

HAMLIN ISD



Safety matters

SAFETY HANDBOOK

Hamlin ISD

Mission for Safety

Our District is committed to the protection of its resources with focus on our employee's health and wellness and on the financial and physical assets the citizens of Hamlin place in our care. We will strive to educate our employees on potential hazards to avoid the human distress and financial costs resulting from accidental losses.

The District supports an active formal safety program to reduce the frequency and severity of accidental losses. The objective of the program is to avoid the situations which result in accidents involving our employees as well as our students.

The ultimate success of any safety program is a responsibility shared by all employees. All employees are charged with the individual responsibility of preventing accidental losses by observing established safety rules and regulations. You are responsible for following all supervisory directions and asked to report any unsafe condition or acts.

Your safety is our greatest concern. All employees are encouraged to use great care when working to prevent injuries at work as well as at home.

Randy Burks , Superintendent

Date

DISCLAIMER

The information contained in this safety manual is for Hamlin ISD employees and is for in-house use only. This manual has been compiled from various outside sources and is believed to be designed for the purpose of keeping safety in mind for all Hamlin ISD employees. Our goal within Hamlin ISD is to strive in reducing the risks of accidents and injuries to both personnel and students while performing various tasks within the workplace.

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ACCIDENT REPORTING GUIDELINES

Employees who suffer any work related injury or illness on the job, no matter how minor, must report it to their supervisor immediately. Reporting accidents immediately will enable the injured worker to get medical attention quickly (if needed), and will also aid in conducting a timely accident investigation.

In addition to reporting accidents, “near-misses” should also be reported immediately. A near-miss is an accident that “would have happened if...” Reporting near misses can help in warning other employees that a hazard or potential hazard exists.

1. Notify your supervisor/principal immediately after an accident occurs – whether an injury results or not.
2. Principals/Supervisors are required to contact the Business Office as soon as an accident involving an injury is reported to you.
3. If you are injured or even think you might be injured as a result of an accident that occurs while you are at work, you are required to complete the “*Employee Report of Injury*” form immediately after the accident and give it to your supervisor/principal. You can obtain this form in the Business Office. This completed form is to be returned immediately.
4. If you are injured at school, you are asked to see the nurse for evaluation and first aid treatment.
5. The District has association for Workers’ Compensation Physician’s however; you may choose your own physician providing they accept worker’s compensation cases. **Costs involved in visits to a non-provider of Workers’ Compensation will not be covered by the District.**

GENERAL SAFETY RULES

1. Safety rules must be complied with at all times.
2. The use of drugs/alcohol on the job is strictly prohibited. Refer to the district's drug policy for further details.
3. Hazardous conditions do exist, so be alert. If you happen to see a hazardous condition, notify your supervisor immediately. If you cannot safely leave the area, you have two options: First, if the hazard cannot be corrected immediately, visibly mark the area as a warning to others. Second, correct the hazard yourself. Report the incident and corrective actions taken to your supervisor.
4. Always feel free to make suggestions that will assist the safe performance of your work and bring to your supervisor's attention any unsafe conditions found in your work area. If you feel your concerns or suggestions are not addressed to your satisfaction, contact the Business Office with your concerns.
5. If a task is difficult to complete by yourself, seek assistance rather than risk injury.
6. Horseplay is strictly prohibited. Any injury involving activities not specifically related to your employment are not compensable under the Workers' Compensation.
7. Keep your work area neat and orderly at all times.
8. Use all safety equipment provided for your protection. Injuries resulting from failure to use safety equipment could result in administrative procedures including termination.
9. Wear proper personal protective equipment. It is provided for your protection to avoid serious injuries including permanent loss of use or amputation of a body part.
10. Guards and safety devices should never be removed except for authorized repairs or adjustments and then only by qualified personnel.
11. Do not attempt to repair anything for which you are not qualified.
12. Report all accidents – no matter how minor – to your principal or supervisor immediately.
13. Report all unsafe acts and conditions to your principal or supervisor immediately.

DRIVER SAFETY PROCEDURES

All employees who operate or may operate a district vehicle or transport any student whether in a district, rental or private vehicle must submit their driver's license and proof of insurance to the business office prior to operation of a district vehicle or transporting any student or adult on a yearly basis.

1. All employees that drive school district vehicles, or drive their personal vehicles for school business must maintain a valid Texas driver's license for the appropriate driving class. Operation of your personal vehicle will require proof of insurance. Remember, your insurance is primary or the first to pay in the event of an accident.
2. Only approved school district employees are permitted to operate district vehicles.
3. Engines are to be stopped, ignition keys removed, and doors locked when the operator of the vehicle leaves the vehicle unattended.
4. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
5. Trailers, tool boxes, and trailer-mounted machinery should be hitched to the towing truck with safety chains in addition to the towing eye fastening.
6. Drive at speeds which permit stopping within the visibility range of your headlights.
7. Use extra caution and always slow the vehicle when you are approaching children at play or when you may be passing through school zones.
8. Keep headlights on low beams to reduce the reflected glare caused by wet pavement, fog, or rain. Adjust speed for low-visibility or adverse-weather conditions.
9. If installed, "all" occupants shall use seat belts.
10. Nothing shall be stored on the rear window ledge in any district vehicle.
11. Always watch your footing while entering, exiting, or dismounting from a vehicle to strive to reduce the risk of accidents or injuries.
12. When driving at night, always keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use the low beams.
13. Slow down when there are densely populated areas or you are approaching heavy traffic.
14. Before stopping or changing lanes, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.



SLIP / FALL SAFETY

1. Wear shoes that are slip-resistant especially while working in high risk areas and during hazardous weather or other conditions.
2. If you see a slip or tripping hazard, report it or take care of it immediately. Do not depend on other people to clean up a mess. Walking around the problem will not eliminate it.
3. If possible, avoid walking on freshly mopped and/or wet surfaces.
4. Be alert in crowded hallways to avoid injury to yourself and others.
5. Use caution when climbing stairs and use handrails whenever provided.
6. Equipment and materials should be placed in a secure position to prevent tripping hazards and positioned so they cannot fall on people.
7. Only use approved ladders or step stools for reaching to heights. **Do not use chairs, boxes, desks, or filing cabinets as substitutes.**
8. Do not tip any chair backwards on two legs while seated.
9. Floors, aisles, halls, and stairways should be properly lighted, clear of loose objects, extension cords, wastebaskets, pencils, bottles, and other materials which may cause an unsafe situation.
10. Electrical or telephone outlets and cords on the floor should be protected by arranging the furniture or using cord covers to minimize tripping hazards.

AVOIDING SLIPS, TRIPS AND FALLS

DO:

- ✓ Always practice good housekeeping – put things away after use.
- ✓ If you see a hazard, report it and take care of it immediately. Do not depend on other people to clean up a mess. Walking around the problem will not eliminate it.
- ✓ If possible, avoid walking on freshly mopped and/or wet surfaces.
- ✓ Be alert in crowded hallways to avoid injury to yourself and others.
- ✓ Use caution when climbing stairs and use handrails whenever provided.
- ✓ Walk and change directions slowly – especially when carrying something.
- ✓ Equipment and materials should be placed in a secure position to prevent tripping hazards and positioned so they cannot fall on people.
- ✓ Only use approved ladders or step stools for reaching to heights. Do not use chairs and boxes as substitutes.
- ✓ Place temporary power cords in such a manner that they do not become a trip hazard for those walking past.
- ✓ Use elevators and carts when transporting items.

DON'T:

- ✓ Don't leave trash, tools, or other materials on the floor.
- ✓ Don't block walkways or aisles with machines or equipment.
- ✓ Don't leave cords, power cables, or air hoses in walkways.
- ✓ Don't place anything on stairs.
- ✓ Don't leave drawers open.
- ✓ Don't carry or push loads that block your vision.
- ✓ Don't carry loads (books & boxes) down or up staircases.
- ✓ Don't stand on any chairs, desks, shelves, or filing cabinets.

Keep your path CLEAR!

Stay away from THESE HAZARDS.

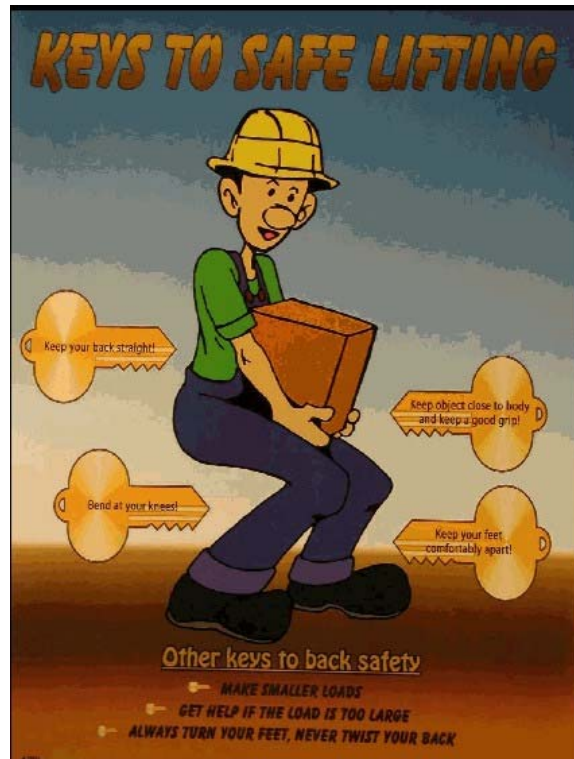
SAFE LIFTING PROCEDURES

Recommended lifting procedures are intended to prevent hand, wrist, shoulder and back injuries. Strain and sprain injuries account for a large number of injuries...many of which are the result of incorrect lifting.

The following steps to safe lifting will greatly reduce your chances of receiving a lifting injury, but only if you follow them.

1. First, lift the load mentally. How much does it weigh? Plan every step before you do it physically.
2. Get a good grip on the load. If it is bulky or heavy, get somebody else to help.
3. Keep your feet apart, for a firm footing.
4. Bend your knees, NOT your back.
5. Tighten stomach muscles and lift the load with your legs. Keep your back straight, whether lifting or putting the load down.
6. Keep the load close to your body. Don't lift or lower with the arms extended.
7. Never twist with a load. This can cause an injury!
8. Team lift when an object is awkward or heavy.
9. Take advantage of load carrying devices – and remember – push, don't pull.





SAFE LIFTING / BACK INJURY PREVENTION

We all handle material daily. We lift, hold, carry, push, pull, and lower while moving, packing, and storing objects. The objects may be soft, or solid, bulky or small, smooth or with corners and edges; the objects may be bags, boxes, or containers that come with or without handles. We may handle material occasionally or repeatedly. Manual handling involves lifting light or heavy objects.

Lifting DO's and DON'Ts:

1. **DO** be in good physical shape.
2. **DO** think before acting. Place material conveniently within reach. Have handling aids available. Make sure sufficient space is cleared.
3. **DO** get a good grip on the load. Test the weight before trying to move it. If it is bulky or heavy, get somebody else to help.
4. **DO** get the load close to the body. Place the feet close to the load. Stand in a stable position with the feet pointing in the direction of movement. Lift mostly by straightening the legs.
5. **DON'T** twist the back or bend sideways.
6. **DON'T** lift or lower awkwardly.
7. **DON'T** hesitate to get help from another person.

8. **DON'T** lift or lower with the arms extended.
9. **DON'T** continue lifting when the load is too heavy.

MATERIALS HANDLING SAFETY

The simple act of lifting and moving objects from one place to another causes thousands of injuries every year. Injured backs, crushed hands and feet, and feet, and even fatalities can occur when large, heavy objects are moved improperly. Remember these basic rules of materials handling safety.

Lifting or Carrying:

- ✓ Let your legs do the work – not your back
- ✓ Don't twist your body
- ✓ Keep hands and fingers away from the bottom of the load
- ✓ If the load is heavy, get help or use a hand truck or dolly

Hand trucks or dollies:

- ✓ Balance the load, place heavy objects on the bottom
- ✓ Don't pile items too high
- ✓ Push, don't pull
- ✓ Powered Mechanical Equipment:
 - ✓ Only trained, authorized employees may use forklifts and powered hand trucks
 - ✓ If using hoists or cranes, make sure other workers are out of the way

General:

- ✓ Plan ahead – take it slow and easy
- ✓ Use the right personal protective equipment for the job
- ✓ Follow all HISD safety rules
- ✓ Don't get careless

LADDER SAFETY

1. Do not use chairs, desks, boxes, tables, trash cans, or other improper climbing devices to reach higher places. Use a proper ladder or step stool.
2. Be sure ladders are in safe condition before using.
3. Metal ladders should not be used near energized electrical equipment.
4. Only one person should be on the ladder at the same time.
5. Do not climb ladders unless wearing proper slip-resistant footwear.
6. Never work higher than the third rung from the top of a straight ladder nor the second step from the top of a step ladder.
7. Do not lean out from the ladder in order to reach difficult areas. Instead, move the entire ladder.
8. Ladders should never be placed in front of doors unless the door is guarded, locked, or blocked.
9. Do not place ladders against or upon unstable surfaces.
10. When using ladders for access to an elevated position, the ladder side rails shall extend 3 feet above the landing.
11. Straight ladders should be set up so that the base of the ladder is one foot away from the wall for every 4 feet of ladder height. For example, a 16 foot ladder should be placed so that the bottom is 4 feet from the wall.
12. Do not use a step ladder unless it is opened fully and the divider is locked into position.

BLOODBORNE PATHOGENS SAFETY PROCEDURES

As safety within the workplace is our school district's number one priority, it may from time to time be necessary for school district employees to assist in administering first aid to either another school district employee or a student within the campus. Should this situation arise, there are specific steps to take to reduce the risk of acquiring various diseases.

Please note: It may be impossible to visibly see a disease on another person, so we want to keep safety in mind at "all" times.

Please remember that all blood or other bodily fluids that are contaminated with blood should always be considered infectious. Should it become impossible to determine the presence of blood, the bodily fluid should "always" be treated as if blood were visibly present.

The Texas Department of Health has recommended the following guidelines for employees to follow in case of exposure to any bodily fluid.

DEFINITION OF BODILY FLUIDS: Any vaginal secretions, amniotic fluid, semen, or other bodily fluids visible or not-visible, which may be contaminated with blood, or other bodily fluids in the performance or responsibilities of an employee may include, however not limited to the following safety rules and guidelines.

1. To reduce the risk of contact of blood with a student or a fellow employee, allow the injured person to hold the towel or such material. Also explain to the injured person how to discard any contaminated materials appropriately.

Please do "not" allow another student to apply a towel or such material to an injured person and help them to the nurse. This may create an unsafe condition.

2. Do not keep food, drinks, and such in an area where the risk of bodily fluids may exist.
3. Make sure that all persons who assist with an injured person wear all necessary protective clothing and equipment to reduce the risk of coming in contact with any bodily fluids, or contaminated material that may have come into contact with bodily fluids.
 - Wear latex gloves when hands may come into contact with blood or contaminated material that may have come into contact with any type of bodily fluid.
 - When an employee has finished assisting the injured person, make sure that the gloves are removed from the inside out to reduce the risks of bodily fluids being exposed. All gloves must be discarded appropriately.

4. Always discard needles and all other sharp objects in an approved sharp object container. These sharp objects are to be discarded in an appropriate designated disposal site.
Contaminated Needles. Take your time when dealing with standard testing and injections. Pay attention and avoid puncturing yourself or others with a contaminated needle.
5. Never pick up any broken glass with your hands. Always use a pair of tongs or use a brush and a dustpan. Always clean and disinfect these items after use.
6. Bag “all” contaminated materials at the area where the contamination took place if possible. Remove all contaminated clothing at the site of contamination and place in an “approved” container for cleaning or disposal.
7. Sanitize areas where contamination has taken place. Use an approved cleaning agent, or mixture of bleach (1 to 10 dilution rate) for cleaning.
8. Handle any contaminated clothing as little as possible.
9. Wash hands or other contaminated areas that may have come into contact with bodily fluids. Use soap, water, or approved cleansing agents immediately after contact with bodily fluids or immediately after the removal of contaminated gloves.
10. Always see your immediate supervisor immediately if blood or other bodily fluids gets into your mouth, eyes, or any open lacerations to the skin. Make sure you report any needle stick or bite that may break the skin.

Your chances of contracting the human immunodeficiency virus (HIV), the hepatitis B virus (HBV), or other bloodborne pathogens are small. But if you’re any risk of exposure at all, your goal should be to eliminate that risk.

HIV and HBV are NOT transmitted by:

- Touching an infected person or other forms of casual contact
- Using the same equipment, materials, or facilities as an infected person

HIV and HBV CAN BE transmitted by:

- Sexual contact
- Punctures from contaminated needles
- Shared drug needles
- Direct contact between broken or chaffed skin and infected body fluids
- For HBV only, dried blood and contaminated surfaces

You can protect yourself by:

- Following Universal Precautions against exposure to bloodborne pathogens
- Following HISD's procedure for exposure

Universal Precautions

The basic rule is: "Always treat blood or other material as though it is infectious."

That means:

- ✓ Don't rely on anyone else to tell you whether material is infectious or not
- ✓ Always wear gloves whenever there is a possibility of contact with infectious blood or other material
- ✓ Wear other protective clothing and equipment as needed
- ✓ Follow all decontamination and disposal procedures for contaminated items
- ✓ Report any exposure to your supervisor immediately.

Caution: Use extreme care when handling needles or injection pens. There is no event so great as to risk accidental injection or exposure from injection. Be alert for defects in injections pens. Do not recap needles and pens – carefully dispose in containers.

Your health is at risk for accidental injection.

USE CAUTION-BE SURE-BE SAFE.

HAZARD COMMUNICATION (Haz-Com)

The basic goal of a Hazard Communication Program is to be sure employers and employees know about work hazards and how to protect themselves; this should help to reduce the incidence of chemical source illness and injuries.

General

Chemicals pose a wide range of health and physical hazards. OSHA's Hazard Communication Standard is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and to provide information about them through labels on shipped containers and more detailed information sheets called material safety data sheets (MSDS). HISD will prepare and implement a written hazard communication program, and ensure that all containers are labeled, employees are provided access to MSDSs, and an effective training program is conducted for potentially exposed employees.

The Haz-Com Standard provides workers the right-to-know the hazards and identities of the chemicals they are exposed to in the workplace. When workers have this information, they can effectively participate in their employers' protective programs and take steps to protect themselves. These actions will result in a reduction of chemical source illnesses and injuries in the workplace.

Hazard Determination

The standard requires a list of hazardous chemicals in the workplace as part of the written hazard communication program. The list will serve as an inventory of everything for which an MSDS must be maintained. This list should be located in the MSDS binder at the campus.

Labels

Containers of hazardous chemicals in the workplace must be labeled, tagged, or marked with the identity of the material and appropriate hazard warning. Labels give a brief summary of hazards. You must read these labels carefully before starting any job involving a chemical. Never use a chemical if its label is missing or too damaged to read.

MSDS

Chemical manufacturers and importers are required to obtain or develop a material safety data sheet for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of these MSDSs.

Information on an MSDS includes the following:

- Identification Data ie. Name, ingredients, date, exposure limits, manufacturer information.
- Physical and Chemical changes that affect the type and degree of the hazard
- Fire and Explosion Risk Factors and Protections
- Reactivity data
- Health Hazards
- Control Measures

Training

Each employee who may be “exposed” to hazardous chemicals when working will be provided information and training on working with a hazardous chemical, and whenever the hazard changes.



ELECTRICAL SAFETY

1. Consider all wires as dangerous and do not permit any object being handled to come in contact with electrical lines. The insulation of the wire is no guarantee that it will not cause instant death. Employees other than electricians must never attempt to determine if a wire is energized. Consider all wires live and dangerous.
2. Remember to work in dry areas when dealing with electricity. This includes changing light bulbs, plugging in machines, and other duties. Keep all liquids away from electrical equipment.
3. Do not use defective electrical equipment especially if wires are exposed.
4. Electric extension and equipment power cords should be checked for bad insulation or broken grounds. The cord shall not be used if it is defective.
5. Do not disconnect electric equipment by pulling on the cord as this may damage the cord. Remember to pull the plug instead.
6. Do not repair electrical problems unless you are qualified and have permission.
7. Electrical "lock-out" and tagging procedures shall be used when circuits or electrical equipment are being repaired.
8. Metal ladders shall not be used when working with electrical circuits.
9. All electrical equipment shall be properly grounded/double insulated.
10. Use a "IC" rate extinguisher for electrical fires. Never use water.
11. Do not remove the ground prong from electrical power plugs.

ELECTRICAL SAFETY PROCEDURES

1. “Do Not” use any type of electrical equipment near wet areas.
2. When asked to do a task that may require the usage of any type of electrical equipment, always inspect the piece of equipment for any faulty wires.
3. “Do Not” use any electrical equipment that is damaged or defective. Immediately tag the electrical equipment as to the problem. Let your supervisor know immediately.
4. Make sure that “all” fuse panels, circuit breakers, and electrical switches are properly labeled. Let your supervisor know if they are not labeled properly.
5. Unplug appliances only with dry hands and only when standing on a dry floor.
6. “Do Not” unplug any electrical equipment by pulling on the cord. Always unplug at the electrical outlet. This may reduce the risk of causing injuries, and harming the electrical equipment.
7. Never use masking tape or such items to temporarily fix a broken cord.
8. Always make sure that electrical equipment has been unplugged before inspecting and cleaning.
9. Be careful not to overload extension cords or outlets. Should an extension cord or an outlet become warm, turn off the equipment and unplug the equipment carefully.
10. Make sure that extension cords are not used as any type of permanent wiring. Should you notice this in your work area, let your supervisor know immediately.
11. To prevent shock, make sure that all electrical equipment is properly grounded.
12. Always use an approved three-wire extension cord with ground plugs.
13. DO NOT “Daisy-Chain” power strips: this occurs when you plug a power strip into another power strip.
14. DO NOT plug refrigerators or Microwaves into power strips, use wall outlets only.
15. DO NOT block or place items in front of electrical circuit breaker boxes – 36 inches in all directions must be free of obstruction.

LOCKOUT / TAGOUT SAFETY PROCEDURES

Properly used, electricity is the most versatile form of energy. Failure to establish safety precautions for the design, work practices, procedures, servicing, and maintenance operations for electrical equipment, however, often results in bodily harm (including fatalities), property damage, or both.

HISD Maintenance Department will establish a Lockout / Tagout program. This program will set enforceable standards, provide initial and annual training to all HISD personnel authorized to perform electrical work in the district.

When electrical or electronic equipment must be repaired or modified, Lockout/Tagout Procedures must be followed. Please refer to the Lockout/Tagout program for detailed procedures.

MACHINE GUARDING

Certain guards or devices may be required to keep hands, arms, and other body parts away from moving machine parts.

Types of machine guards include:

- Fixed guards or barriers between you and the machine's power train or point of operation
- Interlocked guards, which disengage the machine's power source if opened or removed
- Adjustable or self-adjusting guards, which can be moved to fit specific operations

Type of safety devices include:

- Presence-sensing devices – cause a machine to stop if a body part gets too close
- Safety trip controls – shut the machine down in an emergency

Remember:

- Never remove or disable a manufacture's safety device
- Never reach around or under a machine guard
- Never use a machine with guards that are missing or defective

Accidents involving machines can cause serious injuries and even death. But these tragedies aren't the machine's fault – they're usually caused by carelessness and failure to follow safe work procedures. Supervisors and Teachers / Instructors must set the example by following HISD safety procedures.

Always follow these basic safety guidelines for preventing machine accidents and injuries:

- Keep machines properly maintained and in good working order
- Understand the potential hazards of the machines you use:
 - Mechanical
 - Electrical
 - Fire
 - Noise
- Stay alert and use common sense:
 - Never operate machines under the influence of alcohol or drugs
 - Stay focused on working safely
 - Never try to make a machine do something it wasn't designed to do

- Wear the right PPE (Personal Protective Equipment) for the job – Never operate a machine if it isn't working properly, notify your supervisor immediately
- Never remove, disable, or bypass a machine guard or safety device

Machines can't think, but you can ... it's up to you to prevent accidents and injuries.

FIRE PREVENTION

Fires can start – and be prevented – in many different ways.

How to Prevent Electrical Fire:

- Don't overload circuits
- Don't use damaged cords or power tools
- Don't use "hot" equipment near combustibles

How to Prevent Chemical Fire:

- Read the MSDS to know the chemical's flash point, flammability, and reactivity
- Read the label to know whether the chemical is a fire hazard

How to Prevent Flammable and Combustible Liquid Fire:

- Keep away from sources of ignition (gasoline, solvents)
- Clean up spills immediately

How to Prevent Poor Housekeeping Fires:

- Clean up flammables and combustibles
- Don't block fire exits



FIRE PREVENTION

Drills

Every month, each campus is required to perform a fire drill involving everyone at the site. These drills are mandatory and an annual report to the state is due at the conclusion of the school year. It is your responsibility to know the exit routes in case of a fire.

Housekeeping

Please make sure that trash does not accumulate in areas other than a trash can or approved trash container. There should be no items located within 3 feet of a fire extinguisher or electrical panel. Do not place combustible materials such as paper products near any heat sources. Also, do not block doorways or aisles as this may hinder your escape in an emergency.

Fire Extinguishers

Fire extinguishers are located throughout your building for use on small fires. Make sure you use the correct type of fire extinguisher for the particular type of fire (see following section on Fire Extinguishers). Do not attempt to use a fire extinguisher on a large fire.

Notification

Always report fires, regardless of size to your supervisor immediately. If an emergency situation exists, contact the Fire Department.

FIRE EXTINGUISHERS

On an average, fires kill or injure at least one person on the job every day within the United States. As employees, we must strive to constantly be on the lookout for causes of fires and immediately report any suspicions to your immediate supervisor.

The most common causes of workplace fires on the job are:

1. Improper use or storage of flammable substances
2. Poor housekeeping
3. Improperly used or maintained electrical equipment
4. Careless smoking

When used properly, a portable fire extinguisher is a tool for protecting lives by putting out small fires or to contain the fire until the fire department arrives. It is the responsibility of “all” employees to know the location of portable fire extinguishers. In an emergency, knowing the location of fire extinguishers becomes crucial to respond immediately to the situation.

Fires fall under four classifications: we also refer to specific types of fire extinguishers to be used when responding to various types of fires:

CLASS A:

Ordinary combustibles such as wood, cloth, rubber, many plastics, and paper will fall under this type of classification. A material that results in leaving an ash after burning will fall under this classification.

CLASS B:

Flammable liquids, such as gasoline, oil, kerosene, paint thinners, lacquer, oil based paints, and any flammable gases. This type of fire extinguisher is used for various types of substances that will remove oxygen and thus will prevent hazardous vapors from reaching a chemical chain reaction or may ignite.

CLASS C:

Any type of electrical equipment that may include but not limited to types of panel boxes, circuit breakers, appliances, machinery, and power tools. This type of fire extinguisher uses an extinguishing agent that is incapable of conducting electrical current.

CLASS D:

Fires that may involve types of combustible metals such as magnesium, sodium, titanium, and potassium will need specifically designed extinguishing agents that will smother Class D fires.

Please note that the correct type of fire extinguisher is crucial to be used, as the incorrect type of fire extinguisher could create a more hazardous condition.

While attempting to contain a fire, be sure that the fire is contained to a small area. Portable fire extinguishers are not designed to fight large or spreading fires. Portable fire extinguishers are intended for first response use only.

GUIDELINES TO BE USED IN CASE OF FIRE

1. Be certain everyone has left the area or is leaving the building.
2. The fire extinguisher must be easily attainable and is fully charged and in working order.
3. Make sure your back is to a safe and unobstructed exit in which the fire will not spread.
4. Make sure the fire extinguisher which will be used is the correct type necessary to be used for that specific purpose.
5. Make sure you know how to use the fire extinguisher correctly.
6. Should you access the fire and are unsuccessful in extinguishing the fire, immediately close off the area and leave the premises of the fire. Wait for the Fire Department to extinguish the fire correctly.
7. Report "ALL" fires to your immediate supervisor at once.



HAND AND PORTABLE POWER TOOLS

By observing the following safety practices, most accidents with hand tools and portable power tools can be eliminated.

1. **Wear the proper Personal Protective Equipment.** Eye and face protection prevents injuries from flying objects or liquids. Hand and arm protection prevents injuries from flying or sharp objects. However – Never wear gloves when using a bench grinder ... it'll grab the glove and hand into the machine. Hearing protection should be used when working with loud tools or machinery.
2. **Use the correct tool for the job.** Examples of unsafe practices include: (1) striking hardened striking faces of hand tools together, such as using a hammer to strike another hammer or hatchet; (2) using a claw hammer to strike a steel chisel; (3) using a file or screwdriver to pry; (4) using a wrench instead of a hammer; and (5) using pliers instead of the proper wrench.
3. **Know if a tool is in good condition and keep it in good condition.** Unsafe tools include wrenches with cracked or worn jaws; screwdrivers with broken tips, or split or broken handles; hammers with chipped, mushroomed, or loose heads, and broken or split handles; mushroomed heads on chisels; dull saws; and extension cords or electrical tools with broken plugs; improper or removed grounding systems, or split insulation. Properly ground power tools, and use a ground-fault circuit interrupter (GFCI) protected circuit.
4. **Use tools correctly.** Some common causes of accidents are: (1) screwdrivers applied to objects held in the hand, (2) knives pulled toward the body, (3) failure to ground electrical equipment, (4) nail hammers striking hardened tools, and (5) using tools when work is not properly secured.

5. **Keep tools in a safe place.** Many accidents are caused by tools falling from overhead. Another source of accidents is leaving the cutting edge of knives, chisels, and other



sharp tools exposed when carrying them in pockets or leaving them in tool boxes.

FOOD SERVICES SAFETY PROCEDURES

Constant awareness from all employees in the food service department will assist in reducing the risk of accidents and injuries within all campuses. We require that you are constantly watching your work areas, and report to your supervisor any unsafe acts and conditions. When performing any task in the food service department, always think about your specific task that you have been asked to perform and make sure that you take every effort in performing it safely.

The following information is a general guideline to be followed in the food service department:

1. Make sure that you have been trained on the proper usage and maintenance of all equipment in the food service department. Never perform a task that you are not sure its proper usage. Ask the supervisor to explain and train prior to the usage of such equipment. Safety gloves designed for each operation shall be worn at all times.
2. Always keep your areas in good clean condition. This will reduce the risk of accidents and injury from taking place.
3. Do not lean on any equipment or machinery. When using equipment and machinery, always make sure that all guards are in place and that equipment is in safe working condition. If you notice an unsafe or faulty piece of equipment, let your supervisor know at once. Always tag the faulty equipment or machinery to allow other employees in your

department to know that it is faulty and not to be used. Follow the procedures for lockout/tagout in your manual.

4. Do not attempt to pick up items that are too heavy, you may either need assistance from another employee or from a dolly or other mechanical device.
5. Make sure that all chemicals and flammables (either chemical or paper products) are not placed on or near any heat source, open flames, or source where risk of fire is possible.
6. Store all cleaning chemicals in one specific posted area where proper storage as well as any federal, state or local requirements that are requested are followed.
7. Should a separate chemical storage room be used, make sure that a “chemical storage room” sign has been posted outside of the door. Make sure that all regulations and rules pertaining to maintaining a safe chemical storage room are present and followed.
8. Always have on hand and use “WET FLOOR” signs whenever a spill or mopping has taken place. Clean up any spillage on the floor immediately. Do not leave the situation unattended as the risk of accident and injury may be present.
9. Always know the locations of fire extinguishers. Use the appropriate type of fire extinguisher for that specific type of fire. Follow the guidelines on fire extinguishers located in this manual. Should a fire extinguisher be used, always let the supervisor be aware, as the fire extinguisher may need to be inspected or refilled after usage.
10. Upon initial employment, or when relocation to another department on campus has happened, acquire information from the supervisor on the correct procedures to activate automatic systems and fire extinguishers.
11. Make sure that you use potholders and mitts when picking up and moving pans. Acquire assistance from another employee to move heavy containers of hot food. When checking food, always direct the steam away from you. You may do this by raising the far edge of lid to allow the steam to go away from you and reduce the risk of accidents and injuries.
12. All employees are to be trained on the proper usage of chemicals and cleaning products upon initial employment or relocation on campus. Follow all rules and regulations according to the Texas Haz-Com Act as well as all district safety requirements.
13. DO NOT open the dishwasher while it is running. This will reduce the risk of allowing the steam that may be combined with various types of chemicals, to get into the eye or on the skin. While removing dishes from the dishwasher, use caution when handling hot dishes.
14. Always use dust pans and brooms to pick up broken glass. Never attempt to pick up broken glass objects with your hands. Place these broken objects in appropriate container to reduce the risk of another individual from coming into contact with any broken glass.

15. Do not leave refrigerator or oven doors open and unattended. Always close the door of ovens and refrigerators as well as the lids on reach in coolers.
16. Use caution and correct lifting procedures when a task may require bending and lifting. Refer to the section on back safety and lifting in this manual.
17. Never use your fingers as an instrument to push food through any cutting machinery. Should a situation take place and the food may have gotten caught in the machine, turn the machine off before you attempt to remove the food with the appropriate utensil.
18. Make sure that hands and floor are dry before performing a task involving electrical equipment or outlets.
19. Never put sharp utensils in a sink full of water. Leave them on the side of the sink. Dry all knives as soon as they have been cleaned. Store knives in appropriate racks and drawers.
20. Always use the correct kitchen tools for that specific task.
21. Do not attempt to repair any type of equipment or machinery unless you are qualified and machinery has been completely unplugged.

HANDLING AND STORAGE OF COMPRESSED GAS CYLINDERS

Serious accidents may result from the misuse, abuse, or mishandling of compressed gas cylinders. Observance of the following rules will help control hazards in the handling of compressed gas cylinders.

1. Gas cylinders containing flammable or other dangerous gasses (whether empty or full) must be kept in racks or stands or set in an upright position and properly chained or secured to prevent being knocked over.
2. All valves, pressure regulators and pipes leading from the cylinders should always be protected against excessive heat or cold, excessive sunlight and continuous dampness.
3. Flammable substances, such as oil and volatile liquids, should not be stored in the same area.
4. Transport cylinders in an approved manner with caps in place.
5. The cylinder valve must be closed and all pressure must be released from the regulator before the regulator is removed from the cylinder.
6. Turn off gas installations at the cylinder when the installations are not in use.
Compressed oxygen should not be used in place of compressed air for starting engines or machinery.
7. Separate oxygen and acetylene cylinders by at least 20 feet, the cylinders should be separated by a fire resistant partition at least 5 feet high and having a fire resistant rating of one half hour.
8. Always use a hand truck and chain fasteners to keep cylinders from having the risk of being knocked over while in use.
9. Do not use cylinders for rollers, supports, or any purpose other than to contain gas.
10. Do not drop cylinders or allow them to strike each other violently.



SCIENCE TEACHERS SAFETY GUIDELINES

Experiments and demonstrations may occasionally be required to take place during the school year. We require that you follow our school district's safety guidelines in this manual as well as any federal, state, TSS, TEA, and local requirements pertaining to safety in the science department.

General guidelines to be followed:

1. Always set an example for students by maintaining a safe environment and following all safety guidelines. Let your students be aware of all safety rules and importance of following these rules very carefully in order to reduce the risk of having any accident or injury take place in the lab.
2. Explain to all students that any unsafe act or condition needs to be reported immediately to the teachers.
3. Let students understand that any horseplay or practical jokes are not acceptable in the science lab as this action could create a risk of an accident or injury.
4. Check all equipment used in the lab regularly for any defects. Tag this item as to the defectiveness so no other person will attempt to use it. If any equipment or machine becomes broken or faulty, let your principal be aware of this in writing. Do not attempt to fix any type of equipment or machine unless you are qualified.
5. Check all First-Aid kits or First Aid equipment, to include but not limited to Emergency Eye-wash and or showers. See required routine maintenance procedures to ensure your stations are safe and available if ever the needs arise.
6. All gas, electrical, and water outlets are to be turned "off" and/or unplugged when not in use.
7. Have all gas, electrical, and water lines properly marked and the location of master cut-off switches marked in case of an emergency.

8. Appropriate use of personal protective clothing and equipment by both teacher and students will be worn in the lab. Jewelry, neckties, and loose clothing could create a risk of an accident or injury.
9. Students should be told “prior” to being in the lab so that they can come to class dressed appropriately.
10. Long hair will be tied back to reduce the risk of accidents and injuries.
11. All students are to be trained on chemical safety as well as emergency response procedures within the lab. Fire extinguishers, safety blankets, spill kits, emergency eye wash / showers and other safety use of other applicable safety items are to be taught to all students “prior” to going into the lab. Regular training on these subjects will create a safe environment for everyone in the lab.
12. All required personal protective equipment listed on the MSDS will be available and worn for both the teacher and the student. Whenever a demonstration is being performed, or a lab is taking place, all required personal protective equipment will be worn.
13. All personal protective equipment will be cleansed, sanitized, and stored in sanitary containers.
14. All chemicals should be stored according to their hazards, properly labeled, and an inventory kept as to any usage, the amounts used, the teacher’s name that performed the lab, and the date the chemicals were used. You may consider keeping a three ring binder for such documentation.
15. Labels on “all” containers must have all appropriate information according to the Texas Haz-Com Act and Right-To-Know laws.
16. “Prior” to an experiment or demonstration where any type of chemical will be used, a material safety data sheet must be available in the lab setting in case of an emergency, and all information pertaining to that chemical must be given to all students.
17. A workplace chemical list that includes chemicals normally used or stored in the workplace in excess of 55 gallons or 500 pounds (there are exceptions that may need to be reported in smaller quantities) will be readily available to employees and their representatives.
18. A material safety data sheet booklet will be kept in each science lab. These information sheets are to be made available immediately in case of an emergency as well as to be made available to anyone that may request them.
19. When ordering any chemical for science lab experiments, review the information on that specific chemical. Always strive to use the least hazardous chemicals possible. Order only small amounts of chemicals at a time for immediate usage.
20. Chemical containers will “not” be used to store any materials of any nature other than the original contents.

21. All chemicals which will need to be disposed of will be done according to the information on the material safety data sheet, federal, state, TEA, and local requirements will be followed.
22. Flammable liquids should not be stored near an open flame nor are to be poured down the sink. Flammable cabinets are to be used to store “all” flammable substances.
23. Always pour acids into water to dilute them. Never pour water into acid.
24. Contact lenses are not to be worn unless protective glasses are also worn.
25. Chemical splash proof goggles are to be worn “over” prescription glasses.
26. Any chemical or acid spill can be cleaned up only after the chemical has been neutralized. If it is a dangerous material, clearly mark the area and leave the spill until the material can be identified. Immediately contact the Principal.
27. Should a glass object fall, do not attempt to catch it with your hands. Do not pick up the glass with your hands. Use an approved shovel, dust pan, and broom to pick it up. Dispose of broken glass in a clearly marked “FOR BROKEN GLASS ONLY” container. Liners must be of a thick and heavy nature to reduce the risk of glass puncturing the liner. “Do not” put broken glass in the classroom trash can.
28. When classroom demonstrations or experiments have been finished, put all chemicals back in their appropriate areas. These chemicals cannot be left out and accessible to others.

EMERGENCY EYE-WASH / SHOWERS

First Aid devices known as Emergency Eye-wash or Emergency Showers are located in various places throughout the district. The most common places are in science labs, trade classrooms, and maintenance shops. Regardless of location, the classroom teacher or shop supervisor shall ensure these devices are serviceable and free of defect. At a minimum the maintenance department should consider maintaining these first aid devices in accordance with American National Standards Institute (ANSI) 2004 standards.

Teachers and or supervisors must ensure the integrity of the safety equipment. Inspect the following at least monthly. Correct immediately if possible or report deficiencies to HISD maintenance department for schedule maintenance.

1. Nothing stored within 30 inches of unit
2. No obstructions, protrusion, or sharp objects within 16 inches from the center of the spray pattern
3. Unit is identified with a highly visible sign
4. All parts are visually intact. Unit is not damaged, dented, crushed, cracked, or leaking
5. Unit is mounted firmly to floor and or wall
6. Eyewash equipment shall deliver to both eyes with an even flow of water at a rate which would not cause additional harm to the eyes

The science department and or maintenance department shall assign an individual to inspect each unit weekly. At a minimum inspect the following weekly:

Emergency Eye Wash:

1. Flush eyewash to ensure water is clear and clean, at least one gallon, if water is colored or obvious sediment is in the water continue flushing until water is clear and clean.
2. When activated the valve remains open without the use of the operator's hands and stays open until intentionally closed.
3. Eyewash nozzles caps or eyelets installed.
4. Eyewash nozzle caps or eyelets open or pop off freely when unit is activated.
5. Have weekly inspections documented on the inspection tags.
6. Ensure an inspection tag is attached to unit.

Emergency Showers:

1. Triangle activation handle must be free of obstruction.
2. Triangle handle shall be located no more than 69 inches from floor.
3. Triangle handle shall be easily activated with minimum pull in one second.
4. When activated the valve remains open without the use of the operator's hands and stays open until intentionally closed.
5. Flush shower to ensure water is clear and clean, at least one gallon, if water is colored or obvious sediment is in the water continue flushing until water is clear and clean.

Note: We understand flushing the emergency shower weekly may not be possible or practical. Therefore, at a minimum flush at least at the start of each school year.

Any discrepancies should be routed to the maintenance department ASAP. A child's eyes may count on it.

OFFICE AND CLASSROOM SAFETY

1. Office machines should be secured to the surface upon which they are set so that there is no danger of falling.
2. Be certain that scissors, paper clips, staples, staple removers and pins are used for the purpose for which they were designed.
3. The tops of filing cabinets or bookcases should not be used to store materials or supplies.
4. Open one file drawer at a time and close drawers and doors when not in use. Drawers and doors should not open into a hallway, walkway or any area where people may walk. Always store heavier items in the lower section of the file cabinet.
5. Exercise caution when lowering or raising wall screens and rolled wall charts to avoid injuries in case the equipment should fall.
6. Be careful of swivel chairs. Do not slump back in them without first testing your weight gradually.
7. Walk, do not run, in corridors or on stairs. Use handrails.
8. Do not stand and talk in front of closed doors that may open suddenly.
9. Do not push or crowd entrances or on stairways.
10. Read your mail and other material at your desk, not while walking around.
11. Watch for telephone cords, office machine wires, waste baskets, and other items underfoot. They cause tripping.
12. Use handles when closing files, desk drawers, and safe and vault doors.
13. Check office furniture occasionally for sharp edges or splinters, loose casters or bolts.
14. Keep sharp objects in proper places. Handle carefully.
15. Do not adjust or clean power-driven office machines when they are in motion.
16. Do not attempt to make electrical repairs. Call qualified maintenance personnel.
17. Do not use any item to stand upon other than a ladder. Avoid personal injury. This is the number one cause of injury to professional staff.

District Name:

HAMLIN ISD

EMPLOYEE REPORT OF INJURY INCIDENT

PRINT all information on this form.

This checklist is to be completed by the INJURED EMPLOYEE with assistance from his/her immediate supervisor as necessary.

This packet is VERY TIME SENSITIVE.

All forms in this packet should be completed the same day that the incident occurs - NOT LATER than 24 hours after the occurrence.

The completed form should be signed by the injured employee and the supervisor.

This form must be included in the Incident Investigation Packet submitted to *SchoolComp*.

SECTION I: EMPLOYEE PERSONAL INFORMATION

First Name, Middle Initial, Last Name			SS#		
Male	Female	Date of Birth (Mo, Day, Yr)	Married	Single	Divorced
Ethnicity: (Hispanic, Native American, Other)		Race: Asian, Black, White		Home Phone #	
Home Address:				Cell Phone #	
Spouse=s Name:		Email Address:		# Dependent Children:	

SECTION II: INJURY INCIDENT INFORMATION

Work Location		Job at Time of Incident	
Date of Hire	Work Phone #	Best Time to Call:	
Date of Incident (Month, Day, Year)	Day of Week (Mon, Tue, Wed....)	Time of Day	
Exact Location of Incident (Football field, classroom, cafeteria, etc. Please be specific)			
<u>Detailed</u> Description of Incident (In Your OWN Words) :			
Print Name of Supervisor			
Specific Body Part Injured: (Left leg, right hand, etc. Please be SPECIFIC)			
Names of ALL Witnesses			
Did you seek treatment from a clinic, hospital, or doctor for this injury? Yes No			When?
Name of Treating Physician		Physician=s Phone #	

I hereby certify that the above information is true and correct to the best of my knowledge. I authorize any and all providers of medical treatment deemed necessary in regard to my reported occupational injury or illness to release any medical information acquired in the course of my treatment to my employer and Creative Risk Funding, Inc.

Employee Signature	Date
Supervisor Signature	Date

SchoolComp - Self Insured Workers= Compensation Program
 administered by **Creative Risk Funding, Inc.**
 8111 LBJ Frwy, Ste 795, Dallas, Texas 75251
 Phone 972.889.9300 Toll Free 888.230.9300 Fax 972.889.3700

Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

Your Responsibilities in the Texas Workers' Compensation System

1. You have the responsibility to tell your employer if you have been injured at work or in the scope of your employment.

You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work related.

2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network ("network").

If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. Your employer must give you a copy of the Texas Department of Insurance network rules. Read the rules carefully. If there is something you do not understand, ask your employer or call the Office of Injured Employee Counsel.

If you would like to file a complaint about a network, call the Consumer Help Line at 1-800-252-3439.

Or file a complaint on the Internet at: www.tdi.state.tx.us/consumer/complfrm.html#wc

3. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.

4. You have the responsibility to send a completed claim form (DWC-41) to the Division of Workers' Compensation. You have one year to send the form after you were injured or first knew that your illness might be work related.

Send the completed DWC-41 form even if you already are receiving benefits. You may lose your right to benefits if you do not send the completed claim form to the Division of Workers' Compensation.

Call toll-free 1-800-252-7031 or 1-866-393-6432 for a copy of the DWC-41 form.

5. You have the responsibility to provide your current address, telephone number, and employer information to the Division of Workers' Compensation and the insurance carrier.

6. You have the responsibility to tell the Division of Workers' Compensation and the insurance carrier any time there is a change in your employment status or wages. Examples include:

- You stop working because of your injury;
- You start working; or
- You are offered a job.

(SEE REVERSE SIDE FOR RIGHTS)

Contact the Office of Injured Employee Counsel by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). More information is available on the Internet at: www.oiec.state.tx.us.



Contact the Division of Workers' Compensation by calling the toll-free telephone number 1-800-252-7031. More information about the Division is available on the Internet at: www.tdi.state.tx.us/wc/indexwc.html.

District Name:

HAMLIN ISD

WITNESS REPORT OF EMPLOYEE INJURY

PRINT all information on this form. This is to be completed by **any** witness to an employee injury.

This form should be completed **INDEPENDENTLY**, with no conversation between the witness and the injured employee.

This Witness Report is VERY TIME-SENSITIVE.

All forms in this packet should be completed the same day that the incident occurs - NOT LATER than 24 hours after the occurrence.

The completed form should be given to the supervisor of the injured employee for inclusion in their Incident Investigation Packet submitted to **SchoolComp**.

Name of Injured Employee		Name of Witness Completing Report
Date of Incident	Day-of-the-Week	Time of Incident:
Location of Incident		
Specific Body Part Injured (left arm, right elbow, etc.)		
Description of <u>Injury</u>		

Detailed Description of Incident:		
Did the employee do anything, or fail to do anything that contributed to the injury? 9 Yes 9 No		
If <u>AYes</u> , please explain:		
In your opinion, how could this injury have been prevented?		
List any other witnesses that were present at the time of the injury incident:		
I hereby certify that the above information is true and correct to the best of my knowledge. I will provide further information about this incident to my employer or Creative Risk Funding, Inc. at any time.		
Witness Signature	Date	Printed Name
Supervisor Signature	Date	Printed Name

SchoolComp - Self Insured Workers= Compensation Program
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Phone 972.889.9300 Toll Free 888.230.9300 Fax 972.889.3700

District Name:

HAMLIN ISD

IMMEDIATE SUPERVISOR REPORT OF EMPLOYEE INJURY

PRINT all information on this form.

This is to be completed by the immediate supervisor of the injured employee.

This packet is **VERY TIME SENSITIVE**.

The Supervisor Report should be completed the same day that the incident occurs - NOT LATER than 24 hours after the occurrence.

The completed form should be signed by the supervisor.

This form must be included in the Incident Investigation Packet forwarded to the Workers= Compensation Coordinator at the district and must be submitted to *SchoolComp*.

Name of Injured Employee	Job Title
Date and Time this Incident was Reported to You:	
To what specific task was the worker assigned at the time of the incident?	
Was the assigned task part of the employee=s regular job?	
If NO , please explain:	
List safety equipment needed for this task:	
Was safety equipment being used by the injured worker at the time of the incident?	

Date of Incident (Month, Day, Year)	Day of Week (Mon, Tue, Wed....)	Time of Day <div style="text-align: right;">9 AM 9 PM</div>
<u>Exact</u> Location of Incident (Football field, classroom, cafeteria, etc. Please be specific)		
<u>Detailed</u> Description of Incident (In Your OWN Words) :		
Specific Body Part Injured: (Left leg, right hand, etc. Please be SPECIFIC)		
Did the employee do anything, or fail to do anything that contributed to the injury? If yes, please explain:		
Did employee lose time from work?	Yes No	First date unable to report for work
Has employee returned to work?	Yes No	If NO , date expected to return
Were District Safety Rules Violated?	Yes No	If Yes, was Employee Counseled?
What steps will you take as supervisor to prevent future occurrences of this incident?		

Printed Name of Supervisor completing this form	Position
Supervisor Signature	Date

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District Name:

HAMLIN ISD

IMPORTANT NOTICE TO MEDICAL PROVIDER

INSTRUCTIONS: This form should be given to the injured worker to present to the medical care provider from whom s/he seeks treatment for work-related injury. Please print all information.

SECTION I: Incident Information

Name of Injured Employee:
Date, Day-of-the-Week, and Time of Incident:
Specific Body Part(s) Affected by this Incident:
Detailed Description of Incident:

DEAR MEDICAL CARE PROVIDER:

The above named employee has reported a work-related injury incident. Our district is a tax-supported public entity, and as such is Self-Insured for the purposes of Workers= Compensation. Our district DOES have a light-duty program. This may allow the injured worker to return to work with restrictions as specified by you with no lost wages to the injured employee. Please supply the injured worker with a **DWC-73 Division of Worker's Compensation Work Status Report** upon completion of initial treatment and evaluation of the injured workers= condition. Thank You.

IMPORTANT HIPAA INFORMATION: Since the implementation of HIPAA regulations, our district has heard concerns from a number of medical providers regarding the release of medical records without specific patient consent, even though it is clear that the information is to be used for workers= compensation utilization and billing issues. Workers= Compensation injuries are specifically excluded from HIPAA regulations, and as a result, no patient consent form is required to release medical information. (Texas Workers= Compensation Commission Advisory 2003-05)

However, as a service to medical providers, we are supplying a Release of Medical Records consent signed by the injured worker. See below. This statement, when signed by the injured worker, releases medical records to the District and Creative Risk Funding (our TPA) for the purpose of managing the claim under Texas Department of Insurance, Division of Workers' Compensation rules.

RELEASE OF MEDICAL RECORDS AUTHORIZATION

I hereby authorize the physician/medical provider to disclose any information to my employer and employer=s agents regarding treatment for my work-related injury. I hereby release the physician/medical provider from any liability arising from such disclosure regarding this and any subsequent follow-up treatment.

Employee Signature

Date

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NOTICE OF INJURED EMPLOYEE RIGHTS AND RESPONSIBILITIES IN THE TEXAS WORKERS' COMPENSATION SYSTEM

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel. This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the state agency that administers the system through the Division of Workers' Compensation.

You can contact the Office of Injured Employee Counsel by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Also, more information is available on the Internet at: www.oiec.state.tx.us <http://www.oiec.state.tx.us>.

You can contact the Division of Workers' Compensation by calling the toll-free telephone number 1-800-252-7031. More information about the Division of Workers' Compensation is available on the Internet at: <http://www.tdi.state.tx.us/wc/indexwc.html>.

Your Rights in the Texas Workers' Compensation System:

1. You may have the right to receive benefits.

You may receive benefits regardless of who was at fault for your injury with certain exceptions, such as:

- You were intoxicated at the time of the injury;
- You injured yourself on purpose or while trying to injure someone else;
- You were injured by another person for personal reasons;
- You were injured by an act of God;
- Your injury occurred during horseplay; or
- Your injury occurred while voluntarily participating in an off-duty recreational, social, or athletic activity.

2. You have the right to receive medical care to treat your workplace injury or illness.

There is no time limit to receive this medical care as long as it is medically necessary and related to the workplace injury.

3. Choosing a treating doctor:

- If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list.
- If you are not in a network, you may choose any doctor who is willing to treat your workers' compensation injury.
- If you are employed by a political subdivision (e.g. city, county, school district), you must follow its rules for choosing a treating doctor.

It is important to follow all the rules in the workers' compensation system. If you do not follow these rules, you may be held responsible for payment of medical bills.

- 4. You have the right to hire an attorney at any time to help you with your claim.**
- 5. You have the right to receive information and assistance from the Office of Injured Employee Counsel at no cost.**

Staff is available to answer your questions and explain your rights and responsibilities by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432) or visiting any Division of Workers' Compensation/Office of Injured Employee Counsel local field office.

- 6. You have the right to receive ombudsman assistance if you do not have an attorney and a dispute resolution proceeding about your claim has been scheduled.**

An ombudsman is an employee of the Office of Injured Employee Counsel. Ombudsmen are trained in the field of workers' compensation and provide free assistance to injured employees who are not represented by attorneys. At least one Ombudsman is located in each local field office to assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot sign documents for you, make decisions for you, or give legal advice.

- 7. You have the right for your claim information to be kept confidential.**

In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from the Division of Workers' Compensation.

Your Responsibilities in the Texas Workers' Compensation System

- 1. You have the responsibility to tell your employer if you have been injured at work or in the scope of your employment.**

You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.

- 2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network (network).**

If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. Your employer must give you a copy of the TDI network rules. Read the rules carefully. If there is something you do not understand, ask your employer or call the Office of Injured Employee

Counsel. If you would like to file a complaint about a network, call TDI's Customer Help Line at 1-800-252-3439 or file a complaint online at

<http://www.tdi.state.tx.us/consumer/complfrm.html#wc>

- 3. If you worked for a political subdivision (e.g. city, county, school district) at the time of your injury, you have the responsibility to find out how to receive medical treatment. Your employer should be able to provide you with the information you will need in order to determine which health care provider can treat you for your workplace injury.**
- 4. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.**
- 5. You have the responsibility to send a completed claim form (DWC-41) to the Division of Workers' Compensation. You have one year to send the form after you were injured or first knew that your illness might be work related.**

Send the completed DWC-41 form even if you already are receiving benefits. You may lose your right to benefits if you do not send the completed claim form to the Division of Workers' Compensation. Call 1-800-252-7031 or 1-866-393-6432 for a copy of the DWC-41 form.

- 6. You have the responsibility to provide your current address, telephone number, and employer information to the Division of Workers' Compensation and the insurance carrier.**
- 7. You have the responsibility to tell the Division of Workers' Compensation and the insurance carrier any time there is a change in your employment status or wages. Examples include:**
 - You stop working because of your injury;
 - You start working; or
 - You are offered a job.

**HISD
EMPLOYEE SAFETY MANUAL
SIGNATURE PAGE**

Name (print) _____

I DESIRE TO RECEIVE THE HANDBOOK (INITIAL YOUR CHOICE)

[_____] ELECTRONICALLY

[_____] PAPER COPY THROUGH INTERSCHOOL MAIL

[_____] WILL DOWNLOAD THE INFORMATION PERSONALLY

CAUTION: READ CAREFULLY BEFORE SIGNING

I hereby acknowledge receipt of my personal copy of the HISD Employee Safety Manual. I have also received a copy of the Employee Report of Injury information contained therein. I agree to abide by the rules and instructions governing employment at HISD. I have read and understand the aforementioned requirements. I understand violation of the Safety Procedures will result in adverse employment action to include possible termination.

_____ (Initial)

The information in this handbook is subject to change as situations warrant, and I understand that changes in the district policies may supersede, modify, or eliminate the policies summarized in this booklet. I accept responsibility for keeping informed on these changes, which are posted on the HISD website.

I accept responsibility for contacting the Business Office if I have any questions or concerns and need further explanation.

Signature

Date