



# **WORKPLACE SAFETY PROGRAM**

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## 1.0 GENERAL POLICY STATEMENT & AUTHORIZATION

Clark County School District has developed a Workplace Safety Program (WSP) in order to provide a safe & healthy workplace for its most vital resource – the employees who are essential to accomplish its public education mission.

The main objective of the safety program is to prevent injuries from occurring. The secondary goal is to mitigate both insured and uninsured accident costs.

It is the intent and resolve of the District to comply with the requirements and spirit of Nevada Revised Statutes (NRS) Title 53, Chapter 618 Occupational Safety & Health; and Clark County School District (CCSD) Policy & Regulations. The Superintendent adopts the District Safety Program and ensures the implementation of District Safety Programs

Clark County School District's policy is to conduct its operation in a safe manner to minimize the risk of accidents, injuries and illnesses. The District's basic philosophy is that all personal injuries can and should be prevented. This is accomplished, in part, through the implementation of an effective written safety program.

The objectives of the WSP are to:

- Reduce the frequency and severity of occupational accidents & illnesses.
- Provide uniform safety and health guidance for all personnel.
- Comply with all applicable federal, state and local, safety and health regulations.

No matter how safe a work environment is, much of the success of a safety program depends upon the employees themselves. The Clark County School District expects all employees, at every level, to follow the requirements set forth in this WSP. Each employee is responsible for using safe work practices, and immediately alerting management of any health and safety hazard observed during the course of their work.

The management of Clark County School District cares about the safety and well being of all our employees and welcomes your suggestions. As Director of Risk Management, I hereby authorize and fully support the implementation of this program.

With everyone's support, Clark County School District will satisfy all legal requirements and fulfill our obligations to our employees by providing a safe and healthy workplace.

*David Massy*

\_\_\_\_\_  
David P. Massy, Director, Risk Management

08/24/2009

\_\_\_\_\_  
Date

## **2.0 ASSIGNMENT OF RESPONSIBILITY**

The following sections describe those responsibilities of management and employees that will ensure that the WSP is successfully implemented and enforced at Clark County School District.

The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level. As your employer, CCSD accepts the responsibility for leadership of our safety and health program, its effectiveness and improvement, and the provision of safeguards required to ensure safe conditions.

### **2.1 Superintendent of Schools (or designee)**

- Ensure the development and implementation of the District Safety Program.

#### **2.1.1 Directors/Site Administrators**

Directors and Site Administrators must set policy and provide leadership by participation, example and a demonstrated interest in the program. Responsibilities include:

- Developing policy
- Allocating adequate resources
- Ensuring responsibility
- Adopt and implement approved district safety procedures and guidelines
- Maintain site safety records.

### **2.2 Program Administration**

#### **2.2.1 Director, Risk Management (or designee)**

- Responsible for administration of the WSP. Any questions regarding the safety program should be directed to the Risk Management Department.
- Advise senior management and develop district safety procedures and guidelines on safety and health issues.
- Monitor general district compliance with safety, health and environmental protection regulations and codes.
- Audits and manages the safety and health program to ensure that the program is appropriate to workplace conditions.
- Maintain current information on local, state and federal policy issues.
- Act as a liaison with governmental agencies.

#### **2.2.2 Risk & Insurance Services Coordinator**

- Responsible for the administration of the daily operations of the Safety & Risk Services Unit of the Risk Management Department.
- Oversee activities of the district safety and health advisory group.
- Plan, organize and coordinate safety training, based on training requests, and information developed from accident trend analysis.

### **2.2.3 Risk Control Manager**

- Provide statistical data and reports regarding work-related accidents, injuries and illnesses.
- Maintain OSHA 300 Log data and prepare annual summary of work-related injuries and illnesses.
- Evaluate trends and make recommendations to change procedures to reduce accidents.

### **2.2.3 Designated Safety Employees**

- Appointed by the site administrator to facilitate, coordinate and monitor site safety hazard control activities.
- Provide relevant safety and health information throughout the site.
- Assist supervisors in investigating accidents, near misses or hazards to determine primary cause(s) and identify appropriate corrective measures.
- Conduct hazard assessments, monitor site safety inspections and complete required hazard reports.
- Ensure appropriate corrective action is taken on a timely basis to resolve identified hazards.

### **2.2.4 Safety and Health Committees**

Nevada OSHA requires that businesses with more than 25 employees, convene a safety committee pursuant to [NRS §618.383](#). Safety committees are established for the purpose of maintaining open communications, and to ensure discussion on safety and health issues among representatives from all areas of the district.

The primary responsibilities of the safety committee members include:

- Conducting meetings on a regular basis to discuss safety and health issues, suggestions and concerns;
- Maintaining an active awareness of potential safety and health hazards;
- Acting as a representative for employees in their work areas;
- Bringing any potential safety and health hazards to the attention of other committee members and initiating discussion on possible actions to eliminate those exposures.

### **2.2.5 District Safety and Health Advisory Committee**

The District Safety and Health Committee consists of division and area representatives who shall oversee the implementation of the safety policy and encourage safety awareness.

- Recommend additions, deletions and revisions to the district safety policies and regulations.
- Review district safety and loss control data and recommend solutions.
- Hold meetings quarterly and/or more frequent if needed.

## **2.2.6 Site Safety & Health Committees**

The purpose of the Site Safety Committee is to provide a forum for employee participation in assessing and enhancing workplace health and safety at CCSD, by fostering an ongoing communication and cooperation between employees and management on all issues related to safety and health.

- Assist management in communicating procedures for evaluating effectiveness of control measures used to promote safety and health practices on the site.
- Hold meetings quarterly and/or more frequent if needed.
- Review and update safety rules based on accident or near miss investigation findings; reports of unsafe conditions or practices; and accepting and addressing anonymous complaints and suggestions.
- Assist management in updating the safety program by evaluating injury and accident records; identifying trends and patterns; and formulating corrective measures and proper training to prevent recurrence.
- Participate in safety training and be responsible for assisting management in monitoring safety education and training to ensure that it is in place, that it is effective and documented.
- Conduct periodic safety inspections and compile and distribute a report on issues found at the facility.
- Evaluate department inspection reports, verifying corrective action was taken.

## **2.3 Safety and Health Committee Member Selection**

Safety and health committee members can be assigned by management, voted on by employees, or selected from volunteers. The safety and health committee shall have an equal number of management and employee representatives. The terms of committee members should be staggered in order to provide continuity to the committee. Each department shall decide what works best for their organization.

Safety Committee Guidelines can be found on the CCSD Risk Management website - [Safety & Health Committee link](#).

## **2.4 Supervisors**

Supervisors and managers are responsible for developing the proper attitude toward safety and health, and ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

Employees are to report unsafe acts and conditions initially to their immediate supervisor. He/She is responsible for acting on such reports and for directing safe work procedures. Supervisory personnel are expected to do everything within their control and authority to assure a safe workplace, and make certain that employees reporting to them know and abide by Clark County School District safety policies & procedures.

- Provide new employees with an orientation of job hazards and safe work practices associated with their defined duties prior to assignment.
- Ensure that those under their direction receive training on general and specific workplace safety.

- Keep abreast of safety and health regulations affecting the operations they supervise and ensure that employees under their supervision follow safe work practices.
- Ensure that the necessary safety equipment and protective devices are provided for each task.
- Advise Risk Management regarding training needs of the employees under their supervision.
- Ensure that equipment is maintained in a safe operating condition; and correcting unsafe and unhealthy conditions within their power.
- Investigate accidents to discover cause(s) and identify corrective action to prevent further occurrences; and promptly report injuries to the Risk Management Department.

## **2.5 Employees**

Employees are responsible for following all safety rules, working in a safe manner and for genuine cooperation with all aspects of the safety and health program.

- Understand and comply with all safety rules and regulations established for their protection and the protection of their co-workers.
- Follow specific safe work practices and procedures given by their immediate supervisor or manager.
- Be alert to unsafe equipment and practices, and immediately report hazardous conditions or unsafe work practices to their supervisor.
- Promptly report all accidents, injuries and illnesses that occur while on the job to their supervisor whether or not a physician’s attention is necessary. Complete a “Notice of Injury or Occupational Disease” [Form C-1](#).
- If treatment is required, see a medical provider at any of the CCSD approved Preferred Medical Clinics. For life-threatening conditions, dial 911 or seek treatment at the nearest hospital emergency room

## **3.0 HAZARD IDENTIFICATION & EVALUATION SYSTEM**

Hazard identification and evaluation is a key element in any effective safety program. Before existing and potential hazards can be prevented and controlled, they must be identified and assessed. Clark County School District has established several programs to accomplish this task.

### **3.1 Site Safety Assessment Program**

Risk Management Department staff is responsible for performing physical site assessments of educational facilities and administrative buildings, and generating safety recommendations based on their findings.

### **3.2 Supervisor’s Accident / Incident Investigation**

Supervisors are responsible for investigating each work-related death, serious injury or illness, incident or near-miss having the potential to cause death or serious physical harm. A complete, well documented accident investigation will identify a problem(s) and lessen the chance of its recurrence.



The basic accident investigation sequence includes:

- Care for the injured
- Inspection of the accident scene
- Interview witnesses and the injured employees
- Determination of the causes of the accident
- Identification of corrective actions to prevent recurrence
- Completing and forwarding a copy of the Supervisor's [Incident Investigation Report \(Form CCF-99\)](#) to the Risk Management Department
- Implementation of recommended corrective actions
- Periodic follow-up to ensure the problem(s) have not resurfaced

### **3.3 Employee Occupational Safety & Health Concerns**

All employees are not only encouraged, but responsible for notifying their immediate supervisor regarding conditions they believe to be a safety, health or environmental hazard, without fear of reprisal.

Notification may be made verbally or submitted electronically using an [Employee Safety, Health, or Environmental Concern form, CCF-305](#), or mailed anonymously. A copy is forwarded to the Risk Management Department for review and possible site visit by a Risk Management staff member to evaluate the situation. All employee reports are taken seriously by CCSD.

### **3.4 Safety & Health Committee Findings**

Safety Committees conduct periodic safety inspections/audits and review records to assess workplace exposures as a proactive method for identifying potential loss exposures, in addition to evaluating existing controls for preventing injuries & illnesses.

### **3.5 Records Review**

Available resources for identifying and evaluating potential exposures:

- Loss information reports and analyses
- Self-inspection reports
- OSHA 300 Log of Work-Related Injuries and Illnesses
- Supervisor's Accident / Investigation reports (CCF-99 Form)
- Employee Reports of Safety & Health Concerns (CCF-305 Form)
- Risk Management Reports
- Job Safety Analysis (JSA)
- Hazard Assessment (Form RSK-F513, Rev B)
- Safety Committee Meeting Minutes
- Safety training records
- Industrial Hygiene sampling reports (i.e. chemical contaminants)

### 3.6 Workplace Hazard Assessment Certification

Hazards exist in every workplace in many different forms: falling objects, chemicals, hot surfaces, wet and slippery surfaces, flying sparks, noise and numerous other potentially dangerous situations. In the educational setting that our employees work in areas that would normally be specific to an industry are all housed under one roof: spray booths, auto lifts, science labs, woodworking shops, and theatres are all present and we not only have to worry about the safety of our employees but that we are setting a good example for the students. Using Personal Protective Equipment (PPE) is often essential, but it is generally the last line of defense after engineering controls, work practices, and administrative controls.

The Occupational Safety and Health Administration (OSHA) issued the Personal Protective Equipment Standard; also known as "The PPE Standard." Under this standard, CCSD is required to:

- Conduct hazard assessments of the workplace to determine what hazard(s) are present that require use of PPE and certify in writing that the assessments are performed.
- Select and provide employees with the appropriate PPE, require them to use and maintain it in a sanitary and reliable condition.
- Provide employees training on proper care, use and limitations of the selected PPE.
- Ensure the PPE is properly used.

CCSD has developed a Workplace Hazard Assessment Certification Form (FSK-F513) for conducting a Workplace Hazard Assessment to determine if hazards are present that require the use of Personal Protective Equipment. The form and instructions can be found under the Safety & Risk Services icon, under the Interact District Link (see Appendix A-3).

### 3.7 Job Safety Analysis (JSA)

Clark County School District is dedicated to the protection of its employees from hazards that arise in the performance of their job duties.

These hazards may be caused by the equipment used to perform the tasks, the actions needed to perform the tasks, or the environment in which the tasks are performed. To help control identified hazards, CCSD chooses to analyze the steps employees take in their job duties and to identify means to minimize or eliminate the identified hazards.

The information gathered from job safety analyses (JSA) may also be used in employee training; to identify reasonable accommodations under the Americans with Disabilities Act (ADA); to assist in writing job descriptions and procedures; safety audits; and with return-to-work programs.

In addition to being a valuable tool for training new employees in the safe and efficient procedures required to perform their jobs, supervisors can use the findings of a job safety analysis to eliminate and prevent hazards in their workplaces.

Job Safety Analysis establishes a method for analyzing potentially dangerous jobs for the purpose of creating a Standard Operating Procedure (SOP) for safety. Directors/Administrators shall require the development of a JSA for all hazardous jobs performed by their employees. The JSA shall be updated whenever the job changes or procedure deficiencies are noted. An approved JSA shall list minimum safety performance requirements for the job (see Appendix A-4 for sample JSA worksheet).

## **4.0 SAFETY COMPLIANCE & HAZARD CONTROL SYSTEM**

A safety compliance system has been established to ensure that employees are aware of, and comply with safe and healthful work practices. Ultimately, job hazard controls are implemented to bring CCSD facilities into compliance with the General Duty Clause and OSHA standards. Generally this means: (1) the hazards are materially reduced using the incremental abatement process; (2) the hazards are reduced to the extent feasible, and periodic assessments made to determine whether additional controls are feasible; or (3) the hazard(s) are eliminated.

Incremental abatement process includes: identifying, assessing, setting deadlines, and implementing feasible controls (interim and/or permanent) to eliminate or substantially reduce the hazard(s) identified. This includes prioritizing which hazards are controlled first.

### **4.1 Hazard Control System**

Hazard control is triggered by a determination that a hazard or potential hazard exists, and includes methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner, based on whether the classification of the hazard is imminent or non-imminent.

#### **4.1.1 Imminent Hazard**

An Imminent Hazard is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately, or before the danger can be eliminated. Serious physical harm is any type of harm that could cause permanent or prolonged damage to the body or which, while not damaging to the body on a prolonged basis, could cause such temporary disability as to require in-patient hospital treatment. Permanent or prolonged damage has occurred when a part of the body is crushed or severed, or sight in one or both eyes is lost.

If an imminent hazard is observed or discovered by an employee, the employee should notify their supervisor immediately. The supervisor shall notify the Program Administrator immediately. Corrective measure shall be taken at once to abate the hazard, including placing an out-of-service, accident prevention tag on defective tools or equipment, as a temporary means of warning employees of an existing hazard. If the imminent hazard cannot be immediately abated, all personnel shall be removed from the area. The Director of Risk Management shall determine what safeguards and corrective measures are to be implemented.

#### **4.1.2 Non-Imminent Hazard**

If a non-imminent hazard is observed or discovered by an employee, the employee's immediate supervisor and a safety committee member should be made aware of the exposure, in order that a corrective action can be implemented in a timely manner. Determination of the time allotted for correction of the hazard will be at the discretion of the employee's immediate supervisor.

### **4.2 Methods of Controlling Hazards**

There are various ways to control hazards. Your first choice should be to eliminate the hazard. Your second choice would be to consider substituting a safer substance, tool or work method. Job hazard

controls are engineering, administrative, and/or work practice controls used to eliminate or materially reduce hazards. While engineering controls, where feasible, are the preferred method, administrative and work practice controls also may be important in addressing hazards. The District's policy is to provide reasonable and adequate safeguards for the occupational safety & health of all employees.

#### **4.2.1 Engineering Controls**

Engineering controls, where feasible, are the preferred method for controlling exposures. Engineering controls involve physically changing a machine or work environment, such as the installation of a point-of-operation safeguard.

#### **4.2.2 Administrative Controls**

When engineering solutions are not feasible, administrative controls offer methods to lessen the exposure of workers to the identified hazard. However, Administrative controls are considered less effective, because they usually do not eliminate the hazard. Administrative controls include changing how or when employees perform their jobs, such as scheduling work and rotating employees through work assignments; written safety policies and safe work practice rules; supervision and training.

#### **4.2.3 Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) may also be used to supplement engineering controls, work practice, and administrative controls, but may only be used alone when it is determined that other controls are not feasible or effective in reducing the exposure to acceptable levels.

Personal Protective Equipment is considered the least effective control, because the employee is still exposed to the risk factor.

If Personal Protective Equipment is selected, a PPE program should be implemented. This program should address the hazard(s) present; the selection, maintenance, and use of PPE; the training of employees; and monitoring of the program to ensure its ongoing effectiveness.

Where PPE is required, the district provides it at no cost to employees.

### **4.3 Posting Requirements**

#### **4.3.1 OSHA 300 Log of Work-Related Injuries and Illnesses**

The OSHA 300 log is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, specific details about what happened and how it happened will be recorded on the log.

The Summary Form 300A that shows the totals for the year in each category must be posted in a visible location, from February 1 to April 30, so employees are aware of injuries and illnesses that occur in their workplace.

**4.3.2 Directive(s)** issued as a result of safety assessments, either scheduled or prompted by suggestion, should be distributed to all employees affected by the hazard, or posted on appropriate bulletin boards.

### **4.3.3 Safety Committee Meeting Minutes**

Copies of minutes of all committee meetings should be conspicuously posted on a bulletin board.

**4.3.4** The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place at the job site.

### **4.3.5 OSHA Citation and Notification of Penalty**

When an employer receives an OSHA citation, the notice (or copy of it) must be posted at or near the place where each violation occurred to make employees aware of the hazard to which they may be exposed. The citation must remain posted for three (3) working days or until the violation is corrected, whichever is longer (Saturdays, Sundays and Federal Holidays are not counted as working days). The employer must comply with these posting requirements even if the citation is contested.

## **5.0 SAFETY TRAINING**

CCSD has established a training program in accordance with [NRS §618.383](#). Under no circumstances should an employee perform their work duties until he/she has successfully completed the appropriate safety training.

Each department is responsible for developing topics and providing training for both new employees and existing employees who need retraining, specific to the hazards they are exposed. The goal of any safety training program is not just to impart knowledge, but to change behavior and provide employees with enough information so they can actively participate in protecting themselves.

Resources include on-line safety training programs, located on the Risk Management website, <http://riskmanagement.ccsd.net/safetytraining>. Training may be scheduled by using the Safety Training Request tab, <http://riskmanagement.ccsd.net/risktraining>. Contact Risk Management at 799-2967 x5647 concerning training needs for topics that are not currently listed.

### **5.1 Types of Safety Training / Documentation**

Training and instruction should be provided to (1) All new employees; (2) Employees given new job assignment for which training has not previously been received; (3) Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard; (4) Whenever the employer is made aware of a new or previously unrecognized hazard; and to (5) Supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction may be exposed.

#### **5.1.1 New Hire Orientation - CCSD covers the following topics during orientation:**

- **Blood borne Pathogens – Exposure Plan, [OSHA 29 CFR, Part 1910.1030](#)**

Employees who may reasonably anticipate contact with blood or other potentially infectious materials in the course of their employment, receive initial training and annual training thereafter to be sure they understand the hazards associated with blood borne pathogens, the

modes of transmission, the Exposure Control Plan, the regulation, the use and limitations of engineering controls, work practices and personal protective equipment.

- **Hazard Communication – Employee Right-to-Know**, OSHA 29 CFR, Part [1910.1200 \(for applicable job classifications\)](#)

The purpose of the standard is to ensure that chemical hazards in the workplace are identified and evaluated and that information concerning these hazards is communicated to employees.

- **Employee Rights & Responsibilities**

Every new hire is provided a copy of the Employee Rights and Responsibilities pamphlet to promote safety in the workplace, in accordance with [NRS §618.376](#). This document was developed by the Division of Industrial Relations of Nevada Department of Business & Industry and explains the rights and responsibilities of both employers and employees in creating a safe working environment. A signed copy of the receipt is kept in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.

- **Sexual Harassment, Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991**

Employees are advised of Clark County School District [Policy 4110](#) and [Regulation 4110](#) regarding Sexual Harassment.

### 5.1.2. General Safety Orientation

No employee should be allowed to start a job until he or she has received instruction on how to perform their job properly and safely. In addition to informing employees of the safety rules, the following training should be provided to all employees prior to their job assignment:

- Written Workplace Safety Program
- Location and Contents of Health & Safety related Documents.
- Emergency Action Plans
- Reporting On-the-Job Injuries & Illnesses
- Procedures for On-the-Job Injuries Requiring Medical Treatment
- Hazard Recognition
- Reporting of Hazardous Conditions
- Safe Use of Equipment & Machinery
- Proper Lifting / Material Handling Techniques

### 5.1.3 Job Specific Safety Training

In addition to a general safety orientation, certain employees may receive additional, specific training depending on their work assignments. Supervisors are responsible for being aware of the job hazards in their area and ensuring that those under their direction receive training consistent with the specific hazards to which employees are exposed to.

#### **5.1.4 OSHA Training Requirements:**

##### **Access to Employee Exposure and Medical Records ([§1910.1020](#))**

*Who:* All employees who will be exposed to toxic substances or harmful physical agents.

*When:* At the time of hire, and at least annually thereafter.

*Recordkeeping:* No specific training documentation is required. But, the employer is required to make copies of 1910.1020 and its appendices readily available.

##### **Asbestos ([§1910.1001](#))**

*Who:* Training must be provided to all employees who are exposed to airborne concentrations of asbestos at or above the action level.

*When:* Training shall be provided prior to or at the time of initial assignment and at least annually thereafter. Also, within fifteen working days after receipt, the employer is to notify the employee in writing of exposure monitoring results.

*Recordkeeping:* Training records must be maintained for one year beyond an employee's last day of employment.

##### **Bloodborne Pathogens ([§1910.1030](#))**

*Who:* All employees with occupational exposure to bloodborne pathogens must be trained. This might include first aid responders, depending upon your system.

*When:* Employees must be trained prior to initial exposure to bloodborne pathogens. There is no specified length of training time. Annual retraining is required.

*Recordkeeping:* Very specific training records must be maintained. Information must include dates of training, contents of training sessions, names and qualifications of trainers, names and job titles of those trained. Records must be retained for three years.

##### **Electrical Training ([§1910.301](#))**

*Who:* All employees must be trained who face a risk of electric shock, and/or who work on or near exposed energized parts.

*When:* Training must precede exposure, and can be of the classroom or on- the-job type.

*Recordkeeping:* No specific training documentation is required.

##### **General Requirements: Welding, Cutting, and Brazing ([§1910.252](#))**

*Who:* Cutters, welders, and their supervisors are required to be trained in the safe operation of the equipment. Also, fire watchers shall be trained in the use of fire extinguishing equipment.

*When:* Prior to or at the time of initial assignment.

*Recordkeeping:* No specific training documentation is required

### **Hazard Communication ([§1910.1200](#))**

*Who:* Train all workers who have an exposure or a potential for exposure to hazardous chemicals.

*When:* Employees must be trained prior to initial exposure and when a new chemical hazard is introduced. No specified length of training time.

*Recordkeeping:* No specific training documentation is required.

### **Lockout/Tag out ([§1910.147](#))**

*Who:* Training must be provided to all employees whose job duties include performing servicing or maintenance on equipment that must be locked or tagged out for protection.

*When:* Training must precede the exposure to lock out equipment, or the use of a lockout system. Retraining shall be conducted whenever necessary to reestablish employee proficiency, or to introduce new or revised procedures.

*Recordkeeping:* The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

### **Occupational Exposure to Hazardous Chemicals in Laboratories ([§1910.1450](#))**

*Who:* Employees of laboratory facilities where hazardous chemicals, or those which cause health problems in exposed employees, are used.

*When:* At the time of initial assignment to a work area where hazardous chemicals are present, and before assignment to new exposure situations. Refresher training as determined by employer.

*Recordkeeping:* No specific training documentation is required.

### **Occupational Noise Exposure ([§1910.95](#))**

*Who:* Train all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels.

*When:* Initial training should precede exposure to noise level, and be repeated annually.

*Recordkeeping:* No specific training documentation is required.

### **Permit-required Confined Spaces ([§1910.146](#))**

*Who:* Persons designated as having active roles in entry operations.

*When:* Employers must train affected employees before initial assignment, before a change in duties, whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained, or whenever the employer has reason to believe either that there are deviations from the permit space entry procedures required or that the employee's knowledge of these procedures is inadequate. Employee rescue service personnel must make practice rescues at least once every 12 months.



*Recordkeeping:* Affected supervisors must fill out and sign the permit required for permit space operations, verifying that all appropriate precautions have been taken. Canceled entry permits must be retained for at least one year. Training certifications must include each employee's name, the signatures or initials of the trainers, and the dates of training.

### **Personal Protective Equipment ([§1910.132](#))**

*Who:* Each employee assigned personal protective equipment.

*When:* Before being allowed to do work requiring PPE; retraining as necessary.

*Recordkeeping:* Certificate with employee name, date, and subject of training.

### **Portable Fire Extinguishers ([§1910.157](#))**

*Who:* All employees where the employer has provided portable fire extinguishers for employee use in the workplace are to be trained in general principles of fire extinguisher use and associated hazards. All employees who have been designated to use fire fighting equipment as part of an emergency action plan are to be trained to use appropriate equipment.

*When:* Upon initial assignment and at least annually thereafter.

*Recordkeeping:* No specific training documentation is required.

### **Powered Platforms ([§1910.66](#))**

*Who:* Employees who operate powered platforms.

*When:* When initially hired.

*Recordkeeping:* Employers must keep a training certificate including the employee's name, the signature of the employer or trainer, and the date of the training. Training records must be kept for the duration of employment.

### **Powered Industrial Trucks ([§1910.178](#))**

*Who:* Anyone operating a powered industrial truck (tow motor, fork lift, etc.) must be trained and evaluated.

*When:* Training and evaluation must occur before the worker operates the vehicle without direct supervision. Refresher training in relevant topics is needed when the vehicle is operated in an unsafe manner, after any accident or near-miss, after an evaluation shows retraining is needed, upon assignment to a different type of truck, and upon changes in the workplace that affect safe truck operation. An evaluation is required at least every three years.

### **Process Safety Management of Highly Hazardous Chemicals ([§1910.119](#))**

*Who:* Employees who operate a process. Contract employers must inform contract employees of known potential fire, explosion, or toxic release hazards related to the contractor's work and process.

*When:* Initial training and refresher training every three years or more often if necessary.

*Recordkeeping:* Training requires written operating procedures. Employers must record employee identity, date of training, and means used to verify that the employee understood the training.

### **Respiratory Protection ([§1910.134](#))**

*Who:* All employees who use or have the potential to use a respirator, must be trained in the proper use and the limitations of respirators.

*When:* Training must precede the use of a respirator. Retraining is required to be conducted annually and whenever necessary to ensure safe use.

*Recordkeeping:* No specific training documentation is required. The employer is required to maintain records of employee medical evaluations and fit testing results.

### **Specifications for Accident Prevention Signs and Tags ([§1910.145](#))**

*Who:* All employees who may be exposed to areas where warning signs or tags are utilized to communicate hazards.

*When:* Prior to or at the time of initial assignment to areas where accident prevention signs and tags are used.

*Recordkeeping:* No specific training documentation is required.

*Recordkeeping:* The employer must certify that the operator has been trained and evaluated. The certification must include the operator's name, the dates of the training and evaluation, and the name of the trainer/evaluator.

### **5.1.5 Retraining / Evaluation**

Although OSHA is moving toward safety training requirements that are "performance-oriented," that is, requiring training when certain indicators appear, some regulations still have annual retraining specifications built in. The following federal OSHA general industry rules include annual retraining / employee information requirements:

Access to employee exposure and medical records - 29 CFR §1910.1020(g)(1)

Bloodborne Pathogens - 29 CFR §1910.1030(e)(2)(ii)(M), (g)(2)(ii)(B)

Chemical-specific regulations in 29 CFR §1910 Subpart Z require annual retraining

Occupational Noise - 29 CFR §1910.95(k)(2)

Permit-required confined space / rescue - 29 CFR §1910.146(k)(2)(iv)

Portable Fire Extinguishers - 29 CFR §1910.157(g)(2) & (4)

Respiratory protection - 29 CFR §1910.134(k)(5)

While annual forklift training is not required, an evaluation of each powered industrial truck operator's performance is required to be conducted after initial training, after refresher training, and at least once every three years. If the evaluation reveals deficiencies in an employee's performance, then refresher training is indicated.

The standard does not require any specific frequency of refresher training for industrial trucks; refresher training must be provided when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

## **5.2 Training Certification**

Supervisors must also document training and communications, whether conducted in classes, safety meetings, or one-on-one job safety training sessions.

Specifically, the supervisor must keep records of who was trained, the instructor, date of training, and training topic. Training records should be input into **Pathlore System**, in addition to each individual's employee file. The training records should be readily available and stored in a place accessible by staff. Internal and external parties can request this information to determine appropriate training has been received for all staff.

Documentation should include, but not be limited to:

- Acknowledgement of Receipt and Review of Safety Rules
- Sign-up sheets
- Safety and Health Checklist for new or transferred employee.
- Copies of written safety examinations
- Performance Evaluations
- Training Certificates
- Training sign-in sheets with printed name and signature of attendees
- Copies of written communications

## **6.0 ENFORCEMENT OF SAFETY PRACTICES**

A system for ensuring that employees comply with safe and healthy work practices has been developed, in compliance with [Nevada Administrative Code 618.540](#). Safety rules and procedures are not only the requirements for regulatory compliance; they are also a reflection of the philosophy, values, and management commitment to the Workplace Safety Program and employee safety.

All injuries and accidents are preventable through establishment and compliance with safe work procedures.

**6.0.1** Each department is responsible for developing a code of safe work practices. General safety rules should list all types of behavior and actions that will not be tolerated. Job specific rules should detail the proper safety procedures an employee should follow in undertaking any work or operating any piece of equipment. It is advisable that each employee sign documentation stating they have read and understand the safety rules and have received a copy.

**6.0.2** Approved CCSD standards, procedures, rules, practices and instructions shall be enforced in the same manner as other approved job performance requirements.

**6.0.3** Safety performance should be considered during regular job performance evaluations.

## **6.1 Disciplinary Action Program**

CCSD is committed to the fair and equitable treatment of its employees. Disciplinary actions for failure to comply with the established job safety requirements shall be undertaken in accordance with CCSD policies and regulations, and appropriate negotiated agreements.

## **6.2 Disciplinary Policy**

All safety rules, procedures, and plans in effect at CCSD are intended to be followed for the protection of all employees and their co-workers.

Management shall take corrective measures as necessary to ensure that safety rules and safe work practices and procedures are not violated. Initial corrective measures include employee training, instruction and guidance to achieve a positive attitude toward working safely.

Unsafe work practices include:

- Failure to use available personal protective equipment
- Failure to use proper lifting techniques
- Careless or thoughtless acts
- Horseplay or practical jokes
- Misuse of equipment
- An employee under the influence of alcohol or drugs (prescription or over-the-counter)

## **7.0 INJURY REPORTING & RECORDKEEPING SYSTEM**

### **7.1 Emergency Planning and Preparation**

#### **7.1.1 District wide Emergency Action Plan**

Clark County School District is dedicated to the protection of its employees from emergencies such as chemical spills, fires and explosions. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. The EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

#### **7.1.2 Site-Specific Crisis Response Plan (CRP)**

In addition to the District wide EAP, each site is responsible for developing a site-specific plan that is readily available. The site specific plan is required to be updated annually and when changes in staff or the plan occur.

Additional information for the **Site-Specific, Crisis Response Plan** can be found in Interact, District link, Student Threat Eval and Crisis Response.

## 7.2 Injury Reporting Procedures

Our safety and health reporting system ensures that the Risk Management Department receives and promptly responds to the report, evaluates the report to determine whether an injury or illness has occurred, and takes corrective action as OSHA standards require and where appropriate. When determining whether an employee who has experienced signs or symptoms of an injury or illness actually has an injury or illness, we have the employee evaluated, at no cost to the employee.

### 7.2.1 On-the-Job Injuries

Regardless of the severity or lack thereof, all incidents must be reported to the employee's immediate supervisor, and investigated for the purpose of identifying causative factors and corrective measure to avoid recurrence; and to comply with State Regulatory Requirements (NRS §616C.015, NRS §616C.045)

Provide immediate first aid to an injured employee. (NRS §616C.085). First aid kits should be readily available at each worksite.

**7.2.1.1 For life-threatening conditions** requiring immediate treatment, call 911 or seek treatment at the nearest hospital or emergency room.

Examples of life threatening conditions:

Loss of consciousness	Poisoning
Spinal injuries	Shock
Major burns	Severe Chest pain

**7.2.1.2 Non-emergency injuries** and illnesses. CCSD has entered into a Managed Care Contract (MCC) with Sierra Health-Care Options (Sierra at Work). The injured employee must be treated at a *Southwest Medical Associates Urgent Care Center*, or choose a **medical provider** listed on the CCSD Risk Management webpage, "On-The Job Injury" link, under the Workers' Compensation section on the Navigation Index.

Questions regarding this program should be directed to the CCSD Workers' Compensation Office at (702) 799-2967.

**7.2.1.3** The injured employee must complete and be provided with a copy of the "Notice of Injury of Occupational Disease" incident report form C-1 (NRS §616C.015), in addition to forwarding a copy to the Risk Management Department.

**7.2.1.4** The supervisor shall investigate all near misses, injuries and incidents and document report findings on the *Supervisor's Accident/Investigation Report* - form CCF-99, and submit the form to the Risk Management Department **within 24 hours** (Appendix A-1) Form CCF-99 can be accessed and electronically submitted by accessing the Safety & Risk Services icon, under the District Link, on Interact.

### 7.3 Employer Reporting Responsibilities – Nevada OSHA

In the event of a serious injury, illness or fatality, Risk Management must report the incident by telephone to the nearest District Office of the Nevada Division of Industrial Relations (Nevada OSHA Enforcement Section). Incidents requiring reporting to the Division within 8 hours (including weekend days), include:

- Fatal injury to an employee, including heart attacks
- Fatality or incident involving 3 or more patient hospitalizations within 30 days of the incident
- Serious injury or illness to an employee  
A *serious injury* or illness is defined as:
  1. Loss of a member of the body (e.g., amputation);
  2. Serious degree of permanent disfigurement (i.e. crushing or severe burn type injuries);
  3. In-patient hospitalization in excess of 24 hours for other than observation.

Accidents involving highway or public street motor vehicle accidents (outside a construction zone) do not need to be reported.

A copy of the supervisor's accident report form, in addition to witness statements should be provided to Risk Management, prior to notifying Nevada OSHA.

The report to the agency must also include the following items:

- Time and date of the accident;
- Name and job title of the person reporting the accident;
- Name of person to contact at site of accident;
- Name, birth date, address and telephone number of injured employee(s);
- Nature of injury;
- Specific location where the injury occurred, and which medical facility injured employee(s) was transported to;
- List and identify other law enforcement agencies present at the site;
- Description of the accident and whether the accident scene has been altered.

In the event of a Bloodborne Pathogen (BPP) exposure, the names of those who may have come into contact with blood or other bodily fluids, including first responders and custodial personnel, must be documented and reported to the Risk Management Department for medical surveillance (see Bloodborne Pathogen Program for details).

Any equipment involved in the accident/incident must be immediately red-tagged and moved to a secure area for inspection.

Risk Management is responsible for determining whether an independent inspection of the equipment is warranted. Any materials contaminated with blood, such as towels, should be segregated and disposed of properly. OSHA regulates items potentially contaminated with blood borne pathogens.

## 7.4 Documentation & Recordkeeping Requirements

Proper recordkeeping is essential for the success of any organization. It enables the company to learn from past experience and make corrections for future operations. In addition, Federal and State regulatory recordkeeping requirements must be adhered to.

In accordance with [29 CFR Part 1904](#), within 7 calendar days after information about a work-related case is received, the information will be recorded on the *OSHA Log of Work-Related Injuries and Illnesses* (Form 300) that results in:

- Death
- Loss of consciousness
- Days away from work
- Restricted work activity or job transfer
- Medical treatment beyond first aid

The Coordinator of Risk & Insurance Services is responsible for compiling the OSHA 300 Log reports and completing the OSHA Form 300A - *Annual Summary of Work-Related Injuries & Illnesses* that must be posted at the site(s) from February 1 to April 30 of the year following the year covered by the summary.

## **7.5 Resources / Contact Information**

### **Risk Management Department**

For information pertaining to the Workplace Written Safety Program, Safety Committees and Safety Training contact the Risk Management Department at (702) 799-2967 or visit the Risk Management website at <http://riskmanagement.ccsd.net>

### **Clark County School District**

#### **District Emergency Operations Center (DEOC)**

Emergency Action Number, (702) 799-HELP (702) 799-4357

Police Services, (702)799-5411

Environmental Services, HAZMAT, (702) 799-0985

School Safety & Crisis Management (SSCM), (702) 799-7449

### **Outside Agencies/Police Departments**

#### **Las Vegas Metropolitan Police**

Downtown Area Command  
621 N 9th St  
(702) 828-4384/828-4349

Convention Center Area Command  
750 Sierra Vista  
(702) 828-6430

South Central Area Command  
4860 Las Vegas Blvd S.  
(702) 828-8272

Southwest Area Command / Enterprise  
6975 W. Windmill Lane  
(702) 828-2843 / 828-2844

Northeast Area Command  
831 N. Mojave Rd.  
(702) 828-3403

Northwest Area Command  
9850 W Cheyenne Ave.  
(702) 828-3426

Bolden Area Command  
1851 Stella Lake  
(702) 828-3347

Southeast Area Command  
3675 Harmon Ave.  
(702) 828-3206

#### **City of Henderson Police Department**

223 Lead Street  
(702) 267-5000

#### **City of North Las Vegas Police Department**

1301 E Lake Mead Blvd, North,  
(702) 633-9111

3755 W. Washburn  
(702) 633-1017



## **Nevada /OSHA Enforcement Unit District Office**

Division of Occupational Safety and Health (DOSH), Nevada-OSHA Enforcement Unit District Offices:

Jimmie Garrett, District Manager  
1301 N. Green Valley Parkway, Suite 200  
Henderson, Nevada 89074  
Phone: (702) 486-9029  
Fax: (702) 990-0358

<http://dirweb.state.nv.us/>

Nevada Division of Industrial Relations  
400 West King Street, Suite 400  
Carson City, NV 89710  
(775) 684-7260  
Fax: (775) 687-6305

### **Poison Control Centers**

Humana Hospital - Sunrise  
3186 Maryland Parkway  
Las Vegas, NV 89109  
(800) 446-6179

Washoe Medical Center  
77 Pringle Way  
Reno, NV 89520  
(702) 328-4144

### **Clinics (Various Las Vegas locations and Overton, Mesquite, Laughlin)**

*Southwest Medical Associates Urgent Care* (702) 877-8600

Rancho/Charleston Urgent Care  
888 S Rancho Drive

**24 hours, 7 days-a-week**

Additional medical provider information is listed on the CCSD Risk Management webpage, “On-The Job Injury” link, under the Workers’ Compensation section on the Navigation Index.

## **8.0 OTHER WRITTEN SAFETY PROGRAMS**

In association with this WSP and in conformance with regulatory requirements, the following written programs have been developed and implemented, and are incorporated in this document by reference.

### **8.1 Hazard Communication Program – Employee Right-to-Know**

The Hazard Communication Program manual was developed for the safety of employees who work with and/or work around hazardous chemicals. It serves as a guideline for site administrators to comply with the Hazard Communication Standard [29 CFR 1910.1200] which states that employees have the Right-to-Know what chemical hazards they may face on the job and how they can protect themselves from such hazards.

The Hazard Communication Program manual and Material Safety Data Sheet (MSDS) inventory forms can be located in the Environmental Services Folder under the Interact District link. Questions

regarding the Hazard Communication Program should be directed to Environmental Services, Hazardous Materials at (702) 799-0990.

## **8.2 K-12 Science Manual**

The purpose of the K-12 Science Manual is to promote safety awareness and to provide guidelines for safe work practices in science classrooms. This manual can be accessed via the Interact Risk Management or Environmental Services links. Department of Health & Human Services, Centers for Disease Control and Prevention Guide, "School Chemistry Laboratory Safety," is also located in Interact under Environmental Services link, in the School Lab Safety folder.

## **8.3 Exposure Control Plan - Bloodborne Pathogens**

Clark County School District is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, an exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

A copy of the District's *Exposure Control Plan* can be reviewed and downloaded on the CCSD website under *Employee Health* or Interact under *Safety & Risk Serves* link, then *Safety Manuals*.

## **8.4 Asbestos Management Plan**

The plan describes procedures that must be adhered to if and/or where asbestos containing materials are located at the work site, and includes the basic procedures and requirements for working around these materials. The Environmental Services Office should be contacted at (702) 799-0985 for additional information.

## **8.5 Respirator Protection Program**

This written program documents steps Clark County School District has taken to minimize injury resulting from various occupational hazards by protecting workers through the use of PPE when the hazards cannot be eliminated. The Respiratory Protection Program specifies standard operating procedures to protect employees from respiratory hazards, according to the requirements of 29 CFR 1926.103. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

## **8.6 Confined Space Entry (Permit-required)**

The purpose of this program is to inform interested persons, including employees that Clark County School District is complying with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. CCSD has determined that certain workplaces need written procedures for the evaluation of confined spaces, and where permit-required spaces are identified, a permit-required confined space entry program has been developed and is implemented.

## **9.0 APPENDICES**

- A-1 Supervisors Accident/Incident Investigation Report (CCF-99)
- A-2 Employee Safety, Health or Environmental Concern (CCF-305)
- A-3 Workplace Hazard Assessment Certification and Instructions (RSK-F513)
- A-4 Job Safety Analysis and Instructions (RSK-F006)

### **Appendix A-1 Supervisors Accident/Incident Investigation Report (CCF-99)**



## CLARK COUNTY SCHOOL DISTRICT SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION REPORT

This report shall be completed in accordance with CCSD Safety Standard A-2.

Location Code	Date of Occurrence	Time	AM PM	Site or School Name	Date Reported
<p>For near miss incidents, proceed to incident description below double line. For vehicle related accidents, Form CCF-102 shall also be completed and submitted to Risk Management within 24 hours. For on the job injury or occupational disease, the state required C-1 form must be completed.</p>					
<b>INJURY/ILLNESS</b>				Witnesses (Name & Title)	
Injured's Name		Age			
Job Title		Department			
Body Part Injured		Type of Injury		Property and Vehicle Damage	
Object/Equip./Substance Inflicting Injury				Description of Property or Vehicle Damage	
				Type of Damage	
<b>DESCRIPTION</b>	Describe clearly where (classroom #, kitchen, playground, etc.) and how the accident/incident occurred:				
	<p>Is there a published CCSD Safety Standard or Directive on the injuring work activity?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Unknown                  If yes, was it complied with?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>				
<b>ANALYSIS</b>	What acts, failures to act and/or conditions contributed most directly to this accident/incident? (See back of third copy for examples.)				
	What are the specific reasons for the existence of these failures, acts and/or conditions? (See back of third copy for examples.)				
Loss Severity Potential (see back of third copy)			Probable Recurrence Rate (see back of third copy)		
<input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor			<input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare		
<b>PREVENTION</b>	What action has or will be taken to prevent recurrence? Place X by actions already completed. Please be specific. (See back of third copy for examples.)				
Investigating Supervisor/Title		Date	Reviewed by/Title		Date

1st. Copy: SAFETY OFFICE    2nd. Copy: REGION/DIVISION    3rd. Copy: SITE  
575

Available on <http://riskmanagement.ccsd.net/safetyforms>, CCSD Graphics, or on Interact under Safety & Risk Services.

Appendix A-2: Employee Safety, Health or Environmental Concern (CCF-305)

9998-500305

CCF-305  
4/95

**EMPLOYEE SAFETY, HEALTH, OR ENVIRONMENTAL CONCERN**

To: (Immediate Supervisor's Name) _____ Date: _____
Your Administrator's Name: _____
School/Department: _____ Location: _____
Describe your safety, health, or environmental concern:
Employee recommendations:
Supervising Administrator's comments, evaluations, plans, or timelines:
Employee's name (optional): _____

587

Copy distribution:

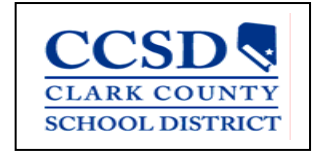
White ..... School/Department

Yellow .... Safety Office

Pink ..... Employee

Available on <http://riskmanagement.ccsd.net/safetyforms>, CCSD Graphics, or on Interact under Safety & Risk Services.

# Workplace Hazard Assessment Certification Personal Protective Equipment (PPE)



Room / Workplace:		Facility Name:	
Assessor's Name:		Location Code:	

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Task(s) Being Performed	Name of Equipment and/or Chemical being used	Manufacturer/Brand Model/Serial #	Chemical Hazard Yes/No	If <u>Yes</u> , Identify Hazard(s) (Refer to MSDS for PPE Requirements section ( h ) of this form)	Physical Hazard Yes/No	If <u>Yes</u> , Identify Hazard(s) (Refer to Operator's Manual for PPE Requirements section ( h ) of this form)	PPE Requirements

**\* Note: For biological hazard(s) refer to Clark County School District's Exposure Control Plan (Universal Precautions).**

I certify that I have conducted a Workplace Hazard Assessment to evaluate the need for personal protective equipment. The personal protective equipment noted above will be required while performing task(s) that involves identified hazard(s).

\_\_\_\_\_  
Authorized Signature


\_\_\_\_\_  
Date

## Workplace Hazard Assessment Instructions

You may have some hazards that may or may not require the use of (PPE) Personal Protective Equipment. In any case, review the hazards found with your immediate supervisor and determine what can be done about the hazard(s). All hazards identified will be reviewed for engineering controls (Example: Hand rails, exhaust systems...) and/or administrative controls (Example: Safety cones, warehouse traffic patterns, signs...) to eliminate or reduce exposure to the hazard(s).

- 1) Room/Workplace: Fill in the specific room number (if numbered) or the name of the room or space where the assessment is being performed.
  - 2) Facility Name: Fill in school name, building name, facility name.
  - 3) Analyst's Name: Fill in the name of the person doing the assessment. **(Please Print)**
  - 4) Location Code: Fill in your 3 or 4 digit location code number.
  - 5) Assessment Date(s): Fill in the date(s) when the assessment is being performed.
- ❖ Column (a): Use this column to identify any activity or activities that may expose you or others to one or more hazards found in your workplace.
  - ❖ Column (b): Are chemicals used? **(Yes or NO)**
  - ❖ Column (c): Use this column to list the hazards given on the MSDS sheet for that chemical.
  - ❖ Column (d): Does the activity or activities create a physical hazard? **(Yes or NO)**
  - ❖ Column (e): Use this column to identify the sources of the hazards from the list below.  
**(Note: This list is not intended to be complete; this list provides some examples of what to look for in your workplace)**
    - Impact (falling objects, struck-by hazards...)
    - Puncture wound and cuts (tools, knives, nails, wire rope, sheet metal...)
    - Crushing (gears, shifting loads...)
    - Chemical (solvents, corrosives, paints...)
    - Heat/Cold (welding, burning, environmental temperatures...)
    - Burns (thermal, chemical...)
    - Vibration (pneumatic tools...)
    - Dust (heavy metals, silica...)
    - Light (optical) radiation (arc welding, lasers...)
    - Excessive noise (abrasive blasting, scaling, grinding, metal straightening...)
    - Falling (ladders, aerial lifts, elevated area...)
    - Motion (machinery, tools, conveyors...)
    - Electrical (light fixtures, control panels, bare wires...)
  - ❖ Column (f): Use this column to list the proper PPE by using MSDS's, operator's manuals or common industry safety practices.
  - ❖ Authorized Signature: Signed by the Analyst.
  - ❖ Date: Date the assessment is being certified.

Appendix A-4: Job Safety Analysis

		<b>JOB SAFETY ANALYSIS - STANDARD OPERATING PROCEDURES</b> Safety Information for the Clark County School District	
TITLE OF JOB OR TASK:		JSA NO. _____	DATE: _____
DEPARTMENT/SHOP:		Pages 1 of _____	NEW: _____
SPECIFIC JOB LOCATION: (IF NECESSARY)		REVISED: _____	
		JOB CLASS CODE: _____	
TITLE OF PERSON(S) WHO DOES JOB:	NAME OF SUPERVISOR/MANAGERS:	ANALYSIS PERFORMED BY:	
	TITLE:	TITLE:	
For more information about this JSA please refer to Clark County School District Safety Standard No. A-4 and/or contact Risk Management Department located at: * 4204 Channel 10 Drive, Las Vegas, Nevada 89119 * (702) 799-2967 - EXT: 5628 <b>PLEASE RETURN ALL COMPLETED JSA(s) TO CHARLES (CJ) JONES at: <a href="mailto:charlesjones@interact.ccsd.net">charlesjones@interact.ccsd.net</a></b> *JSA NO. & JOB CLASS NO. SHADED AREA IS FOR OFFICAL USE ONLY!			
<b>SEQUENCE OF BASIC JOB STEPS:</b>		<b>POTENTIAL HAZARD(S):</b>	<b>RECOMMENDED ACTION/PROCEDURE:</b>
REQUIRED TRAINING:		REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):	

## Job Safety Analysis Instructions

### **Synopsis:**

A Job Safety Analysis (JSA) is a cost effective tool used to identify, analyze, and record:

- The step(s) required to perform a specific job,
- All potential safety or health hazards associated with each step, and
- The recommended action(s) or procedure(s) that will eliminate or reduce these hazards.

### **Potential Hazards:**

When completing a JSA, various hazard types including the following, but not limited to, should be considered:

- Impact with a falling or flying object
- Penetration by sharp objects (Lacerations, punctures)
- Caught in or between a stationary/moving object (Crushing, lacerations, broken bones)
- Falls from the elevated work platform, ladder, or stairs (Broken bones, sprains, and/or possible death)
- Excessive lifting, twisting, pushing, pulling, reaching, or bending (Sprains and/or back injury)
- Exposure to vibrating power tools, excessive noise, cold or heat, or harmful levels of gases, vapors, liquids, fumes, or dust (Hearing loss, frostbite, heat stroke, lung damage, silicosis, asbestosis)
- Repetitive motions (Carpal tunnel syndrome, tendonitis, overuse syndrome)
- Electrical hazard (Shocks, burns, possible electrocution)
- Lights/optical radiations, e.g., welding, laser, etc
- Water (Potential slip and fall)
- Chemical hazards (Caustic or corrosive chemicals - burns, dermatitis, eye damage, blindness, possible poisoning from improper handling of chemicals through inhalation or absorption)

### **Conducting the Analysis:**

1. The CCSD Manager/Supervisor should select jobs with the highest risk for workplace injury or illness
  - Jobs that have caused serious injuries in the past as evidenced in accident records, loss run reports, and OSHA 300 logs
  - Jobs with highest potential for serious injuries
  - Jobs with high accident/injury frequency
  - New jobs



Appendix A-4: Job Safety Analysis Instructions (JSA), cont.

2. The CCSD Manager/Supervisor will select an experienced employee to be observed while correctly performing the job tasks.
  - Brief the employee on the purpose of the analysis.
  - Observe the person performing the job and break it down into recordable steps.
  - Record each of the steps using an action verb, e.g., pick up, lift, push, etc. to describe each step.
  - Check the steps with the employee performing the job for verification.
3. Identify all actual or potential environmental safety and health hazards associated with each task without regard to any controls in place. Examples of questions that should be addressed:
  - Can employee be caught in/or between moving objects?
  - Can muscle strain result from pushing, pulling, lifting, bending, or twisting?
  - Is there potential for a slip, trip, or fall?
  - Is the environment unsafe due to darkness, dust, toxic gases, vapors, fumes, or poor housekeeping?
  - Is there a danger of striking against or being struck by objects?
4. Determine and record the recommended action(s) or procedure(s) for performing each step that will eliminate or reduce the hazard, e.g., engineering change, job rotation, personal protective equipment (PPE), etc. The priorities in eliminating or reducing hazards that have been identified are:
  - Find a new way or procedure to do the job.
  - Change the physical conditions that create the hazard(s).
  - Reduce the necessity or frequency of doing the job.
  - Use PPE.