



August 14, 2018

ANNUAL SAFETY REFRESHER TRAINING

As we mentioned last week, August is an excellent time to conduct Safety Refresher Training for all your staff. Here's some information you may want to include during your annual safety refresher training:

Accident Prevention Program (APP) -

- Every district has an Accident Prevention Program, also known as an "APP", which is a **written plan designed to keep the worksite safe and prevent accidents/injuries** from occurring.
- It contains **detailed information and forms** related to a variety of topics, including but not limited to:
 - Reporting of safety hazards, and safety suggestions or safety concerns.
 - Reporting accidents and/or injuries.
 - How to file a workers' compensation claim.
 - Emergency procedures.
 - Safe work practices.
 - Other safety programs such as Bloodborne Pathogens, Chemical Hygiene, Hazard Communication, Lock out/Tag out, Confined Spaces, Fall Protection, Ergonomics, Personal Protective Equipment, etc.
- Remind your staff where they can find the APP in your district/school(s).



Important Safety Communication and Employee Reporting Responsibilities -

- **Injuries/illnesses - Employees are expected to report all accidents and/or injuries immediately to their immediate supervisor, regardless of the severity. Even near miss incidents should be reported** so they can be investigated so any safety hazards which may have contributed to the incident can be identified and corrected in order to prevent a similar incident from occurring.
 - If medical treatment is not needed, employees need to **complete and submit an in-house incident report to their supervisor within 24 hours or the next working day.**
 - If medical treatment is needed, remind staff **who to contact at your district/school to obtain a workers' comp packet** containing the forms required to file a work comp claim.
- **Safety hazards, unsafe conditions and/or unsafe actions** - Need to be reported promptly to Administration, a Supervisor, the district's Safety Officer, Safety Committee Chairman or a Safety Committee Representative.
- **Safety concerns/suggestions** - Should be reported to someone in Administration and/or your Supervisor, the district Safety Officer, Safety Committee Chairman or a Safety Committee Representative.
- Now's the perfect time to remind staff who is on the **Safety Committee** and/or to recruit new members.



Emergency Plans - provide a brief review of emergency procedures, evacuation assembly area locations, etc.

NCESD Safety Incentive Program -

- Let your staff know if your district plans to participate in the Safety Incentive Program during the upcoming school year to **enlist their help in identifying and correcting slip/trip/fall hazards in and around their school.**
- **Common slip/trip/fall hazards** found during walk through inspections last year included **electrical cords, backpacks, books, clothing and other items left on the floor by students/staff, curled edges on rugs and walk-off mats, and concrete walkways in disrepair.**
- Remind staff **who to contact for help securing electrical cords in their classroom/assigned work area.**

Tips for Preparing Classrooms for the New Year - now's the perfect time to remind staff about:

- **Ladder Safety** - Where to find a step ladder if they need to use one, how to safely use a ladder, and that it's **NEVER** safe to use a chair, desk, or other furniture as a substitute for a ladder.
- **Principles of safe lifting** and the importance of getting help when moving heavy or awkward items.

Don't Forget to Use a Sign-in Sheet to DOCUMENT Your Annual Safety Refresher Training!

SAFETY MATTERS

_____ School District

ANNUAL SAFETY REFRESHER TRAINING – “SIGN IN”

Date: _____ **Time:** _____ **Training Provided by:** _____

Topics addressed: _____ See Attached

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