



DELTA COUNTY SCHOOL DISTRICT 50J

SAFETY HANDBOOK
September 1, 2017



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Delta County School District 50J recognizes the importance of our people. As the most critical resource, employees can be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Delta County School District 50J employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Delta County School District 50J is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Delta County School District 50J.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty. Injury reporting forms are included in Appendix A of this manual.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and District policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Delta County School District 50J will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Delta County School District 50J subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Delta County School District 50J in higher regard with customers, and increases productivity. This is why Delta County School District 50J will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Delta County School District 50J is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and District rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Delta County School District 50J will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Delta County School District 50J must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Superintendent of Schools

Date

One of the objectives of the District is to assist workers in becoming safety conscious. Your family, fellow workers, students, and the school district depend on the development of safe work habits. By keeping safety on your mind at all times accidents can be prevented so that personal tragedy and hardship can be eliminated.

As a condition of employment, employees MUST become familiar with, observe, and obey Delta County School District 50J rules, established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she should contact the Safety Manager, Jim Farmer, 874-4438.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes', etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

The use and/or possession of illegal drugs or alcohol on District property or while performing any duties of employment for the District are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' compensation benefits. After each medical appointment resulting from a work related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Delta County School District 50J provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

Delta County School District 50J is committed to providing safety and health related orientation and training for all employees at all levels of the District. We will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site specific data.

The training may include, but not be limited to the following:

1. Accident and incident data specific to our District
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Slips and Falls
5. Operation of specific equipment
6. Personal protective equipment
7. Emergency procedures
8. Employee accident reporting requirements
9. Return to work program
10. Any OSHA required training not included or addressed above

Off-Site Safety

- a. Employees of Delta County School District 50J are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs)
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at different locations, employees are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the District.

Periodic Inspections

It is our policy that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors. All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Accident Reporting

Any work-related injury or suspected injury must be reported immediately to your supervisor and to the District Office. A First Report of Injury form must be completed. Failure to promptly report an injury may result in decreased benefits.

If medical treatment is necessary, an appointment should be made with one of the health care providers specifically designated by the District. Please note that every employee must have a scheduled appointment. No one will be seen on a walk-in basis.

After each practitioner appointment, the employee must provide a copy of the physician's report to their supervisor and the District Office.

Delta County School District 50J provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

Please see "Procedure for Reporting Work-Related Injuries" in Appendix A for further information.

Emergency Contact Information

Emergency number to call: 911

Dispatcher for Delta County: 874-2015

For Fire Department, Police Department, or any Emergency Medical Services (Ambulance) call the numbers above

Hospital: Delta County Memorial Hospital
874-7681

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not “get in trouble”.
- Find the first aid supplies and emergency equipment that are located at your work site.

Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations.)
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy of a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Medical Emergency

- Upon discovering a medical emergency, call 911 (9-911 if you need to dial 9 for an outside line)
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page an announcement alerting the employees.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire.

When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.

Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Fire Prevention

- No candles or open flames are allowed within the facility except in supervised science labs.
- Contractors performing hot work must contact John McHugh for approval.
- Only space heaters provided by the District are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc).
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

Emergency Contact Information

Emergency number to call: 911

Dispatcher for Delta County: 874-2015

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874-7681

Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to District Administration at 874-4438.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify the Supervisor and/or District's Administration and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, Dispatch (874-2015) or (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Aggression Control Procedures

- If you perceive no immediate physical threat:
 - a. Notify other staff members and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
 - If you perceive the possibility of severe physical injury:
 - a. Assume a non- threatening physical posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority
 - e. Make direct commands
 - f. Set a time limit. At the end of set time, seek assistance from a staff member.
 - If you are assaulted:
 - a. Leave the area.
 - b. Report the assault to your supervisor.
 - c. Do not return alone. Bring assistance with you.
 - Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from staff members or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.
-

Lifting

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.

Lab Safety

- Do not store reagents on the lab bench.
- Do not eat or drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
- Safety glasses must be worn when working the lab area.
- Wash your hands before and after working in the lab, and after spill cleanups.
- Wear your lab smock when you are working in the lab.
- Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.
- Never leave gas burners, hot plates, heating mantles, or other heat sources unattended, when they are "on"
- Do not lean into the fume hood when the hood is "on" and open containers of chemicals.
- Do not use the fume hood as a storage area.
- Obtain and read the Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment.
- Do not mix chemicals in the sink drain.
- Wear your safety goggles while working in the lab.
- Do not block the access to the laboratory eye wash, safety shower, fire alarm pull box, or fire extinguishers.
- Wear shoes or boots that cover your feet completely' do not wear open-toe shoes or sandals.
- Do not block any escape routes in the lab.
- Never block a fire door "open".
- Never store materials in lab or storage area aisles.
- REFER TO CHEMICAL HYGIENE PLAN

Housekeeping

- Do not place materials such as boxes or trash in walkways and passageways.
- Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor
- Return tools to their storage places after using them.
- Do not use gasoline for cleaning purposes.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Office Safety

- Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
- Do not stand on a swivel chair.
- Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
- Do not compact material in the waste basket with your hands or your feet.
- Do not use cardboard boxes as waste receptacles.
- Do not leave file drawers open; always use the handles to close them.
- Do not stack file cabinets on top of one another.
- Open one file cabinet drawer at a time.
- Put heavy files in the bottom drawers of file cabinets.

Custodian Safety

- Wear your safety gloves when emptying trash containers.
- Do not compact the trash using your hands or feet; use the “trash-mashing” tool for this purpose.
- When handling trash, do not sling the bag over your shoulder or hang it by your side.
- When stripping the floor:
Move slowly
Strip small amounts of the area at a time.
- Read and follow the Material Safety Data Sheet (MSDS) of the chemicals you will be using, before mixing any chemicals.
- Wear your protective gloves when you are using cleaning chemicals.

Electrical Safety

- When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend or modify any metal prongs on the plug of the cord;
 - d. Do not use the cord under wet conditions;
 - e. Do not plug one extension cord into another;
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - g. Always unplug the cord when you have finished using it;
 - h. Do not use the cord as a permanent power source.

Food Service Safety

- Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
 - Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
 - Do not store cleaning products along with food products.
 - Turn the power switch of the exhaust hood fans to “on” when the ranges are in operation. Use the spray can labeled “Degreaser” to clean the grease off of the hood filters.
 - Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
 - When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
 - Cut in the direction away from your body when using knives.
 - Store knives in knife blocks or in sheathes after using the knives.
 - Use the knife that has been sharpened; do not use knives that have dull blades.
 - Do not use honing steels that do not have disc guards.
 - Do not attempt to catch a falling knife.
 - Use knives for the operation for which they are named.
 - When opening cartons, use the safety box cutters. Do not cut with blade extended beyond the guard.
 - Do not use knives that have broken or loose handles.
 - Do not use knives as screwdrivers, pry bars, can openers or ice picks.
 - Do not leave knives in sinks full of water.
 - Do not pick up knives by their blades.
 - Carry knives with their tips pointed towards the floor.
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Forklift Safety

- Only employer authorized personnel may operate forklifts.
- Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Approach railroad tracks at a 45-degree angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.
- Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a working speed of five miles per hour and slow down in congested areas.
- Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Do not use bare forks as a man-lift platform.
- Do not load pallets of wood that are not banded on to the forklift.
- Do not drive the forklift while people are on an attached aerial lift platform.
- Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Hand Truck Safety

- When loading hand trucks, keep your feet clear of the wheels.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
- Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
- For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load that is to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Push the load so that the weight will be carried by the axle and not the handles.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck, unless going up ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.

Hazard Communication

All Delta County School District employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Delta County School District, the MSDS collection is located at all school's custodial departments and kitchens. Employees are free to utilize the MSDS as needed.

General rules for handling chemicals in an office environment are:

- Read all label warnings and instructions.
- Follow instructions for quantity. More is not better.
- Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to your job site manager and Human Resources.
- Any Chemical brought into schools must have an MSDS sheet submitted to the office and placed in the MSDS book.

All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:

FIRE (red background color) – will the material burn?

HEALTH (blue background) – is the material dangerous to my body?

REACTIVITY (yellow background) – is the material dangerously unstable?

After each hazard (Fire, Health and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

0 – Minimal

1 – Slight

2 – Moderate

3 – Serious

Blood-borne Pathogens

Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.

Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact with any bodily fluids.

In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, only personnel trained in blood-borne pathogen should clean up. Make sure safety precautions (eye protection, gloves, etc.) are taken. Untrained personnel DO NOT attempt to clean. Call supervisor. (Refer to blood-borne pathogen guide)

Personal Protective Equipment (PPE)

If you are in an area where specific PPE is required, you are expected to wear it. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER – DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off".

- Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the District's lockout/tagout program.
- If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
- Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
- Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
- Replace all guards before removing personal padlocks from the control.
- Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
- Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Respiratory Protection

- Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained on the District's respiratory protection program.
- Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
- Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.

Electrical Safety

- With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
- Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances off before leaving for the day.
- Never run cords under rugs or other floor coverings.
- Any electrical problems should be reported immediately.
- The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers
- When using an extension cord:
 - i. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
 - j. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - k. Never remove, bend or modify any metal prongs on the plug of the cord;
 - l. Do not use the cord under wet conditions;
 - m. Do not plug one extension cord into another;
 - n. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - o. Always unplug the cord when you have finished using it;
 - p. Do not use the cord as a permanent power source.
- When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
- When doing electrical work from a ladder, do not use a metal ladder.
- Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
- Post the “Electrical Hazard” safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
- Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
- Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
- Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
- Use your safety belt when climbing poles.
- Wear your safety glasses when you are working with the drill.

When working in an area that has signs posted “High Voltage Area”, wear your insulated gloves. If the gloves have cracks or “pin pricks”, do not use the gloves.

Machine Shop Safety

- After making adjustments or repairs, replace the guards before starting machines.
- Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machine.
- Do not wear loose clothing or jewelry in the machine shop.
- Contain long hair under a hat or hair net, regardless of gender.
- Read and obey safety warnings posted on or near any machinery.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

Pesticide and Fertilizer Safety

- Read and follow the “Material Safety Data Sheet” (MSDS) for, and the labeled instructions of, the pesticide or fertilizer you are going to use when applying weed killers, fertilizers, pesticides or herbicides.
- Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
- Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
- Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
- Do not transport pesticide containers in the cab of your vehicle.
- Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.
- Immediately after you have completed your work-shift, ending your day’s work of the application of pesticides and fertilizers, you must take a shower at the office.
- Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled “PESTICIDE CLOTHING’.
- Store pesticides on the metal shelves in the area posted “PESTICIDE STORAGE’.
- Only mix chemicals in the area posted “CHEMICAL MIXING AREA’. Rinse containers three times, with water, after using the containers.

Hydraulic Lifts

- Follow the operating instructions provided by the lift’s manufacturer.
- Wear eye protection when working under vehicles to block dirt, debris, and parts from entering your eyes.
- Use and never by-pass the safety latches on the hydraulic lift contact pads.
- Do not stand in front of vehicles that are being driven onto the lift.
- Do not raise the lift with anyone inside the vehicle.
- Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into your service bay.
- Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
- Do not leave the controls unattended while the lift is in motion.
- Do not use the engine or transmission supports or stands as a substitute for jack stands.
- If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
- Before you lower the vehicle, remove tool trays, jack, engine, and transmission stands, and any other obstruction from under the vehicle.

Chain Saw Safety

- When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw to prevent fuel spillage.
- When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
- Do not remove the chain brake or alter handles, chain brake, chain or covers.
- Always start a chain saw, with a 10 inch or larger bar, on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
- Do not place a chain saw on your knee when starting it.
- Always use both hands to maintain control of the chain saw.
- When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
- Do not operate a chain saw above your shoulder height.
- Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
- Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.

Welding/Cutting/Brazing

- Obey all signs posted in the welding area.
- Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
- Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Use the red hose for gas fuel and the green hose for oxygen.
- Do not use worn, burned or cracked hoses.
- Do not use oil, grease or other lubricants on the regulator.
- "Blow Out" hoses before attaching the torch.
- Ignite torches with friction lighters only. Do not use a cigarette lighter.
- Do not change electrodes with bare hands; use dry rubber gloves.
- Bleed oxygen and fuel lines at the end of the work-shift.
- Do not wear contact lenses when welding.
- When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
- Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, boots, and gloves.
- Use the welding screen to shield other employees from flying slag and intense light.
- Before welding, place the floor fan behind you to keep welding fumes away from your face.
- Do not use a torch on any container that is labeled "Flammable" or "Combustible".

Hazardous Materials Safety

- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled “Flammable”, “Corrosive”, “Caustic”, or “Poisonous”.
- Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Before pouring, dispensing or transferring any liquid from a bulk container labeled “Flammable”, observe the following safety procedure:
 - a. Only use red color-coded, metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows
 - Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
 - Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Do not perform “hot work”, such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled “Flammable” or “Combustible”.
- Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
- Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic”.
- Always use chemical goggles and a face shield before handling chemicals labeled “Corrosive” or “Caustic”.

Machine Safety

- Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
- Replace guards, before starting the machine, after making adjustments or repairing the machine.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
- Do not wear loose clothing, jewelry or ties in the machine shop.
- Read and obey safety warnings posted on or near any machinery.
- Long hair must be contained under a hat or hair net, regardless of gender.

Heavy Equipment Safety

- Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
- Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
- No passengers are permitted on heavy equipment.
- Keep windows and windshield clean.
- Do not use heavy equipment if its horn and backup alarm do not sound.
- Do not crawl under the raised dump body during inspection of a dump truck.
- Turn off the engine before leaving heavy equipment unattended.
- Do not jump “off” or “on” any heavy equipment.
- Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
- When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
- Keep heavy equipment in gear when going down grade. Do not use neutral.
- Do not enter the bucket swing radius while the equipment is in operation.

Grinders & Grinding Wheels

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a “ring test”. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- Do not use a grinding wheel that has chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it “Out of Service”.
- Adjust the tongue guard so that it is no more than ¼ inch from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
- Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder “off” when you have finished working with it and remain at the machine until it has completely stopped turning.

Hand Tool Safety

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Tag worn, damaged or defective tools “Out of Service” and do not use them.
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform “make-shift” repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Compressed Gas Cylinders – Storage & Handling

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all cylinders in the upright position.
- Place valve protection caps on gas cylinders that are in storage or not in use.
- Do not lift cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled “Corrosive”.
- Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
- Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
- If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Painter Safety

- Store rags that have oil or paint on them in closed metal containers labeled “oily rags”.
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
- Do not operate spark inducing tools such as grinders, drills or saws near containers labeled “Flammable” or in an explosive atmosphere such as paint spray booths or rooms.
- Perform all spray painting operations in the spray booth or room.
- Do not point the spray gun toward any part of your body or at anyone else.
- Turn the control switch on the “on” position to operate the mechanical ventilation system before and during all spraying operations.
- When mixing paint and thinner, wear your face shield.
- Use your safety line (lanyard) to haul paint up to a job.
- Wear your face shield and safety gloves when using airless spray guns.
- Do not use window jacks when painting windows; use a bucket instead.
- Wear your protective gowns, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
- When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
- Wear the respirator issued to you when applicable.

Note: Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical elements, such as noise, can have access to exposure and medical records maintained by the District upon request.

Footwear policy

Slips, trips and falls are a major concern and can cause severe injury. In order to minimize the risk of an injury, the following footwear policy has been adopted. This policy has been established to minimize employee injury and to promote a safe workplace.

Guidelines

- Employee shoes shall be identified by the manufacturer as “slip-resistant”
- Random sole patterns and patterns perpendicular to the direction of travel are most slip resistant
- Shoes with tacky surfaces will impede travel and are not recommended
- Maintenance crews, custodians, warehouse and bus drivers shall wear closed toe shoes
- Work in construction areas requires steel toed shoes
- Inspect your shoes daily for wear and tear and any items that might be wedged in the treads

Supervisors

- Monitor employees to ensure they are wearing appropriate footwear
- Evaluate all work areas daily for issues that may cause slip, trip or fall injuries

All drivers at Delta County School District 50J

- Vehicles owned, leased, or rented to Delta County School District 50J
- Personally owned vehicles driven by employees on behalf of Delta County School District 50J

The following has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Delta County School District.

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver', your employment may be terminated.
- You must notify your supervisor of any change in your license status or driving record within 5 days of the change.

When operating your own vehicle for Delta County School District 50J business;

- Your personal auto liability insurance is the primary payer. Delta County School District 50J's insurance is in excess of your coverage.
- You MUST carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Delta County School District each year, by a copy of your policy's declaration page or a certificate of insurance.
- Delta County School District is not responsible for any physical damage to your personal vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and other.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Delta County School District as soon as possible.

It is our goal to prevent work-related injuries from happening. We are always concerned when an employee is injured due to a work-related condition. We believe that such absences cost Delta County School District 50J's fellow employees and students. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Delta County School District 50J has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Delta County School District 50J wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed six months.

Employee Procedures

- Report all work-related injuries immediately to your supervisor. All injuries must be reported to your supervisor before the end of your work day even if no medical treatment is required.
- If a Post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete a First Report of Injury form for each work related injury or illness by contacting the District Office. All injuries require the filing of a First Report of Injury even if no medical treatment is required.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Transitional Duty Evaluation form. Regardless of their choice of physicians, the Transitional Duty Evaluation form must be completed for each practitioner visit. Delta County School District 50J will not accept a general note stating that you are only to be off of work.
- Under this program, temporary transitional work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional duty beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Delta County School District approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.
- Employees who are not eligible for leave under FMLA must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Transitional Duty Evaluation form indication they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Supervisor and the District Office.

Procedure for Reporting Work-Related Injuries (2014-2015)



REPORT THE INJURY IMMEDIATELY TO YOUR SUPERVISOR. *All injuries must be reported* to your supervisor before the end of your work day even if no medical treatment is required.



COMPLETE A WORKERS' COMPENSATION EMPLOYEE'S REPORT OF A WORK RELATED INJURY OR ILLNESS FOR EACH INJURY OR ILLNESS. *Written notice must be given to your employer within four working days of the accident.*

Workers' compensation employee accident reports can be obtained from your supervisor, school secretary, kitchen manager, or online at www.deltaschools.com. Complete your portion of the report and give to your supervisor.



FILE A FIRST REPORT OF INJURY FOR EACH WORK RELATED INJURY OR ILLNESS by faxing a copy to Rhonda Vincent at 970-874-5744. *ALL injuries require the filing of a First Report of Injury* even if no medical treatment is required.



IF MEDICAL TREATMENT IS NEEDED, CONTACT A DESIGNATED PROVIDER TO MAKE AN APPOINTMENT. Then contact Rhonda Vincent at 874-4438 to inform the District of the appointment. Please note that every employee must have a scheduled appointment. *No one will be seen on a walk-in basis.*



OUR DESIGNATED HEALTH CARE PROVIDERS ARE

Surface Creek Family Practice 874-0336 or 856-3146

Dr. Wade 856-4111

Dr. Jeffrey Krebs, 399-2890, Option 4

AFTER HOURS OR ON WEEK-ENDS OUR DESIGNATED HEALTH CARE PROVIDER IS THE EMERGENCY ROOM AT DELTA COUNTY MEMORIAL HOSPITAL. EMERGENCIES SHOULD BE REFERRED TO THE EMERGENCY ROOM AT DELTA COUNTY MEMORIAL HOSPITAL, 205 Stafford Lane, Delta. Follow up care *must be* provided by a designated provider and a First Report of Injury must be filed with Rhonda Vincent at 874-4438 on the next business day.



PRESCRIPTIONS written by our workers' compensation physicians should be taken one of the pharmacies located in Delta County: **Safeway, City Market, or Wal-Mart.**



PROVIDE A COPY OF THE PHYSICIAN'S REPORT to your supervisor **AND** to Rhonda Vincent each time you are seen by a physician.

IF THE PHYSICIAN INSTRUCTS YOU NOT TO RETURN TO WORK, please contact Rhonda Vincent at 874-4438 **AS SOON AS POSSIBLE.** DIRECT ALL QUESTIONS OR CONCERNS to her.



NOTE: Employees should be aware that they must use the District's designated health care provider for any job-related injury or illness if the costs are to be paid by Workers' Compensation. If an employee does not use our designated health care provider, the employee will be responsible for all medical costs incurred. Your regular health insurance **WILL NOT** provide benefits for a work-related injury or illness.

Delta County Joint School District No. 50
Joint with Delta, Gunnison, Montrose and Mesa Counties

**WORKERS' COMPENSATION
DESIGNATED MEDICAL PROVIDERS
FOR WORK-RELATED INJURIES**

All employees must obtain treatment of work-related injuries and illnesses from the following designated medical providers:

Surface Creek Family Practice
Dr. Pulsipher
233 Cottonwood St, Delta, CO 81416
874-0336
255 SW 8th Ave, Cedaredge, CO 81413
856-3146

DCMH Oncology Building
Dr. Jeffrey Krebs
205 Stafford Lane
Delta, CO 81416
970-399-2890, option 4
Thursday appointments only

Cedaredge Doctor's Office
Dr. Wade
255 S Grand Mesa Dr., Cedaredge, CO 81413
856-4111

In the event of a life threatening or limb threatening emergency, the employee will be sent to the emergency room at:
Delta County Memorial Hospital 874-7681
205 Stafford Lane, Delta, CO 81416

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

Please contact Rhonda Vincent at 970-874-4438, concerning all claims.

Workman's compensation insurance is through: Pinnacol Assurance
7501 E. Lowry Blvd.
Denver, CO 80230

7655-2075 Road * Delta, Colorado 81416 * 970-874-4438 * Fax 970-874-5744



**WORKER'S COMPENSATION
EMPLOYEE'S REPORT OF A WORK-RELATED INJURY**

This form must be filled out when an employee is injured while in the course of employment. The employee shall complete this accident report within **FOUR WORKING DAYS** after suffering a work-related injury. Send this form to Rhonda Vincent, ADMIN BLDG.

EMPLOYEE SECTION: PLEASE COMPLETE EVERY ITEM:

Name: _____ Social Security No.: _____

Date of Birth: / / **First** **Middle Initial** **Last** **Marital Status:** _____

Female Male

Home Address: _____ Home Phone: _____

City and Zip Code

Job Assignment: _____ Bldg Where Assigned: _____

No. of Hrs worked per day: _____ No. of days worked per week: _____ Work schedule begins at _____

Ends at _____

INJURY/ACCIDENT INFORMATION:

Date of Injury/Accident: _____ Time of Injury/Accident _____ (AM or PM)

LOCATION of Injury/Accident : _____

Did you miss any time from work because of the Injury/Accident? YES NO

If YES, date of last day worked: _____ No. of Hrs off work: _____ Date you returned to work: _____

Please explain step-by-step how the accident occurred: _____

Please identify possible causes for the accident and if/how it might have been avoided :

Please describe the injury and include detail concerning the specific body part(s) affected, i.e. right or left, etc.:

Name and Work Phone Number of Witness(es): _____

THIRD Party Information (if involved in Motor Vehicle Accident): _____

DID YOU SEEK MEDICAL TREATMENT FOR THIS INJURY? YES NO

IF YES, List Name and Address of Treating Physician for this Injury: _____

Name and Address of Hospital if applicable: _____

Name of Immediate Supervisor Notified: _____ Date Notified: _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

C.R.S. Section 10-1-127(7)(a) states "It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the department of regulatory agencies."

After completion of this form - give to your supervisor for completion of next page.
Also call Rhonda Vincent at 970-874-4438 to file a First Report of Injury today.

Delta County School District 50 J- Management Accident Investigation Report

- Injury- first aid only Injury - medical treatment Property Damage
 Near miss - record only

Injured employee: _____
Supervisor: _____

Occupation: _____
Department: _____

Date of Accident:
Location of accident:

Time of accident:
Witnesses:

SUMMARY: Describe the accident. Use photos or sketches if necessary.

ANALYSIS: Identify possible causes for the accident and if/how it could have been avoided.

RECOMMENDATIONS: Outline any possible corrective actions that may prevent similar accidents.

ACTIONS TAKEN: Describe measures taken by management to improve the system (training, equipment, changes in policy/procedures, etc.) and prevent occurrence of similar accidents. Please describe the action, date implemented and any notes.

SIGNATURE OF SUPERVISOR: _____ DATE: _____

I HEARBY ACKNOWLEDGE THAT I HAVE RECEIVED A LIST OF DESIGNATED PROVIDERS FOR MY WORK RELATED INJURY.

SIGNATURE _____

DATE: _____

Supervisors – please be aware of the following.

- 1 Instruct employee to call Rhonda Vincent at 970-874-4438 to file a First Report of Injury EVEN IF NO MEDICAL TREATMENT IS REQUESTED.**
- 2 Instruct employee to call Vincent at 970-874-4438 if medical attention is needed – EMPLOYEE MUST SEE OUR WORK COMP PHYSICIAN AND NOT THEIR PERSONAL PHYSICIAN.**
- 3 Please note that if an employee does not use our designated health care provider for work related injuries, the employee will be responsible for all medical costs incurred. Our regular health insurance WILL NOT provide benefits for work related injuries or accidents.**
- 4 In an emergency, employees should be sent to the Emergency Room at Delta County Memorial Hospital, 1501 E 3rd Street, Delta, CO. The supervisor should then notify Rhonda Vincent IMMEDIATELY at 970-874-4438 to report the incident.**

INFORMATION FOR PRINCIPALS
AND OTHER SUPERVISORY STAFF

2017-2018

WORKERS' COMPENSATION

If an employee is injured on the job . . .

Written notice must be given to the employer within four working days after the accident, pursuant to Section 8-43-102 (1.5), Colorado Revised Statutes. **All injuries must be reported even if no medical treatment is needed.**

Have the employee complete a "Workers Compensation Employee's Report of A Work-Related Injury" on the same day you are notified. These forms can be obtained from the employee's supervisor, school secretaries, by contacting the District's Administrative Office (Rhonda Vincent at 874-4438 or on the District's website, www.deltaschools.com).

The principal or supervisor of the employee MUST complete the Supervisor's Section of the report. Please send the completed accident report to Rhonda Vincent at the administration office.

Instruct the employee to call Rhonda Vincent at 874-4438 to report the injury. It only takes a few minutes to answer a series of questions needed to complete the First Report of Injury. **Our workers' compensation insurance carrier requires the report to be filed within 24 hours.** Early reporting can help to significantly reduce costs.

If the employee needs medical treatment, please have the employee contact our designated health care providers for an appointment.

Please do not send the employee directly to our work comp doctors. Every employee must have a scheduled appointment.

DO NOT SEND the injured employee to their personal physician even if the employee insists. Inform the employee that our health insurance does not provide benefits for work-related injuries.

The injured employee **MUST** be treated by our designated work comp physicians.

The injured employee must see our designated health care provider for follow up care after any treatment in the emergency room.

Our designated health care providers for work-related injuries are:

Dr. Pulsipher 874-0336 or 856-3146
Dr. Wade 856-4111
Dr. Krebs 399-2890, option 4 (Thursday appointments only)

Our emergency health care provider for work-related injuries is:

Emergency Room
Delta County Memorial Hospital
205 Stafford Lane
Delta, CO 81416

Prescriptions written by our work comp physicians should be filled at the pharmacy:

Safeway
City Market
Walmart

Does the employee have to use personal sick leave to attend a work comp medical or therapy appointment?

No, the employee does not have to use personal sick or discretionary leave to attend a work comp medical or therapy appointment. The employee will receive full wages for the time absent from work to attend these appointments.

The employee must complete an absence report for the time absent. Have the employee note "to attend work comp appointment" on the time sheet.

The employee must return back to work after the appointment if the employee's work day has not ended. You may encounter an employee who tries to "tweak" the system by taking more time than necessary. Please contact the District's Administrative Offices (Rhonda Vincent) at 874-4438 if you have any questions about any scheduled appointment. She will contact the appropriate medical office to confirm the employee's appointment.

What happens if the employee notifies the supervisor of an accident but refuses to complete an accident report?

Explain to the employee that an accident report must be completed because the accident has been reported to a staff member. Once a representative of the District receives notification of an injury "the clock starts running". If the District fails to report the injury to our insurance carrier, and the employee later alleges that the injury was reported but there is no written record, the employee could receive reduced benefits from workers' compensation. A safe bet is to report all injuries even though no medical treatment is required.

Why can't employees see their personal doctors for work-related injuries?

Under Colorado law, employers have the right to designate the doctor, clinic, or hospital an employee must use for work-related injuries or illnesses. Our designated health care provider is generally an occupational medicine specialist who has knowledge of the Colorado workers' compensation system and its fee schedules, if decisive on maximum medical improvement (MMI) determinations, communicates with the employer on such issues as work restrictions and return-to-work, and coordinates all medical care by acting as the case manager.

The designated health care provider is the "gatekeeper" who ensures all treatment and referrals are accomplished in a timely and cost effective manner, and all involved parties are informed of plans and progress as the case continues.

In the event of an impairment rating, only a Level II accredited physician can do the rating.

Lastly, our personal health insurance carrier does not pay benefits for work-related injuries. Work-related injuries are only covered under workers' compensation insurance. If the employee does not use our designated health care providers for work-related injuries, the employee could be liable for medical costs incurred.

If an employee is given modified duties?

Your employee should return back to work with a copy of the "Physician's Report of Worker's Compensation Injury" outlining the modified work restrictions and the date the employee is able to return to work. This report is also faxed to the District's Administrative Building. Occasionally you may see the report before the fax is received by Rhonda Vincent so please fax it on to her.

Once the fax is received, you will be contacted by Rhonda Vincent, either by phone or e-mail, to determine if you can accommodate the work restrictions.

The District has a return-to-work procedure to keep employees at work with modified duties. Sometimes this means reassigning the employee to another position with the District until the employee is released to full duty. With your cooperation every effort will be made to keep the employee working within their restrictions.

Please DO NOT send the employee home prior to speaking with the Mrs. Vincent at 874-4438 about the work restrictions.

What if you can't accommodate the work restrictions?

Please contact the District's Administrative Building (Rhonda Vincent) at 874-4438 to discuss the work restrictions you cannot accommodate. Every effort will be made to try and keep the employee at work even if it means assigning the employee to a different building site or department. Please keep in mind that if the employee is transferred to a different building site or department the employee's salary will be paid from the salary account of the employing building site or department.

What if your employee wants to remain off work?

The employee can only remain off work when authorized by our work comp physicians. Otherwise, the employee must be charged sick leave for any absence incurred with the injury. Make sure your employee understands the work comp doctor is the only one authorized to keep an employee off work. Your employee cannot stay off work merely because the employee is not feeling well or disagrees with the work comp doctor. Please contact Rhonda Vincent at 874-4438 if your employee insists on remaining off work.

Who pays the employee if the employee is told to remain off work by the work comp doctor or if the District cannot accommodate the work restrictions?

The District pays the employee full wages through the day of injury, Pinnacol will pay the employee until the employee comes back to work. These benefits are paid at 2/3 of the base salary at the time of injury.

However, make sure you contact Rhonda Vincent to discuss the pay issue. She will also contact the employee to explain the procedures for both the District and benefits from our work comp insurance carrier.

Who do I call if I question the validity of the employee's injury?

Please contact Rhonda Vincent at the Districts' Administrative Offices at 874-4438 if you question the validity of the employee's injury. The information will be shared with our work comp insurance carrier. It will be up to our work comp insurance carrier to determine if additional investigation is warranted.

Claims may be contested for the following reasons:

1. The claim falls into a gray area legally or medically, the law may be ambiguous in regard to a particular case, or it may be unclear whether the medical problem was caused by the worker's employment.
2. The facts about the case are in dispute, such as whether the worker was really injured, whether the accident occurred on the job, or whether the worker was injured as severely as alleged.

Who is the administrator in charge of Worker's Compensation?

Jim Ventrello and Rhonda Vincent are the Administrators in charge of workers' compensation. They can be reached at 874-4438.

Our objective is to make the work comp process a positive experience for both the employee and Delta County School District 50J. This takes a team effort involving all of us to make it work ...thank you for your assistance and patience during the medical treatment of your employee.

DELTA COUNTY SCHOOL DISTRICT 50J
WORKERS' COMPENSATION

Return-to-Work Policy

Delta County School District 50J has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

The Workman's Comp Coordinator will be responsible for coordinating the return-to-work program. The designated alternate/backup coordinator will be the Assistant Superintendent.

The attached return-to-work program should be followed when a worker sustains a work-related injury or illness.

1. All injuries will be reported immediately to the worker's direct supervisor who will notify the designated coordinator. Injuries will be filed via the internet, phone or fax to Pinnacol Assurance within 24 hours.
2. The injured worker will seek medical attention from the designated medical provider (see return-to-work program) In case of an emergency, the injured worker is to seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated medical provider. Pinnacol Assurance may not pay for medical expenses incurred by the injured worker, if he or she seeks unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.
3. The injured worker should deliver a copy of the medical provider's work status report to the designated coordinator within 24 hours of the medical visit, if feasible.
4. The designated coordinator is responsible for maintaining regular contact with the injured worker and the medical provider, and obtaining recovery status information and work restriction updates.
5. The designated coordinator will maintain a list of modified duty tasks. Once the employer is ready to make a job offer to the injured worker, the coordinator sends the proposed tasks to the treating physician for approval, in accordance with the formal job offer process.
6. During the modified duty period, the designated coordinator will provide to Pinnacol Assurance records of wages paid to the injured worker. If the injured worker is receiving full wages during the modified duty period, the designated coordinator will provide Pinnacol Assurance a statement to that effect; no ongoing provision of pay records is then required.
7. Modified duty will be allowed as long as it is realistic for the job to continue, or until the injured worker receives a release to full duty or reaches maximum medical improvement (MMI).
8. The designated coordinator will monitor and document the injured worker's performance while on modified duty.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker and relevant staff to address increasing work duties and overall performance. This will be completed at least once a month.

Employer's Signature

Date

**WORKERS' COMPENSATION
EMPLOYEE'S REPORT OF A WORK-RELATED INJURY**

This form must be filled out when an employee is injured while in the course of employment. The employee shall complete this accident report within **FOUR WORKING DAYS** after suffering a work-related injury. Send this form to Rhonda Vincent, ADMIN BLDG.



EMPLOYEE SECTION: PLEASE COMPLETE EVERY ITEM:

Name: _____ Social Security No.: _____

Date of Birth: / / First Middle Initial Last Marital Status: _____

Female Male

Home Address: _____ Home Phone: _____

City and Zip Code _____

Job Assignment: _____ Bldg Where Assigned: _____

No. of Hrs worked per day: _____ No. of days worked per week: _____ Work schedule begins at _____

Ends at _____

INJURY INFORMATION:

Date of Injury: _____ Time of Injury _____ (AM or PM) Did you miss any time from work because of injury?

YES NO

If YES, date of last day worked: _____ No. of Hrs off work: _____ Date you returned to work: _____

Describe in **DETAIL** the circumstances of how and why the injury occurred: _____

Describe in **DETAIL** the injury to include specific body part(s) affected, i.e. right or left, etc.: _____

Location and Exact Address of Injury or Accident: _____

Name and Work Number of Witness(es): _____

THIRD Party Information (if involved in Motor Vehicle Accident): _____

DID YOU SEEK MEDICAL TREATMENT FOR THIS INJURY? YES NO

IF YES, List Name and Address of Treating Physician for this Injury: _____

Name and Address of Hospital if applicable: _____

Name of Immediate Supervisor Notified: _____ Date Notified: _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

C.R.S. Section 10-1-127(7)(a) states "It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the department of regulatory agencies."

After completion of this form – give to your supervisor for completion of next page.
Also call Rhonda Vincent at 970-874-4438 to file a First Report of Injury today.

Delta County School District 50 J- Management Accident Investigation Report

- Injury- first aid only Injury – medical treatment Property Damage
 Near miss – record only

Injured employee:

Supervisor:

Date of Accident:

Location of accident:

Occupation:

Department:

Time of accident:

Witnesses:

SUMMARY: Describe the accident. Use photos or sketches if necessary.

ANALYSIS: Identify possible causes for the accident and if/how it could have been avoided.

RECOMMENDATIONS: Outline any possible corrective actions that may prevent similar accidents.

ACTIONS TAKEN: Describe measures taken by management to improve the system (training, equipment, changes in policy/procedures, etc.) and prevent occurrence of similar accidents. Please describe the action, date implemented and any notes.

SIGNATURE OF SUPERVISOR: _____ DATE: _____

I HEARBY ACKNOWLEDGE THAT I HAVE RECEIVED A LIST OF DESIGNATED PROVIDERS FOR MY WORK RELATED INJURY.

SIGNATURE _____

DATE: _____

Supervisors – please be aware of the following.

- 1 Instruct employee to call Rhonda Vincent at 970-874-4438 to file a First Report of Injury EVEN IF NO MEDICAL TREATMENT IS REQUESTED.**
- 2 Instruct employee to call Vincent at 970-874-4438 if medical attention is needed – EMPLOYEE MUST SEE OUR WORK COMP PHYSICIAN AND NOT THEIR PERSONAL PHYSICIAN.**
- 3 Please note that if an employee does not use our designated health care provider for work related injuries, the employee will be responsible for all medical costs incurred. Our regular health insurance WILL NOT provide benefits for work related injuries or accidents.**
- 4 In an emergency, employees should be sent to the Emergency Room at Delta County Memorial Hospital, 1501 E 3rd Street, Delta, CO. The supervisor should then notify Rhonda Vincent IMMEDIATELY at 970-874-4438 to report the incident.**

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Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

Modified Duty Descriptions

By Job Category

Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

Certificate of Service

Date:

Name of Employee:

Employee Address:

Claim #:

Date of Injury:

Dear Employee:

Your treating physician, Dr. _____, has released you to modified work. We have identified a temporary position for you, which your physician states you will be able to perform. Please refer to the attached job task list.

The job is _____. You will receive \$_____ per (hour/week/month).

This modified duty job will begin at _Time_ on __Date__. Please report for work on this date and time.

We ask that you report to work on:

Date: _____ Work hours: _____
Report to: _____
Location: _____

We wish you a continued recovery.

Sincerely,

Enc.: Signed copy of Letter to Treating Provider with signature dated

.....
Certificate of Service

I _____ hereby certify that I hand-delivered the above job offer to _____
on _____.

Employer's Signature _____ Date: _____

Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

Treating Provider

Date:

**TIME SENSITIVE
URGENT RESPONSE REQUIRED**

Dr.

Facility:

FAX to:

Address:

Attn:

Fax Number:

Phone:

Re:

Claim #:

Dear Dr.

Our employee, _____, is currently unable to perform the work required of his/her regular job. We do have a temporary (full-time/part-time) position that I have outlined for your reference.

JOB TASKS

Work Shift: 8:00 a.m. – 5:00 p.m., Monday-Friday

Please check the activities that _____ is released to perform.

_____ Answering **phones**: Using a telephone answer in coming phone calls, transfer calls to appropriate personnel, and write phone messages, and answer questions.

_____ Photo copying: Using a photocopier machine, copy documents and collate if needed.

_____ Filing: File records and retrieve documents from student's files.

_____ Tutor: Work one-on-one with students.

_____ Cafeteria **Monitor**: Monitors students during lunch and enforces lunchroom rules and policies.

Employer's Signature: _____

Patient is able to perform the tasks checked above.

Comments:

Doctor's Signature: _____ Date: _____

Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

CUSTODIAL WORKERS

Modified Duty

Task	Physical Requirements
Restrooms- Clean sinks, wipe off counter tops, and restock paper goods and soap dispenser.	Standing, bending, handling, and reaching. Place supplies wheeled cart, if needed.
Vacuuming- Clean hallways, entryways, elevators, office areas, banquet rooms or conference rooms.	Lifting to 20 pounds. Standing, walking, bending, handling, and reaching.
Dusting- Use duster with extension handle, dust workspaces, partitions, computer terminals, windowsills, restrooms, cubicle dividers, railings, doors, table bases and stairways.	Lifting to 5 pounds. Standing, walking, climbing stairs, handling, grasping, and reaching.
Wash windows- Use cloths squeegee and spray bottle to clean windows, glass partitions, mirrors, doors and cabinets.	Standing, walking, stooping, bending, crouching, handling, fingering, and reaching. Place supplies wheeled cart, if needed.
Empty trash- Empty small wastebaskets located at office cubicles. Replace worn basket liners.	Lifting to 10 pounds. Standing, walking, stooping, bending, handling, and reaching.
Spot clean walls - Use a spray bottle, spray wall and wipe wall with a cloth to remove spots and makers.	Lifting to 5 pounds. Standing, walking, bending, handling, gripping, and reaching.
Clean lockers- Use a cloth, wash exterior of lockers.	Standing, walking, gripping, grasping, reaching, and handling.
Clean chalkboard- Use cloth clean chalkboards throughout the classrooms.	Standing, reaching above head, bending, and walking.
Painting- Touch up painting, interior walls and hallways, including spackling, caulking, and taping. Re-striping parking lots and painting curb barriers.	Lifting to 10 pounds. Standing, walking, stooping, bending, climbing a ladder, handling, fingering, and reaching.
Minor repairs- Replace locks, keying locks, drywall patching. Replace outlets, cove basing, ceiling tiles, handing fixtures, signage, and carpet patching.	Lifting to 10 pounds. Standing, walking, climbing, stooping, bending, reaching, handling, kneeling and fingering.
Inspection- Includes checking paint condition, fences, parking lot surfaces, cracks in foundation, stairwells, gutters, roofs, and water damage from leaks.	Standing, walking, climbing a ladder, reaching, and handling.
Check light fixtures- Check lights throughout building and replace bulbs.	Standing, walking, climbing, stooping, bending, reaching, handling, kneeling, and fingering.

Set-ups- Arrange conference and meeting rooms.
Includes setting up tables, chairs, sound system and audio-visual equipment.

Standing, walking stooping, bending, reaching, and handling.

Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

OFFICE WORKERS

Modified Duty

Task	Physical Requirements
Answer phones- Take incoming calls, messages and transfer calls to appropriate extensions.	Sitting, standing, reaching, handling, gripping, and fingering.
Greet customers- Receive customers, check appointments, notify employees of customer's arrival, and ask customers if they would like refreshments.	Sitting, standing, handling, and fingering.
Filing- Sort invoices, mail, reports, and place them in alphabetical or numerical order in appropriate file area.	Sitting, standing, reaching, fingering, grasping, and handling.
Open/stamp mail- Open correspondence and data stamp.	Sitting, fingering, and handling.
Purge or shred files- Clean out old files and dispose of unneeded invoices and correspondence.	Lifting to 10 pounds. Sitting, standing, handling, and fingering.
Make files- Type labels and place on file folders.	Sitting, standing, handling, and fingering.
Sort invoices/bills- Separate bills or invoices according to office procedures.	Sitting, standing, grasping, handling, and fingering
Collate booklets or materials- Put information for booklets or projects in correct order, staple, punch holes, or bind.	Lifting to 5 pounds. Sitting, standing, handling, fingering, reaching, and gripping.
<u>General Task</u>	
Painting- Touch up painting, interior, walls and hallways, including spackling, caulking, and taping. Re-striping parking lots and painting curb barriers.	Lifting to 10 pounds. Standing, walking, stooping, bending, climbing, ladders, handling, fingering, and reaching.
Sweeping- Sweep parking lots common areas, entrances, exits, and stairwells.	Standing, walking, stooping, bending, reaching, and handling.

Delta County Joint School District No. 50
 Joint with Delta, Gunnison, Montrose and Mesa Counties

PARAPROFESSIONALS
 Modified Duty

Task

Physical Requirements

Lead reading group – Read to students and facilitate reading group discussion.

Lifting to 5 pounds. Sitting, standing, reaching, handling, fingering, and grasping.

Tutor – Work one-on-one with students.

Lifting to 5 pounds. Sitting, standing, grasping, and fingering.

Assist students – Work one-on-one with student to assist with curriculum assignments.

Lifting to 5 pounds. Sitting, standing, grasping, and fingering.

Assist classroom teacher – Assist classroom teacher with handing out materials, provide verbal instructions, and answering questions regarding classroom assignments.

Lifting to 5 pounds. Sitting, standing, walking, grasping, and reaching.

Cafeteria Monitor- Monitors students during lunch and enforces lunchroom rules and policies.

Sitting, standing, and walking.

Playground Monitor – Monitor students on the playground and enforce playground rules and policies.

Sitting, standing, and walking.

Lead students – Lead students to cafeteria, playground, or restroom and enforce school rules and policies.

Standing and walking.

Filing – File records and retrieve documents from student's files.

Lifting to 5 pounds. Sitting, standing, walking, reaching, fingering, gripping, and grasping.

Deliver records – Deliver records and correspondence to departments or other school personnel.

Lifting to 5 pounds. Standing, walking, reaching, grasping, and gripping.

Collating – Collate student folders and classroom materials.

Lifting to 5 pounds. Sitting, standing, reaching, grasping, and gripping.

Answering phones- Using a telephone answer in coming phone calls, transfer calls to appropriate personnel, and write phone messages, and answer questions.

Sitting, standing, reaching, grasping, gripping, fingering, and handling.

Photo copying – Using a photocopier machine, copy documents and collate if needed.

Lifting up to 10 pounds. Sitting, standing, walking, reaching, grasping, and gripping.



**DELTA COUNTY SCHOOL DISTRICT 50J
GENERAL SAFETY RULES**

These general safety rules are designed to provide you with knowledge of the safety practices and procedures that apply to work situations you may encounter while employed by Delta County School District 50J. They are intended to provide guidance, but do not cover every situation that may arise. If you have questions or concerns about safety practices or procedures or if you encounter situations not specifically addressed by these rules, you should consult your supervisor.

your

1. **ACCIDENT REPORTING:** Report **ALL** work-related accidents to your supervisor before the end of your workday. **You must also contact Rhonda Vincent at 874-4438 before the end of your workday to file a First Report of Injury.**
2. **HAZARD REPORTING:** Notify your supervisor immediately of any condition or practice that you observe which you consider to be unsafe.
3. **ALCOHOL OR ILLEGAL DRUGS:** Pursuant to District policy, the distribution, dispensing, use, possession or being under the influence of a controlled substance and/or alcohol in any District facility, vehicle, and equipment or at any District sponsored activity is absolutely prohibited. You should notify your supervisor if you are taking any prescription drugs that might affect your judgment or interfere with your ability to perform your job.
4. **SEAT BELTS:** If you drive or ride in a District vehicle containing seat belts or if you drive your own vehicle to do District business, you must wear a seat belt.
5. **HORSEPLAY:** Do not engage in wrestling, running, pushing, throwing any items in play or other disorderly conduct while on the job.
6. **MACHINERY:** Report broken or malfunctioning machinery or equipment to your supervisor immediately and do not attempt to repair it. Only trained authorized employees are permitted to service or repair equipment. You are responsible for operating all machinery and equipment in accordance with the instructions. Ask your supervisor for instruction if you are not familiar with the procedure for operating a piece of machinery or equipment.
7. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a material if you are not familiar with such procedures or do not know whether it has hazardous properties. Always use all required protective equipment.
8. **HOUSEKEEPING; PERSONNEL HYGIENE:** Keep your work area clear of debris and clear of tripping or slipping hazards. Dispose of all debris in designated areas. Maintain personal hygiene at all times, particularly when working with chemicals or other potentially dangerous substances.
9. **PERSONAL PROTECTIVE EQUIPMENT:** You are responsible for the proper use, care, and storage of all personal protective equipment.
10. **SIGNS/LABELS:** Pay attention to all signs and labels and follow all directives they may contain.
11. **DRINKING WATER:** Always drink from regular water fountains. Water from any other source (i.e., an outside water hose) may be unsafe to drink.
12. **CONCENTRATE:** Always be aware of your surroundings and what is going on around you and concentrate on doing your work in a safe manner.

I, (print name) _____, have read and understand the general safety rules of Delta County School District 50J. I agree to act in accordance with the safety rules at all times while working and understand that the violation of any rule is cause for disciplinary action.

EMPLOYEE SIGNATURE

DATE

9/3/2015

**DISTRITO ESCOLAR 50J DEL CONTADO DELTA
REGLAMENTOS GENERALES DE SEGURIDAD**



proveer

Estos reglamentos generales de seguridad son diseñados para proveerle a usted con conocimiento de las practicas de seguridad y procedimientos que aplican a la situación de trabajo que usted puede encontrar mientras este empleado con el Distrito Escolar 50J del Contado Delta. Estas están intencionadas para orientación, pero no cubre todas las situaciones que puedan surgir. Si usted tiene preguntas o preocupaciones acerca de las practicas de seguridad o procedimientos o si usted se encuentra en situaciones específicamente no dirigidas por estos reglamentos, usted debería de consultar a su supervisor.

13. **REPORTANDO EL ACCIDENTE:** Reporte **Todos** los accidentes relacionado con el trabajo a su supervisor antes de terminar el día de trabajo. **Usted también debe Rhonda Vincent al 874-4438 antes que termine su día de trabajo para presentar su Primer Reporte de Herida.**
14. **REPORTANDO UN RIESGO:** Notifique inmediatamente a su supervisor de cualquier condición o practica que usted observe cual usted considere que es insegura.
15. **ALCOHOL O DROGAS ILEGALES:** Según la norma, la distribución, la dispensa, el uso, la posesión o estando bajo la influencia de una sustancia controlada y/o el alcohol en cualquiera de las instalaciones del Distrito, vehículo, y equipo o en cualquier actividad patrocinada por el Distrito es absolutamente prohibido. Usted debe de notificar su supervisor si usted esta tomando cualquier medicamento recetado que pueda afectar su juicio o interferir con su habilidad de hacer su trabajo.
16. **CINTURONES DE SEGURIDAD:** Si usted conduce o pasea en un vehículo del Distrito que tiene cinturones de seguridad o si usted conduce su propio vehículo para hacer negocios del Distrito, usted debe de usar el cinturón de seguridad.
17. **JUEGO RUDO:** No se involucre en luchas libres, corriendo, empujando, tirando cualquier clase de artículos en juego u otra conducta desordenada mientras este en el trabajo.
18. **MAQUINARIA:** Reporte maquinaria o equipo que este descompuesto o que este en mal funcionamiento a su supervisor inmediatamente y no intente de repararlo. Solamente empleados entrenados y autorizados son permitidos de dar servicio o reparar equipo. Usted es responsable de operar todas las maquinarias y equipo en conformidad con las instrucciones. Pregunte a su supervisor por instrucciones si usted no esta familiarizado con los procedimientos de operación de una parte de la maquinaria o equipo.
19. **MATERIALES PELIGROSOS:** Siga el uso apropiado y los procedimientos de manejo con todos los materiales peligrosos. No use el material si usted no esta familiarizado con tales procedimientos o no sabe si al caso tiene propiedades peligrosas.
20. **TRABAJOS DOMÉSTICOS; HIGIENE DEL PERSONAL:** Mantenga su área de trabajo libre de escombros y libre de peligros de tropiezos o de resbaló. Elimine todos los escombros en las áreas designadas. Mantenga higiene personal en todos los tiempos, particularmente cuando trabaja con químicas u otras substancias potencialmente peligrosas.
21. **EQUIPO PROTECTIVO PERSONAL:** Usted es responsable del uso apropiado, el cuidado, y el almacenamiento de todos los equipos protectivos personales.
22. **LETREROS/ETIQUETAS:** Ponga atención a todos los letreros y etiquetas y siga todas las directivas que puedan contener.
23. **BEBER AGUA:** Siempre beba agua de las fuentes de agua regulares. Agua de cualquier otro origen (ejemplos, una manguera del afuera de agua) pueda que no sea segura para beber.
24. **CONCENTRARSE:** Siempre este alerta de su alrededor y que es lo que esta pasando alrededor de usted y concentrarse en hacer su trabajo en una manera segura.

Yo, (escriba su nombre en letra de imprenta) _____, he leído y entiendo los reglamentos de seguridad general del Distrito Escolar 50J del Contado Delta. Yo concuerdo en actuar en la conformidad con los reglamentos de seguridad en todo tiempo mientras este trabajando y entiendo que la violación de cualquiera de los reglamentos es causa para acción disciplinaria.

FIRMA DEL EMPLEADO

9/3/2015

FECHA

Delta County Joint School District No. 50

Joint with Delta, Gunnison, Montrose and Mesa Counties

DESIGNATED MEDICAL PROVIDER
FOR WORK-RELATED INJURIES AND ILLNESSES

September 1, 2017

Effective immediately, all employees must obtain treatment of work-related injuries and illnesses from **Surface Creek Family Practice** located at 233 Cottonwood St., Delta, Colorado (874-0336) or 255 SW 8th St., Cedaredge, CO., (856-3146), **Cedaredge Doctor's Office** located at 255 S Grand Mesa Dr., Cedaredge, Colorado (856-4111) or **Dr. Jeffery Krebs**, 205 Stafford Lane, Delta, CO (399-2890 option 4).

In the event of a life threatening or limb threatening emergency, the insured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by the medical provider designated above.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

All employees must sign below acknowledging the "school policy".

I have read and am fully aware of the "school policy" regarding medical treatment for work-related injuries and illnesses.

Signature of Employee

Date

7655-2075 Road * Delta, Colorado 81416 * 970-874-4438 * Fax 970-874-5744

Delta County School District 50J

7655 - 2075 Road

Delta, CO 81416

PHONE: 970-874-4438 FAX: 970-874-5744

School Custodian Physical Requirements

The usual and customary requirements for performing the custodian position require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; and significant stooping, kneeling, crouching and/or crawling.

The lifting requirements are: 100 lbs (seldom)
50 lbs (frequent)
25 lbs (continuous)

Must be able to empty small trash cans into large trash bag. Then the large trash bag must be lifted and tossed into the outside trash dumpster. This involves lifting and strength to lift bag over shoulder to toss into large dumpster.

Must be able to vacuum, sweep and mop daily. Machine mop the gym/cafeteria floor every day. Shampoo carpets and strip, seal and wax the gym/cafeteria floor at least once a year. This will involve lifting, carrying, pushing and pulling.

Must be able to clean and dust student's desks and teacher's desks. Must also dust bookshelves, white boards and all other surfaces. This will involve stooping, kneeling, crouching and crawling.

Must be able to clean all window glass on entryway doors and classroom doors. Once a year, must be able to clean all windows, which may include the use of a ladder. This involves arm strength to reach over head, crouching to clean lower windows, and climbing a ladder.

Must be able to clean and disinfect drinking fountains, sinks, mirrors and toilets every day. This involves using chemicals and stooping, kneeling and crouching.

Must be able to set up and take down chairs and tables after school breakfast and lunch and also for all other school functions. This involves lifting, carrying, pushing and pulling.

Must be able to open, set up, and clean bleachers in gym. This involves pushing and pulling, climbing and balance.

Must be able to shovel snow from school entryways and sidewalks. Ice melt may also have to be thrown. This involves lifting, pushing, bending with the shovel and lifting and shoulder rotation in order to throw the ice melt.

Minor repairs should be done as needed such as light bulb replacement. This can involve climbing, lifting and reaching over head.

Please sign below stating that you can perform the above duties.

Employee Signature / **PRINT NAME ALSO**

Date