regional School Unit 19. We recognize that our employees are most knowledgeable about working conditions and procedures on their jobs, and we encourage their comments and suggestions for improving safety. Input from employees and management is achieved through the Safety Committee and reports from employees and management covering accidents, near misses, and safety suggestions.

### **RSU 19 SAFETY COMMITTEE**

#### **Purpose:**

Our district's Safety Committee was created as a mechanism for administrators, supervisors and employees to work together in promoting workplace safety.

The following is a list of the responsibilities of this Committee:

1. Act as an advisory board to the School Safety Officers.
2. Receive and discuss accident reports and near misses and develop plans to prevent their recurrence.
3. Review monthly building safety inspections of the workplace to identify hazards.
4. Assist the School Safety Officers in reviewing and updating this written safety program.
5. Monitor lost-time injury rates and workers' compensation data to determine trends several times during the school year.
6. Receive and discuss and/or implement suggestions or recommendations for improving safety. Provide responses to all suggestions.
7. Review and evaluate new projects and changes in work tasks, operations and processes, and facilities so that appropriate accident-prevention measures may be implemented before the changes occur.
8. Provide ideas for district-wide safety incentives, promotions, and contests.

#### **Membership:**

The Safety and Health Committee is made up of representative employee members and the Superintendent of Schools. The Committee membership is comprised of the School Safety Officer(s), Transportation and Facilities Administrator, Personnel Administrative Assistant, and a School Nurse. Our efforts include a goal for representation of all buildings.

**Frequency and Recordkeeping:**

The Safety Committee will meet no less than on a quarterly basis. An agenda will be distributed to all members before each meeting, and minutes will be taken during the meeting. All items from the previous month's minutes will be reviewed for status or completion.

Minutes or a summary of the Safety Committee's meeting activities will be issued in a timely manner by the Secretary in the following format to allow for prompt, thorough follow-up of safety and health items needing attention:

<b>Minutes of the RSU 19 Safety Committee</b>			
Meeting held on _____ at _____ at _____			
	(Date)	(Time)	(Location)
Present:			
Absent:			
Item #	Item Details	Responsible For Follow-Up	Date Due