



August 1, 2018

## SAFETY AND HEALTH EDUCATION AND TRAINING

New Employee Basic Safety Orientation and Job Specific Safety Training are an essential part of your district's safety and health education and training program. WAC 296-800-14005 requires that all employees, including those who have changed or been given a new job, receive on-the-job safety orientation and training addressing what they need to know to perform their job assignment safely. This orientation should be given by the direct supervisor. Schools enrolled in the *SafeSchools* e-learning may also use the [New Employee Orientation](#) course.

The safety orientation should cover safety policies and procedures and when and how to report on-the-job injuries and unsafe conditions or practices. In addition, it should include a facilities walk through to orient employees on evacuation procedures as well as the use, care, and demonstration of any safety equipment, including personal protective equipment (PPE), which may be required on the job.

**The employee orientation safety training must be documented.** A Safety Orientation Checklist (see Appendix B of the Accident Prevention Plan, aka the APP) should be completed and signed by both the employee and the individual conducting the safety orientation training to document the training provided.

**Job specific safety training** is also required to ensure employees understand how to safely perform specific duties/tasks, the risks involved, and how to protect themselves and others from injury. Positions with job specific training needs include:

- Custodial/Maintenance/Grounds
- Transportation - Drivers and Mechanics
- Food Services
- Para Professionals
- Teachers - topics needed varies by subject(s) taught
- Support Staff - School Nurses/Counselors/Therapists/etc.
- Administrators/Supervisors



Visit <https://tinyurl.com/y9zdrjrw> (click here) for more information on job specific training requirements.

### SAFETY REFRESHER TRAINING

The end of the summer is also an excellent time to conduct Safety Refresher Training for all your staff to remind them of their responsibilities as outlined in the APP, the importance of safety communication, including how to report injuries, safety concerns/suggestions, and safety hazards, and using safety equipment as well as good body mechanics and principles of safe lifting when setting up their classroom.

### MANDATORY INJURY/ILLNESS REPORTING REQUIREMENTS

Supervisors and managers should also be reminded of the mandatory injury/illness reporting requirements. Employers in Washington must report the following to the WA State Department of Labor and Industries Division of Occupational Safety and Health (DOSH):

- **Workplace fatality or in-patient hospitalization** of any employee **within 8 hours** of the incident.
- **Non-hospitalized amputation or loss of an eye(s)** of any employee **within 24 hours** of the incident.

Call 1-800-423-7233 to report an incident or contact the NCESD for assistance.

**YOUR NCESD SAFETY SERVICES STAFF ARE AVAILABLE TO ASSIST YOU WITH YOUR TRAINING NEEDS**

SAFETY MATTERS