

1 The Transylvania County Board of Education (the “board”) directs the superintendent to
2 implement a system-wide loss prevention/safety program with the goal of maintaining a safe
3 working environment for employees and a safe learning environment for students. The program
4 must be consistent with the requirements for school safety established in policy 1510/4200/7270,
5 School Safety, and with applicable state and federal rules related to workplace safety and other
6 safety issues in the school environment.

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8 The superintendent shall establish a system-wide health and safety leadership team to oversee the
9 school system’s injury and loss prevention efforts. These efforts will include (1) accident and
10 injury prevention and investigation; (2) hazard investigation and control; and (3) promotion of
11 safe practices and safety awareness in the school environment. The team shall be responsible for
12 developing processes for accident investigation and for the identification, reporting, and
13 correction of hazards and other unsafe conditions within the school environment, as described
14 below. The superintendent or designee shall lead the health and safety leadership team in
15 carrying out its responsibilities.

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17 **A. ACCIDENT INVESTIGATION AND CORRECTION OF HAZARDS**

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19 The health and safety leadership team shall develop an accident investigation protocol, or
20 improve existing protocols, for investigating all employee work-related injuries. The
21 protocol may also address investigation of accidental injuries to students or visitors, as
22 well as incidents of violence in the school environment.

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24 The accident investigation protocol must include steps to identify in a timely manner the
25 cause(s) of the accident and any underlying factors that may have contributed to it. It
26 must also require the identification and implementation of actions to address unsafe
27 conditions to prevent recurrence of the incident. Investigation steps may include, but are
28 not limited to, interviews of the injured employee(s) and witnesses, examination of
29 physical evidence, examination of the workplace, and data collection.

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31 The protocol must provide for recording the findings of cause, recommendations for
32 correction, and actions taken.

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34 The health and safety leadership team shall develop additional protocols, or improve
35 existing protocols, as necessary to investigate reports of hazards and other unsafe
36 conditions within the school environment.

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38 **B. PREVENTATIVE MEASURES: IDENTIFICATION, EVALUATION, AND CONTROL OF**
39 **HAZARDS**

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41 The health and safety leadership team shall establish or improve processes and strategies
42 for the identification, investigation, and control of hazards and other unsafe conditions in
43 the school environment, including those arising from safety hazards (e.g., slippery floors,
44 cluttered work areas, overloaded electrical outlets); chemical and biological hazards (e.g.,

45 solvents, pesticides, lab chemicals, bloodborne pathogens); other health hazards (e.g.,
46 allergens and other indoor air pollution, noise), and ergonomic risk factors (e.g.,
47 repetition, use of excessive force, awkward posture).
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49 The processes for identification, investigation, and control may include periodic worksite
50 inspections to identify potential or actual safety hazards; job task safety analysis;
51 employee safety surveys; analysis of ergonomic risk factors; review of injury data,
52 accident reports, and workers' compensation records; hazard control analysis; and/or
53 other standard means of hazard identification and control that are consistent with the goal
54 of improving safety in the school environment. The superintendent or designee may
55 appoint site-based safety teams to conduct these activities at each school system site that
56 houses employees. If site-based teams are utilized, they shall report to the health and
57 safety leadership team on a schedule to be established by the superintendent or designee.
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59 **C. CORRECTION OF IDENTIFIED HAZARDS**

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61 The processes and strategies for improving safety in the school environment required by
62 this policy must include a system for correcting identified hazards and must require the
63 immediate removal of employees from an area where there is an imminent danger that
64 cannot be immediately corrected (e.g., a chemical spill).
65

66 The system for correcting hazards must give priority to solutions that actually remove the
67 hazard. If the hazard cannot be removed altogether, procedures that limit exposure to the
68 hazard should be implemented when practicable. In addition, personal protective
69 equipment may be provided to protect the individual(s) from direct exposure to a hazard
70 that cannot be eliminated. A combination of these methods should be used if needed to
71 address the hazardous condition.
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73 **D. REPORTING HAZARDS OR OTHER UNSAFE CONDITIONS**

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75 The health and safety leadership team shall establish or improve processes for employees
76 and others to report hazards and other unsafe conditions to supervisory or administrative
77 personnel without fear of reprisal.
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79 **E. DEVELOPMENT OF SAFE WORK PRACTICES**

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81 The health and safety leadership team shall assist the superintendent or designee in the
82 development of safety standards for facilities, equipment, machinery, tools, and work
83 practices. The standards must be consistent with all applicable federal and state
84 standards.
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86 **F. SAFETY EDUCATION AND TRAINING**

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88 The health and safety leadership team shall coordinate a system-wide safety education

89 program to educate individuals in the school environment on safety practices. The
90 program of education and training must be documented and must include instruction on
91 workplace-related safety practices, relevant job- or activity-specific safety practices, and
92 site-specific safety and emergency procedures. It must also include instruction on
93 measures for reporting any unsafe conditions, work practices, or injuries.
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95 **G. RECORDKEEPING**

96
97 The health and safety leadership team shall establish uniform processes for recordkeeping
98 that comply with the requirements of federal and state law.
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100 **H. EMPLOYEE RESPONSIBILITY FOR SAFETY**

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102 All employees are expected to follow safe work practices, use appropriate personal
103 protective equipment as instructed by their supervisors, and attend safety education
104 programs as assigned. Employees must report unsafe conditions or work practices,
105 accidents, or injuries as soon as practicable, in accordance with established procedures.
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107 Legal References: 29 C.F.R. Part 1910; 13 N.C.A.C. 07F.0101; State Board of Education Policy
108 ~~TCS-QINSR-003~~

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110 Cross References: School Safety (policy 1510/4200/7270), Hazardous Materials (policy 6540),
111 Occupational Exposure to Bloodborne Pathogens (policy 7260), Occupational Exposure to
112 Hazardous Chemicals in Science Laboratories (policy 7265)

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114 Adopted: November 19, 2015

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116 Revised: [DATE] (legal references only)