

La Joya Independent School District



"Safety" Orientation For Employees

Eli Rodriguez, Director of Risk Management
Terri Mendiola, Risk Management Administrator
Sara Farias, Risk Management Secretary

Risk Management Department
205 N. Leo Avenue, La Joya, TX 78560
Phone (956)580-6066 Fax (956-580-5064)

e.rodriquez2@lajoyaisd.net
m.mendiola6@lajoyaisd.net
s.farias2@lajoyaisd.net

La Joya Independent School District Safety Orientation for Employees

Texas Workers' Compensation Program

Employee "Safety" Disciplinary Policy

"Safety" Concern Forms

Employee "Safety" Rules

Risk Management Inspections

Office/Classroom Unauthorized Items

Office/Classroom Basic Inspection Rules

Employee Commitment and Responsibility

La Joya Independent School District
Risk Management Department
TEXAS WORKERS' COMPENSATION PROGRAM

If an employee sustains an injury while performing his/her assigned duties, please follow these steps:

1. Employee notifies his/her supervisor
2. Supervisor notifies the La Joya I.S.D. Risk Management Office
3. Supervisor and nurse fill out the "Supervisor Injury Report"
4. Supervisor submits, within 24 hours, the Accident Investigation form to the Risk Management office.
5. Employee takes "Supervisory Injury Report" form to the La Joya I.S.D. Risk Management Office. If the injury is an emergency, skip this step and go straight to the doctor/hospital and fax notification form to the La Joya I.S.D. Risk Management Office at 956-580-5064.
6. Employee's obtains the necessary paperwork at the La Joya I.S.D. Risk Management office to see the doctor.
7. After seeing the doctor, the employee will hand carry, from the doctor's office to the Risk Management office the Work Status Report form the doctor gives them.
8. At the request of the supervisor, a copy of the Work Status Report will be faxed to the employee's supervisor by the Risk Management office.
9. If the doctor returns the employee to work under light/modified duty, a clearance form must be filled out at the Risk Management office and the light/modified duty must be approved by the employee's supervisor.
10. Employee's supervisor will place employee back to work with the restrictions indicated on the Work Status Report.

The return to work program of Light/Modified Duty applies to the Workers' Compensation Program only as outlined in the La Joya I.S.D. Workers' Compensation regulation. Employees who are injured outside the scope of their assigned duties are not covered under the Workers' Compensation Program.

Employees who are injured while on the job assigned will be provided with Texas Workers' Compensation Insurance to assist the employee during the period of recovery. Workers' Compensation is not an employee benefit but rather an insurance to assist injured employees who were actually hurt while on their assigned duty.

La Joya Independent School District Employee "Safety" Disciplinary Policy

La Joya Independent School District has developed a disciplinary policy that will apply to the safety and health program of the district. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy will apply to all employees of the school district.

The directors/principals/department heads will be responsible for documenting violations of safety rules, regulations and/or procedures. The report will specifically state the type of violation and the corrective action that was taken. The employee is required to sign acknowledging the seriousness of the violation.

VERBAL WARNINGS

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices.

WRITTEN WARNINGS

Supervisors may issue written warnings for any of the following:

- Repeated minor violations of safety rules or procedures.
- Serious violation of a rule or procedure that could have potentially resulted in injury to themselves, another employee, or caused damage to district property.
- Activities that could potentially result in injury or property damage.

DISCIPLINARY LEAVE

Supervisors may recommend and administration may institute disciplinary leave for any of the above reasons and any of the following:

- A single serious violation of a rule or procedure that results in injury to any employee or property damage.
- Repeated violations or non-conformance of safety rules or procedures.

TERMINATION

Supervisors may recommend and administration may concur on the termination of any employee for repeated violations of any of the above circumstances.

La Joya Independent School District

"Safety" Concern Forms

The Risk Management Department encourages all employees to be aware of their surroundings and report any safety concerns to their immediate supervisor using the Safety Concern Forms.

1. All employees may report, in writing, safety suggestions, near miss or safety hazard/unsafe conditions or unsafe acts.
2. All Supervisors are required to respond to any safety suggestion, near miss or safety hazard/unsafe conditions or unsafe acts.
3. Copies of all Safety Concern Forms (safety suggestions, near miss or safety hazard/unsafe conditions or unsafe acts) shall be submitted to the Risk Management Department.

Safety Concern Forms are available from your campus or department safety representative, from the Risk Management Office or from the La Joya I.S.D. Risk Management website.

Safety Concern Forms:

Safety Suggestions

Near Miss Report

Safety Hazard Report/Employee Report of Unsafe Conditions or Unsafe Acts

**La Joya Independent School District
Safety Suggestion**

DATE: _____ TIME: _____

TO: RISK MANAGEMENT AND SAFETY COMMITTEE MEMBER

THE FOLLOWING SAFETY SUGGESTION IS SUBMITTED FOR YOUR
CONSIDERATION.

SUBJECT: _____

Have you submitted/Discussed this with Supervisor Yes or No

If Yes When? _____

SUBMITTED BY: _____ DATE: _____

EMPLOYEE

ACTION TAKEN BY RISK MANAGEMENT DEPARTMENT: _____

ACTION TAKEN BY: _____ DATE _____

xc: Principal
 Department Head
 Employee

La Joya Independent School District

SAFETY HAZARD, UNSAFE CONDITIONS OR UNSAFE ACTS REPORT

Department/School _____ Hour _____ Date _____

Employee Facility/Auto/Equipment _____

Nature of Hazard: _____

Unsafe condition or unsafe act: _____

Suggestions for improvement or elimination: _____

Signed _____ Date _____

Reporting Employee

Principal/Supervisor's comments _____

Action taken: _____

Signed _____ Date _____

Principal/Supervisor

Cc: Eli Rodriguez, Director of Risk Management

Date Received – Risk Management Office _____

Date Received – Maintenance Office _____

La Joya Independent School District

NEAR-MISS REPORT

Name: _____ Campus/Department: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Action(s) taken: _____

Employee Signature
Date

Principal/Director/Supervisor Signature

CHECKLIST

_____ Original on file at principal's/director's office

_____ Copy to Risk Manager's Office

_____ Work Order #

Risk Management Office Use Only

Date Received: _____ Initials _____

La Joya Independent School District Risk Management Department

Responsibility Statement: All La Joya Independent School District employees are to perform all duties assigned in a safe manner to avoid injury to one and or to others. This responsibility item has been added to all job descriptions.

Employee "Safety" Rules

1. Employees are to use ladders to reach high places. Do not climb on chairs and/or desks.
2. Employees are to use dollies and other mechanical aid to move heavy materials. Never attempt to move a heavy item by yourself. Get Help!
3. Employees are to wear appropriate footwear to avoid injury from slips and falls. Rubber soles are recommended.
4. Employees are expected to use personal protective equipment when required by the job (gloves, hardhats, safety glasses, etc.)
5. Employees are expected to report unsafe condition(s) to their supervisor.
6. Employees are expected to report all work related accidents to the school nurse or immediate supervisor as soon as accident happens.
7. Employees are expected to know their campus/department emergency operations plan
8. Employees should know the locations of the nearest fire extinguisher and know how to use it.
9. Employees should never leave desk drawers, cabinet drawers, file drawers open while unattended.
10. Employees should not sit on the edge of a chair, tilt back or attempt to roll the chair across the room while in it.

La Joya Independent School District Office/Classroom Unauthorized Items

1. **HOME APPLIANCES**

Coffee Pots	Toasters
Heaters	Hot Plates
Microwaves	Water Dispensers
Personal Refrigerators	Lamps

2. **NO CANDLES** –No open flames at any time in a classroom or office.
(Exception: science or chemistry labs, home economics, Special Ed, shop and cafeteria)

3. Scented oil rings heated by lamp bulb, plug-ins or potpourri

4. **UNAUTHORIZED CHEMICALS**

Air Fresheners (Febreze)
409
Clorox
Windex glass cleaner

5. Any authorized chemical must be kept under lock and key when not in use by the teacher or office staff member.

6. Live Christmas Trees inside the buildings

7. Use of rubber cement

La Joya Independent School District Office/Classroom Basic Inspection Rules

1. Ensure you have an evacuation map posted near the door showing primary and secondary routes of evacuation.
2. Overhead projectors, TV/Overhead projector carts, TV's must have ground prongs.
3. All TV's must be secured by straps or bolts to portable TV carts.
4. All EXIT doors must be kept clear of equipment and furniture.
5. If using extension cords, they must be over 6' long and used for temporary use only.
6. Hallways and classrooms must maintain an 80% paper free environment to maintain the fire resistant integrity of the area.
7. Do not place anything within 18" of ceiling to allow fire sprinkler heads to work correctly in case of a fire.
8. Classroom glass panel doors should never be covered.
9. Do not hang any items from the ceiling or ceiling tiles.
10. Do not place teacher's desk under TV mounted on wall of classroom.
11. Have students hang backpacks on back of chairs to help prevent a trip/fall hazard.
12. All electrical breaker panels must maintain a three-foot clearance from any material.
13. Fire extinguishers and fire pull stations must remain unobstructed.
14. Do not ask students to plug or unplug electrical equipment.
15. All spray bottles must be labeled.

La Joya Independent School District

Employee Commitment and Responsibilities

We recognize the success of any district wide endeavor is largely dependent upon the entire work force. La Joya Independent School District also recognizes the value of employees' involvement in realizing the goals set by the district.

The Superintendent of Schools aggressively solicits from employees the assistance and commitment to the implementation of the Accident Prevention Plan.

Employees are encouraged to become involved in the implementation of the Accident Prevention Plan.

Employees will be expected to perform their job duties in a manner that is safe to themselves as well as to those around them.

We require employees to abide by the safety and health policies, procedures and rules established by La Joya Independent School District.

Employees of La Joya Independent School District will adhere to the safety and health regulations established by federal, state and local agencies.

Adhering to the safety and health program of La Joya Independent School District is not optional, it is expected and required. Initial and continued employment with La Joya Independent School District is contingent upon recognizing and abiding by the safety and health policies, procedures and rules established by the La Joya Independent School District.

Employee Signature

Date

Print Name

Campus/Dept.