

## **Policy Code: 4201/7271 Injury and Loss Prevention**

The board directs the superintendent to implement a system-wide loss prevention/safety program with the goal of maintaining a safe working environment for employees and a safe learning environment for students. The program must be consistent with all applicable state and federal laws related to workplace safety and other safety issues in the school environment.

The superintendent shall establish a system-wide health and safety leadership team to coordinate the school system's injury and loss prevention efforts. The team's injury and loss prevention efforts will include the development of recommended processes for (1) accident and injury prevention and investigation; (2) hazard investigation and control; and (3) the promotion of safe practices and safety awareness in the school environment. All recommendations of the health and safety leadership team shall be submitted to the superintendent for final review and approval.

### **A. ACCIDENT INVESTIGATION AND CORRECTION OF HAZARDS**

The health and safety leadership team shall develop recommendations for an accident investigation protocol, or improvements to existing protocols, for investigating all employee work-related injuries. The protocol may also address other safety-related issues as directed by the superintendent or designee.

The accident investigation protocol must include steps to identify the cause(s) of accidents and any factors that may have contributed to them. It must also require the identification and implementation of actions to address any identified unsafe conditions. Investigative steps may include, but are not necessarily limited to, interviews of the injured employee(s) and witnesses, examination of physical evidence, examination of the workplace, and data collection.

### **B. PREVENTATIVE MEASURES: IDENTIFICATION, EVALUATION, AND CONTROL OF HAZARDS**

The health and safety leadership team shall establish or improve processes and strategies for the identification, investigation, and control of hazards and unsafe conditions in the school environment. The processes for identification, investigation, and control may include periodic worksite inspections to identify potential or actual safety hazards; job task safety analysis; employee safety surveys; review of injury data and accident reports; and/or other means of hazard identification and control. The superintendent or designee may appoint site-based safety teams to conduct these activities at each school system site that houses employees. If site-based teams are utilized, they shall report to the health and safety leadership team on a schedule to be established by the superintendent or designee.

### **C. CORRECTION OF IDENTIFIED HAZARDS**

The processes and strategies for improving safety in the school environment required by this policy must include a system for correcting identified hazards that pose unacceptable risks to health, safety, or welfare. Depending on the circumstances, corrective measures may include, but are not necessarily limited to, eliminating or mitigating the hazard, reducing exposure to the hazard, providing protective equipment, adopting new safety protocols, providing additional training, and/or other measures. Solutions that completely eliminate hazards should be given priority whenever practicable and feasible.

### **D. REPORTING HAZARDS OR OTHER UNSAFE CONDITIONS**

The health and safety leadership team shall establish or improve processes for employees and others to report hazards and other unsafe conditions to supervisory or administrative personnel.

No reprisals or retaliation will be taken against any employee or student who in good faith reports an actual or potential hazard or unsafe condition.

#### E. DEVELOPMENT OF SAFE WORK PRACTICES

The health and safety leadership team shall assist the superintendent or designee in the development of safety standards for facilities, equipment, machinery, tools, and work practices. The standards must be consistent with all applicable federal and state laws.

#### F. SAFETY EDUCATION AND TRAINING

The health and safety leadership team shall develop recommendations for the superintendent on the content and delivery of workplace safety education and training. Such recommendations may include, but are not necessarily limited to, instruction on job- or activity-specific safety protocols; site-specific safety and emergency procedures; and the reporting of injuries, unsafe work practices, and unsafe conditions..

#### G. EMPLOYEE RESPONSIBILITY FOR SAFETY

All employees are expected to follow safe work practices, use appropriate personal protective equipment as instructed by their supervisors, and attend safety education programs as assigned. Employees must report unsafe conditions or work practices, accidents, or injuries as soon as practicable, in accordance with established procedures.

Legal References: [29 C.F.R. Part 1910](#); [13 N.C.A.C. 07F.0101](#); State Board of Education Policy [INSR-003](#)

Cross References: School Safety (policy 1510/4200/7270), Hazardous Materials (policy 6540), Occupational Exposure to Bloodborne Pathogens (policy 7260), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265)

Adopted: 9/17/15, 5/1/17

**Chapel Hill-Carrboro Schools**

---