



THE SCHOOL DISTRICT OF PHILADELPHIA

**ACCIDENT AND ILLNESS PREVENTION  
PROGRAM**

**POLICIES AND PROCEDURES MANUAL**

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## Introduction:

The AIPP (also referred to as A&IP Program) has lists of required program elements (Mandatory Elements A through O) and additional protocols if the agency has exposure to specific hazards (P elements). Each agency participating in the workers' compensation program must develop a program specific to their needs that complies with the regulations and commonwealth safety standards.

The Bureau of Workers' Compensation (BWC) of the Department of Labor and Industry regulates the requirements of an adequate Accident and Illness Prevention Program (AIPP). To meet the regulations for workers' compensation self-insurance status, the commonwealth must satisfy these requirements.

### Laws:

PA Worker's Compensation Act

Title 34. Labor and Industry

Part VIII. Bureau of Workers' Compensation

Chapter 129. Workers' Compensation Health and Safety

*Subchapter C. Individual Self-Insured Employer's Accident and Illness Prevention Programs*

§ 129.401. *Purpose*-An individual self-insured employer shall maintain an adequate accident and illness prevention program as a prerequisite for retention of its self-insured status.

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553023&mode=2>

Section 705 of the SDP policy

## A. POLICY STATEMENT

### Current Policy

#### **705A. HEALTH AND SAFETY POLICY STATEMENT**

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Board of Education policy requires the School District of Philadelphia to establish a safe and healthful environment for its employees, students and visitors. To this end the School District will develop internal safety and health policies and procedures, and require compliance with all relevant government regulations.

Maintenance of a safe and healthy work environment is consistent with the Board's objective of providing for a quality education within budgetary limits, as well as a legal obligation.

The School District will maintain a Health and Safety program which will depend on the sincere, consistent and cooperative efforts of all employees. All School District of Philadelphia employees are expected to implement safe practices, identify and eliminate unsafe practices and conditions, and take seriously the matters of accident prevention, injury reduction and safety in the workplace.

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William R. Hite  
Superintendent

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Cheryl Logan  
Chief of Academic Support

### Current Procedures

#### **705. SAFETY**

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Date Revised: September 18, 2014

##### *1. Purpose*

The School Reform Commission recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors. Its goal is to identify, correct and establish an environment free and clear of recognizable hazards.

## *2. Authority*

The SRC directs that a district-wide safety program shall be maintained to ensure a healthy, safe and secure environment for all students, staff and visitors, as well as to protect district buildings, equipment and property. The safety program shall provide instruction for students and staff in safety, accident and illness prevention and response; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools and performance of normal daily work activity.

## *3. Delegation of Responsibility*

The Superintendent or designee shall develop and present to the SRC for its approval district safety plans that addresses school safety issues and includes applicable requirements of law and regulations. District safety plans shall focus on:

1. Identifying, Preventing/mitigating risks, hazards and threats;
- Pol. 805 2. Ensuring the district is prepared for incidents and emergencies;
- Pol. 805 3. Providing effective response and follow up investigation to incidents and emergencies;
4. Providing appropriate academic, physical, emotional, and business recovery.
5. Recording activities that either resulted in losses or injury to the district, had the potential to result in loss or injury to the district and/or its personnel, students or visitors so that the district has meaningful data to develop appropriate risk mitigation strategies. Such activities or incidents shall be recorded using effective and consistent methods so the information can be easily compiled and reported.
6. Identifying key personnel and their responsibilities in developing the specific plan.
7. Providing training and education to employees on safety and health hazards.
8. Specific procedures for mitigating or eliminating hazards relating to the work environment. Administrators shall inform all staff and students of safety rules at the beginning of the school year, during initial hiring or when employees change positions with new job duties.

The Superintendent or designee shall:

SC 1518

Title 22

Sec. 4.31 1. Ensure curriculum to instruct students and faculty in safety and health, environmental and fire prevention.

SC 1517, 1518

Pol. 805 2. Provide required drills to instruct students in safety procedures.

3. Review and evaluate annually district safety rules and plans.

Working safely is a responsibility shared by all employees. Managers and supervisors are to maintain the safest possible working conditions by encouraging and enforcing district safety policies and procedures. All of the necessary and available district resources will be utilized to accomplish this important endeavor.

All district employees are expected to implement safe practices, identify and eliminate unsafe practices and conditions, and take seriously the matters of accident prevention, injury reduction and safety in the workplace.

#### 4. Guidelines

Pol. 709

Safety plans shall provide regulations and precautions for the safety of students in school, employees in performance of their duties, users of school vehicles, students in transit to and from school, injured students and employees, visitors to the schools, and any other areas necessary to maintain and operate the schools in a safe manner.

References:

School Code – 24 P.S. Sec. 510, 696, 1517, 1518

Home Rule Charter – 12-300

Department of Education Regulations – 22 PA Code Sec. 4.31

Department of Labor and Industry Regulations –

34 PA Code Sec. 129.401- 129.402 (Subchapter C. Individual Self-Insured

Employer's Accident and Illness Prevention Programs)

34 PA Code Sec. 129.1001- 129.1011 (Subchapter F. Workplace Safety Committees)

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

School Reform Commission Policy – 709, 805

## B. DESIGNATED AIPP COORDINATOR

It is paramount to ensure that safety and health information and programs are implemented and maintained at the administrative, departmental and facility levels.

The School District of Philadelphia's Safety Consultant will be the Primary Program Coordinator.

Name / Title	Location	Phone / Email
Riccardo Zucaro Director, Office of Risk Management	440 N. Broad St. Phila., PA 19130	215-440-5029 rzucaro@philasd.org
* Tanzil Cole Safety and Health Consultant	440 N. Broad St. Phila., PA 19130	215-400-6719 tcole@avigrp.com
Francine Locke, Director of Environmental Management & Services	440 N. Broad St. Phila., PA 19130	215-400-5213 flocke@philasd.org

A critical component in the implementation of these safety and health programs is to empower one employee within each department and facility by designating that person as the Accident and Illness Coordinator:

\* Safety Officer and primary Program Coordinator

## C. ASSIGNMENT OF RESPONSIBILITIES

This section identifies key safety personnel and responsibilities. Listed below are the specific responsibilities in which the Safety Officer and/or others assigned to safety and health duties are typically involved.

Name / Title	Responsibility	Department	Contact
Tanzil Cole Occupational Safety & Health Consultant	AIPP Coordinator	Office of Risk Management	215-400-6719 tcole@avigrp.com
Francine Locke Director of Environmental Management & Services	Environmental	Office of Environmental Management Services	215-400-5213 flocke@philasd.org
Brendan R. Lee Ex Director	School Safety	Office of School Safety	215-400-6012 brlee@philasd.org
Tricia L London Emergency Management Liaison	Emergency Management	Office of School Safety	215-400-5249 tllondon@philasd.org
Robert Hunter Facilities Maintenance Director	Facilities	Facilities Department	215-400-4310 rhunter@philasd.org
William Bankhead Fire Safety Specialist	Fire Safety	Office of School Safety	215-783-8486 wbankhead@philasd.org

### **Superintendent Responsibilities**

The Superintendent has the full authority and responsibility for maintaining safe and healthful working conditions within their jurisdiction. Although personal exposures to hazards vary widely by location and job assignment, it is expected that an unrelenting effort will be directed toward controlling injuries as well as damage to or loss of School District property.

Therefore, the Superintendent shall:

1. Hold each employee at the level of Director or higher with budgetary authority fully accountable for an explanation of the preventable injuries, or the damage to or loss of School District property incurred by his or her employees.
2. Provide the leadership and positive direction essential in maintaining firm loss, prevention policies as a prime consideration in all operations.
3. Call upon the District's Office of Risk Management or Environmental Management & Services Specialist for any assistance needed in promoting effective loss control.

### **Responsibilities of Employees at the level of Director or higher**

Each employee at the level of Director or higher with budgetary authority shall be fully responsible and accountable to the Superintendent for compliance with the provisions of the plan within their area of responsibility.

Employees at the level of Director or higher shall ensure that:

1. All personnel within his or her sphere of supervision are briefed and fully understand safe work procedures and existing policies.
2. All employees within his or her sphere of direct supervision are regularly and formally trained in recognizing the hazards presented by the employee's work activities and environment and the appropriate ways to address those job hazards
3. The necessary safety equipment and protective devices are available for each job task and that all employees are trained in the proper use of said equipment and devices.
4. Monthly safety meetings are conducted to review accidents and "near miss" incidents, analyze their causes, and to develop and implement a plan of action to correct those identified hazards.
5. Safety suggestions and written comments from employees are encouraged.
6. All accidents are thoroughly investigated, recorded and promptly reported.
7. Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
8. A Safety Officer is consulted when assistance is needed in implementing the safety program.
9. All injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing injury are investigated and required accident reports are submitted and acted upon.
10. Safety committees are used for continuity of the safety program.
11. Formal safety training is scheduled for employees, required on-the-job training is administered and job qualification requirements are in compliance when applicable.
12. Appropriate training manuals are developed, maintained, and safety/on- the-job-training records will be maintained.
13. Notify all employees that under state law, all employees are provided protection under the "Pennsylvania Whistleblower Law", which makes it unlawful for a public employer to discharge, threaten or otherwise discriminate against an employee because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

### **Supervisory Personnel Responsibilities**

Any employee responsible for the safe actions of other employees shall have full authority to enforce the provisions of this plan to avoid injury, damage to or loss of School District property.

Each supervisor shall:

1. Assume responsibility for safe and healthful working areas for his /her employees while they are under his/her jurisdiction.
2. Be accountable for preventable injuries, damage to or loss of School District property caused by his /her employees.
3. Ensure that all safety policies and regulations are implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts.
5. Be firm in enforcement of work policies and procedures by being impartial in directing those who fail to conform with said policies, and by being prompt in recognizing those who perform well.
6. Ensure that each employee is fully familiar with published work rules and is appropriately trained for his/her job assignment.
7. Ensure that periodic safety training classes are conducted for all employees within his/her supervision or control, as needed or appropriate.
8. Inspect all tools and equipment at frequent intervals and ensure that they are kept in a safe and serviceable condition.
9. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment or otherwise be involved in hazardous operations.
10. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injuries.
11. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.
12. Developed and employ safety checklists for hazardous operations.
13. Use the "buddy" system for tasks, which involve hazardous work.
14. Use proper signage in all areas or operations identified as dangerous together with the type of hazard involved.
15. Properly maintain all protective devices and safety equipment.
16. Ensure that all employees are physically qualified to perform their work along with the training of employees on the proper use of procedures and equipment.
17. Ensure that only qualified persons are permitted to enter hazardous work area or perform hazardous activities.
18. Notify all employees that under state law, all employees are provided protection under the "Pennsylvania Whistleblower Law", which makes it unlawful for a public employer to discharge, threaten or otherwise discriminate against an employee because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

### **Employee Responsibilities**

Employees are required to exercise due diligence in the course of their work to prevent injuries to themselves, coworkers, students, the public at large and damage to or loss of School District property.

Each employee shall:

1. Promptly report all unsafe conditions and acts to his / her supervisor.
2. Be individually responsible to keep himself / herself, coworkers, students, the public at large free from injury as well as keeping the property of the School District free from damage or destruction.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents or losses promptly to his /her supervisor, and follow the District's accident or loss reporting procedure.
6. Be certain that he /she understand instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Learn to handle tools and equipment properly.
9. Avoid engaging in any horseplay and avoid distracting others.
10. Review the safety educational material posted on bulletin boards, web sites or work areas.
11. Know where and how needed medical help may be obtained.
12. Not damage or destroy any warning or safety device or interfere in any way with another employee's use of them.

**Each employee working at hazardous jobs shall:**

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he / she shall stop and promptly get instructions from his/her supervisor before continuing work.
2. Operate only equipment that they have been trained for and authorized to operate by their supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required protective equipment when working in hazardous operation areas. Dress safely and sensibly.

**Safety Officer's Responsibilities:**

Like any other phase of education, safety activities must have leadership and guidance. One person must be responsible for the control and coordination of the safety program.

The Safety Officer's duties are to see that the following are accomplished:

1. Participates in the development, implementation and maintenance of a comprehensive district-wide workplace safety and loss prevention program.
2. Implement, develop and maintain District safety procedures and manuals as required to maintain a successful district-wide loss prevention program.
3. Coordinates workplace safety activities for schools, departments and other local units as well as on a district-wide basis.
4. Provides technical assistance and training to administrators and supervisors for use in education of District employees.
5. Facilitates consultative processes regarding occupational health and safety issues between labor and management, including workplace safety committees.

6. Incorporates occupational health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products, and substances used in the workplace.
7. Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the District.
8. Analyzes and interprets data, identify trends and recommend corrective actions for issues identified in action needed forms, first notice of injury reports, loss runs and other associated reports.
9. Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to the District's safety programs and governmental regulations.
10. Serves as liaison between the District and governmental, community, and private sector safety agencies.
11. Supervises assigned personnel.
12. Performs all other duties as assigned.
13. The School District's Risk Manager should act in a staff capacity to the Superintendent or her designee.  
Annual status reports shall be submitted to the Superintendent, and the School Reform Commission, at least two times per year.

## **D. PROGRAM GOALS AND OBJECTIVES**

The overall goal of the School District of Philadelphia's Workplace Safety and Health Accident and Illness Prevention Program (AIPP) is to reduce the exposure of our employees, students and visitors to recognized hazards with the ultimate goal being to strive for "Zero Injuries". Sub-Goals, objectives, action plans and assignment of responsibilities are a means of tracking and achieving this goal. The School District of Philadelphia will develop and review annual safety and health program goals as agreed upon by the Risk Manager in conjunction with the various Safety Committees.

The School District of Philadelphia's Workplace Safety and Health Objectives are established annually and will be designed to:

- Comply with PA Bureau of Workers' Compensation requirements
- Analyze and address existing risk sources
- Develop programs to address anticipated risk sources
- Improve the overall District and Departmental Safety and Health Programs
- Assist Departments, Regions, and Facilities having high incident rates

To have a successful Safety and Health Program, each Departments Safety Committee will develop Safety and Health Goals and Objectives. The Risk Management Department will track their performance in meeting their goals and objectives by using the attached chart that shall serve as a template. Each Department and or Facility is required to submit their Safety and Health Goals and Objectives to Risk Management annually. These goals can either be results oriented, activity oriented or a combination of both. The goals should be attainable, measurable and managed effectively. Goals need to be effectively

communicated to those who will have input into attaining them. Results also need to be shared with all appropriate parties so that any deficiencies can be identified and corrected.

In addition, the School District of Philadelphia's Risk Management Division will periodically evaluate each Region, Department and or Facilities' overall Safety Goals and Objectives.

### **Goal Communication and Evaluation**

Communication: Information and progress regarding the safety goals and objectives can be made available to all employees online at <http://www.phila.k12.pa.us/RiskManagement>. This communication is essential for increasing the visibility of the safety program, to garner the necessary support for the safety program, maximize department / facility resources to accomplish the goals and objectives, and ensure safety performance accountability at all levels.

Senior Management: Goals and objectives are communicated in writing to the Department / facility Head for approval and provided to other senior managers.

Managers/Supervisors: Following administrative approval, goals and objectives are communicated to managers/supervisor during management meetings and/or administrative memo or directive.

Employees: Employees are informed of safety goals and objectives via staff meetings, memos, newsletters, e-mails and/or training sessions.

Office of Administration: The department / facility's Safety Coordinator is responsible for providing goals, objectives information, and progress reports to the Office of Administration.

Evaluation: Performance indicators or measures are established to help determine if the desired results are being achieved. The status of department / facility goals and objectives is monitored quarterly, and changes are made where necessary and possible to improve performance. In the event that an established goal is reached before the defined target, a new goal is established. The achievement or effectiveness of the goals and objectives is evaluated annually. Each time the goals and objectives are monitored or evaluated, the status is reported in writing to senior management and the Safety Committee.

### **Recordkeeping**

All records pertaining to the safety program goals and objectives are maintained by the Safety Coordinator and will be kept at the facility and should be available for review. The following is a list of the records that are maintained in accordance with the safety goals and objectives policy.

- List of approved goals and objectives including dates of development and completion.

Objective	Action Items	Performance Indicator / Due Date	Status
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- Reports monitoring and evaluating the status and achievement of goals and objectives.
- Copies of memos or correspondence pertaining to the communication of the safety goals and objectives.
- Minutes of meetings that involved the communication of the goals and objectives.
- Names and titles of individuals involved in the development and implementation of the safety goals and objectives.
- Documentation of suggestions, concerns and/or disputes in relation to the goals and objectives.

*Sample 1 with EXAMPLES:*

Department / Facility Name

Goals and Objectives

For Fiscal Year \_\_\_\_\_

**Goal #1: To reduce injury/claims rate by \_\_\_%.**

<p><b>Perform loss and data analysis.</b></p>	<ul style="list-style-type: none"> <li>• <b>Review and analyze injury loss reports.</b></li> <li>• Review claim reports.</li> <li>• Review accident investigation reports.</li> <li>• Develop injury analysis report and communicate injury statistics.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify most frequent injury types.</b></li> <li>• <b>Identify most costly injuries.</b></li> <li>• Identify work locations with high injury rates.</li> <li>• Communicate information to management.</li> </ul>	
<p><b>Identify work procedure and training needs.</b></p>	<ul style="list-style-type: none"> <li>• Conduct hazard assessments and workplace inspections.</li> <li>• Evaluate safety policies and procedures.</li> <li>• <b>Review operations, job types, and work locations.</b></li> <li>• <b>Review operations, tasks, and equipment.</b></li> <li>• Review Training records.</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard assessments completed.</li> <li>• Self-assessment and report completed.</li> <li>• Work procedures identified.</li> <li>• Affected work locations and employees identified.</li> <li>• Training needs identified.</li> </ul>	
<p><b>Develop and implement necessary work procedures and training.</b></p>	<ul style="list-style-type: none"> <li>• Target most frequent and severe injury types.</li> <li>• Develop safety policies, procedures, and training.</li> <li>• Communicate information to managers and supervisors.</li> <li>• Provide train-the-trainer to identified staff.</li> <li>• Provide training to all employees.</li> <li>• Assess and provide necessary PPE, equipment, or safeguards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reduce back related injuries by 10%.</b></li> <li>• Reduce injury related costs.</li> <li>• Develop back safety program and training.</li> <li>• Training provided to identified or affected employees.</li> <li>• Corrective actions implemented.</li> </ul>	

Facility/ Department Name \_\_\_\_\_ Year \_\_\_\_\_

**Goals and Objectives**

The table below has been developed to help each Department or Facility track performance in meeting their annual goals and objectives. This document should be kept on file at your facility/ department and available for review by the Office of Risk Management.

<b>GOAL</b>	<b>OBJECTIVE / ACTION ITEM</b>	<b>RESPONSIBLE PERSON</b>	<b>STATUS</b>	<b>TARGET/ACTUAL COMPLETION DATES</b>


**E. HAZARD IDENTIFICATION AND EVALUATION**

Hazard identification methodology is a proactive means of reducing or preventing by utilizing procedures used for the identification of unsafe conditions that could lead to employee injuries or illnesses and/or property damage and the implementation of control recommendations for occupational safety and health hazards.

**Policy:**

Facility inspections and job task assessments are considered to be an integral part of our safety management program. This will be a continuing safety activity to help maintain acceptable standards of control over ever changing physical conditions. The primary method in identifying workplace hazards is to perform walk-thru surveys to detect and eliminate potential safety and health hazards. The preferred tool used during a walk-thru survey is an inspection checklist, which assists the Supervisors/Building Engineer in

conducting thorough safety and health inspections of their areas of responsibility and work activities [See the safety inspection checklist on the Risk Management intranet site].

## **Inspections**

Inspections should focus on the following categories:

- General conditions – Housekeeping, lighting, walking and working surfaces, proper safety and health related postings or labeling being in place.
- Specific hazards – Tools and equipment, supplies, chemicals, and machinery.
- Fire safety– Fire drills, fire exits, portable fire extinguishers written policies and procedures.
- Work practices – Improper or unnecessary manual lifting, inefficient work layout and procedures, storage of heavy materials in overhead areas, improper use of equipment, and employee lack of awareness of safe work practices
- Frequency- Walk-thru visual inspections should be completed periodically. All occupied department / facility work locations formally inspected at least annually. And at least semi-annually for areas identified with higher risk or more significant hazards.
  - Frequency may increase dependent upon the severity of the potential hazards and the likelihood for employee contact with those potential hazards.

Once the safety and health inspection checklists are completed, one copy is provided to the supervisor(s) at the area of the inspection, a second copy is maintained by the Building Engineer. Inspection checklists should be kept for a period of at least (3) three years.

Following an inspection, notes should be reviewed against reference sources to determine if any hazards exist. Any research on control recommendations should include consultation with the SDP's Office of Risk Management Safety Consultant and based on the site conditions, operational needs, nature of the hazard and other factors, control recommendations should be formulated.

Reports including recommendations should present options and methods for controlling hazards and mitigating dangerous conditions. Supervisors responsible for the operations surveyed will be responsible for responding to the recommendations in the reports.

### **Actions Required:**

1. Establish specific dates for inspections to be conducted.
2. Determine who will complete the facility inspection(s) (i.e., Building Engineer, Supervisor, Safety Committee Chair). Inspectors should have the following qualifications:
  - Knowledge of the facilities accident experience
  - Familiarity with accident potentials and related safety standards
  - Authority to make suggestions for corrective action(s)
  - Diplomacy in handling personnel and situations

- Knowledge of facility operations.
- 3. Review all pertinent previous inspections for outstanding items to determine where failures in hazard control may exist.
- 4. Consider all changes in the working environment to include new facilities, processes, materials and equipment.
- 5. Whenever possible, speak to the employees in the area to gain their input.
- 6. Correct anything under your control immediately or take temporary precautions when correction is delayed.
- 7. Promptly report conditions beyond your authority and suggest solutions.
- 8. Maintain the completed facility inspection report in file for at least three (3) years
- 9. Ensure that the hazards found are reported and assigned for correction within a reasonable timetable.
- 10. If procedures are not in place to address the identified hazards or deficiencies, the Office of Risk Management Safety Consultant should be contacted to obtain them and assist with the appropriate training to provide to employees exposed to the hazard.
- 11. Copies of management and employee training records are maintained by the department or facility Supervisor.

**Documentation Required:**

- A. Copies of internal inspection report(s)
- B. Copies of external inspection report(s)
- C. Correspondence related to hazard correction

A Safety Inspection Checklist is used by and assists the Supervisor/Building Engineer in conducting thorough safety inspections of their areas of responsibility. Appropriate methods to conduct safety inspections are used for the various types of department / facility work environments and operations. For example, an Office Safety Inspection Checklist is used for office only areas or locations. A place for comments to explain or detail identified hazards, deficient items, or recommendations is included on all inspection checklists or forms. The Supervisor/Building Engineer ensures suitable checklists or forms are utilized for the appropriate work areas.

**Hazards Identified by Supervisors and Employees**

Supervisors must be aware of the safety and health conditions within their respective work areas and have the responsibility to assist in the identification and reporting of potential hazards.

Employees are responsible to identify and report hazards in their work area through the Health and Safety Suggestion program, Program Element J, or by reporting the hazard directly to the Manager or Supervisor, the Safety Coordinator, or a member of the Safety Committee.

**F. INDUSTRIAL/OCCUPATIONAL HYGIENE SERVEYS**

Industrial hygiene is both a science and an art that is devoted to the anticipation, recognition, evaluation, and control of environmental factors arising in or from the workplace that have the potential to cause sickness, impaired health and well being, or significant discomfort among workers. Industrial hygiene includes the development of corrective measures in order to control health hazards by either reducing or eliminating the exposure.

The Director of the Office of Environmental Management Services shall evaluate all work being performed by The School District of Philadelphia's employees and determine the proper corrective measures and controls needed. This may include the need for engineering controls, personal protective equipment, and/or personal air monitoring.

In situations where unexpected hazards arise, the Office of Environmental Management Services or designee may be contacted to assess the situation and determine the necessary response. This may include the provision of support to ensure that employees are properly trained to recognize potential exposures, so the employees can properly protect themselves. In those instances where a consultant would be required, Environmental Services may contract for industrial hygiene services with an industrial hygienists or consultants.

All industrial hygiene assessments, evaluations, and surveys should be documented providing information about the potential or existing hazard, findings, results, and recommendations. The information should be used to: control or prevent identified exposures; implement improvements and corrections in job duties, process, operations, services, and facilities; communicate hazards and solutions to department administration, supervisors, and employees; and promote safer workplaces and public facilities and services. Industrial hygiene reports should be kept on file for the duration of those work operations, plus ten (10) years. **(See the attached industrial hygiene investigation/evaluation report).**

The School District of Philadelphia employees shall be instructed to immediately leave a work environment that is a danger to their health and safety. They shall contact the Office of Environmental Management Services and wait for further instructions.

## PROCEDURES

The following industrial hygiene procedure recognizes conditions or situations requiring industrial hygiene services that may be provided by an internal source and those that may require assistance from a contractor. It is the responsibility of Office of Environmental Management Services or designee to determine when industrial hygiene services are required when responding to industrial hygiene concerns or complaints. The Industrial Hygiene Evaluation Report and Industrial Hygiene Evaluation Report Guideline are utilized to assist in making this determination. When industrial hygiene issues occur (indoor air quality concerns, excessive noise levels, visible mold, etc.) the following procedure applies:

1. The Safety Consultant, designee, and/or members of the Safety Committee shall evaluate the industrial hygiene related issue as soon as possible.
  - a. For potentially serious situations, immediate administrative actions are taken to protect employees when there is a clear and present danger, up to and including the evacuation of the affected area or the entire building/facility. Any decision to close the facility is made by the Department or facility head in consultation with the OEMS, in accordance with Partial and Full Day Closings of School buildings.
  - b. Information is gathered, evaluated, and documented by completing the *Industrial Hygiene Evaluation Report*. Note: To assist in obtaining the appropriate information and completing the report, use the *Industrial Hygiene Evaluation Report Guideline*.
  - c. The designee, members of the Safety Committee, and/or others involved in the review of industrial hygiene issues or reports are not to divulge confidential employee medical information regardless of the method of correction identified below.
2. Issues that are easily identifiable and/or correctable by building supervisors, maintenance staff, or housekeeping staff without the assistance of a sub-contracted safety consultant are corrected rapidly. Examples of such correctable actions are inadequate housekeeping procedures, HVAC repairs/ maintenance, noise abatement, etc. All corrective actions are documented and maintained on file.
3. Issues that are not readily identified may require the assistance of industrial hygienist. When assistance is needed, provide a detailed description of the concerns and source (if known) of the issue. If a determination cannot be made whether an industrial hygienist is needed, contact a consultant or the Environmental Management Office to review the *Industrial Hygiene Evaluation Report* for recommendations on how to proceed.
  - b. All documentation related to evaluations, reports, sampling results, and corrective actions are maintained for a minimum of three years. In some cases, documentation directly related to employee medical and exposure records is maintained for the duration of employment plus 30 years.
4. Supervisors, Safety Committee etc., and affected employees are notified of the findings, recommendations, and corrective actions of industrial hygiene related issues and services. Awareness, recognition, or other training is provided to employees (maintenance staff, custodial crews, affected employees, etc.) as needed to address any work environment and industrial hygiene related issues.

**Refer to the Office of Environmental Services on the School District of Philadelphia Website for more information.**

## **G. OCCUPATIONAL HEALTH SERVICES**

Industrial health services address the physical, mental and social well being of employees in relation to the job and working environment. These services are provided both before and after an accident or illness has occurred. The results of these services are intended to produce recommendations for the identification, control, or elimination of workplace health hazards.

Industrial health related services are generally administered by more than one individual or program area of the district. For purposes of compliance, the Office of Human Resources is provided with or has access to the necessary information and records to ensure the adequacy of the Industrial Health Services Program.

### **Procedure**

Methods of Recognition: The following methods are utilized to aid in determining the need for and types of department / facility provided industrial health related services.

- Hazard identification and workplace inspections.
- Industrial Hygiene Surveys.
- Independent Program Assessments.
- Safety Committee Recommendations.
- Employee Suggestion Program.
- State and Federal Regulations.

Methods of Program Communication: The following methods are used to periodically communicate the types and content of industrial health services or programs made available to employees.

- Dissemination of policy to all new employees during orientation.
- Annual memo and/or periodic department / facility-wide emails.
- Periodic newsletters or intranet postings.
- Available brochures or health related information.
- Annual and periodic training programs or workshops.
- Safety and Health Fair Notifications.
- Safety Committee Minutes.

Methods of Evaluation: The Industrial Health Services Program is reviewed annually by the Office of Risk Management and or the Office of Environmental Management Services [Or applicable Offices] to determine effectiveness. All additions or modifications to the program or services offered are discussed with senior management and/or the union(s)

before they are enacted. The following methods are used to assist in the determination of appropriateness and effectiveness of the available industrial health related services.

- Loss and Trend Analysis.
- Independent Program Assessments.
- Program participation/attendance.
- Employee surveys.
- Employee suggestions.
- Comparison to State and Federal Regulations.

Recordkeeping:

Records pertaining to services provided under this policy are maintained by Employee Health Services. The records that are maintained include the following:

- Training and attendance records.
- Medical surveillance records.
- Copies of communications including memos, emails, and newsletters.
- Copies of release and/or declination forms.
- Inspections and/or assessment reports used to evaluate the program and program needs.
- List of recommendations offered by employees regarding the program.

Industrial Health Service Programs
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The following list of services and programs are provided or made available to employees.

Medical Surveillance Programs: A medical surveillance program evaluates and monitors the health of employees required to work in areas that may result in hazardous exposures. Examples include: hazardous atmospheres requiring the use of respirators, high noise levels requiring hearing protection, the maintenance or removal of asbestos/lead containing materials, or an occupational exposure to blood or other body fluids. Medical Surveillance programs include, but are not limited to, the following:

- Respirator Fit Testing
- Medical Questionnaires
- Pulmonary Function Tests
- Baseline and Annual Audiometric Testing
- Blood Testing
- Tuberculosis Testing

Preventative Services: Preventative services are offered in response to an identified need or benefit and can be occupational specific within a department / facility. The preventative services address the physical, emotional, and mental well-being of department / facility employees. The majority of the services listed are voluntary, but can be made mandatory if management deems them essential for duty.

- Hepatitis B Vaccinations
- Flu Vaccinations
- First Aid/CPR/AED Services
- Industrial Hygiene Investigations and Monitoring
- Ergonomic Evaluations
- Substance Abuse Awareness and Prevention Training
- State Employee Assistance Program
- Back Injury Prevention Program
- Workplace Violence Training
- Smoking Cessation Classes
- Health Screenings
- Health and Wellness Fairs and Workshops

Medical Management Services: The medical management services are designed to inform department / facility employees of services available to treat conditions in relation to their physical, emotional and mental health.

Post Accident and Illness Services: A work-related injury can cause concern for injured employees, their families, and other employees. The SDP's workers' compensation administrator has expert medical providers on contract to assist employees with the diagnosis, treatment, and rehabilitation of their workplace injuries or illnesses.

Panels of Physicians are posted in each work location for employees to choose a provider for the treatment of workplace injuries or illnesses. In addition to medical treatment, the prompt and efficient payment of claims and medical bills associated with the injury is also the responsibility of the administrator.

Modified Work Duty Program: This program is designed to provide modified and meaningful work to injured employees. The purpose is to return injured employees to work as quickly as possible until they are released to return to their job or occupation without limitations.

Occupational Health
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Initial medical evaluations prior to the start of new job assignments/positions are necessary to prevent the likelihood of injuries or illnesses from the specified job duties.

Some workers exposed to hazardous materials and conditions are also provided with medical surveillance and exams to mitigate work-related injuries or illnesses. Ongoing wellness programs also educate and encourage employees to become a healthier workforce.

This element of the SDP Safety and Health Accident and Illness Prevention Program (AIPP) is devoted to those services, which address the physical, mental and social well-being of employees in relation to their job and working environment.

### **Worker Compensation and Injured-on-Duty workers**

- Workers reporting for treatment at the District's compensation clinics with work-related health and safety concerns are also free to report any workplace safety concerns to the physician or health professional that they see there.
- These professionals are to pass the concerns on to the supervisor of their facility. The facility's supervisor must then report these issues to the Office of Risk Management's Third Party Administrator (TPA) for workers' compensation.
- Employees at the TPA must then report these concerns to the Office of Risk Management and the Safety and Loss Prevention Unit.

### **Employee Assistance Programs**

- SDP employees have available to them Employee Assistance Programs. These programs provide many employees with counseling information and referrals for concerns that they may have related to their physical, mental, emotional, and social well-being.

### **Record Keeping**

- Information on employees' injuries and illnesses will be kept by the District's TPA. Medical Surveillance records of employees for workplace exposures must be kept for the duration of employment, plus 30 years.

## **H. A&IP PROGRAM TRAINING**

### **POLICY:**

The School District of Philadelphia will see that general health and safety orientation is conducted within two weeks of their appointment date. The following are required to receive this training:

- New employees.
- Those changing jobs or responsibilities, shall receive a job specific safety orientation before beginning their newly assigned duties.
- Temporary employees (If employment will last beyond 2 weeks)

Supervisors will ensure new employees are educated on worksite or hazard specific safety procedures. All employees will receive periodic training to enhance their knowledge, skills, attitudes and motivations concerning safety and health procedures relating to operations, processes, and specific work environments.

**SUBJECTS:**

The following general subjects and job-specific subjects are part of each employee's training as deemed appropriate by the Office of Risk Management, the Office of Environmental Management Services, Office of Safety and Climate and the Facilities Department.

*General Subjects:*

1. Safety Policy Statement;
2. Designated Accident and Illness Prevention Program Coordinator;
3. Accident and Illness Prevention Orientation and Training;
4. Safety Rules and Enforcement;
5. Employee involvement (Committees and Suggestion Program);
6. Accident/ Incident Reporting;
7. Availability of Medical Treatment
8. Substance Abuse Policy
9. Emergency Management Procedures
10. Hazards prevalent for the work being performed (fall protection, asbestos, lockout/tag out, ladder usage, scaffold safety, etc.)

Specific safety training provided to employees due to their responsibilities or the hazards associated with the nature of the work / worksites includes but are not limited to the following job-specific subjects:

- Bloodborne Pathogens
- Hazardous Materials
- Personal Protective Equipment
- Confined Space
- Lockout / Tagout
- Motor Vehicle Safety
- Electrical Safety
- Construction Safety
- Material Handling
- Machine Guarding
- Hand and Power Tool Safety
- Ladder Safety
- All other applicable safe work practices

**TRAINING:**

Annual refresher training will be conducted. Employees with higher risk job hazards will receive training on personal protective equipment, right to know policy, confined space entry, blood borne pathogens, and electrical safety training more frequent if necessary.

All general training records, including a copy of the training presentation, handouts, rosters, sign-in sheets, etc. are to be kept on file. The instructor/trainer will fill out training records to document what training was provided, who attended, who presented the training, and on what date the training was provided.

\*New Employee Safety Orientation Training will be kept in each employee’s personnel record

Training	Job Classification	Date	Mandatory (Y/N)

The SDP Office of Risk Management or designee will review training records and evaluate the effectiveness of training annually. The Office of Risk Management or designee will periodically evaluate the overall SDP’s Safety and Health Programs and related training.

**I. EMERGENCY ACTION PLANS**

All School District Staff shall refer to the **Office of School Safety, Readiness and Emergency Management School Safety Plan**. The SDP Safety Plan provides procedures to be utilized for emergency management including evacuation, school lock-down, and steps to be taken during severe weather or natural disaster. The procedures have been developed to provide a systematic and orderly coordination of resources.

It is critical that each department with staff in district buildings have their own plans in place ahead of time, to minimize confusion and panic during an emergency. All Principals or Facility Administrators are required to review the action plan with all staff.

To report an emergency of any kind, call the Incident Control Desk at 215-400-6100.

**J. SUGGESTIONS AND COMMUNICATION PROGRAMS**

Employee input and suggestions are a vital part of our efforts to prevent injuries and illnesses. The Safety and Health Suggestion Program will respond to suggestions as quickly, thoroughly, and fairly as possible, however, if a safety concern of an urgent or critical nature please verbally notify your supervisor immediately or utilize the Emergency Phone Numbers.

All School District personnel shall refer to the **Facilities and Operations** section of the SDP website for policies and procedures of the Safety and Health Suggestion Program.

An employee suggestion form can be found in the forms section of this manual. Employees should complete (anonymously if preferred) and return to their supervisors.

The Health and Safety Action Needed Form is also made available to all employees so that unsafe conditions may be reported promptly to the **Office of Risk Management, Office of Environmental Services, or Facilities Department.**

## **K. EMPLOYEE INVOLVEMENT METHODS**

The School District of Philadelphia encourages all employees to take an active role in helping prevent potential incidents and injuries from occurring. All employees are asked to take the proper safety precautions and practice the safety awareness method in this manual. In addition, identifying an SDP has safety committee on several levels, which is a key element to achieving continuous improvement in a safety process through employee involvement.

**All SDP staff should refer to the Office of School Safety, Readiness and Emergency Management School Safety Plan for Safety Team information.**

The Safety Committee, at a minimum, should:

1. Be composed of an equal number of management and labor representatives unless each side agrees differently.
2. All committee decisions should be made by majority vote.
3. The Joint Committee should meet at least once every six months. The Sub Committees should meet a minimum of once per month.
4. A written agenda should be prepared for each committee meeting.
5. Minutes should be taken, posted and maintained for each committee meeting.
6. Promote accident and illness prevention activities.
7. Monitor compliance activities.
8. Review all lost time accidents for causes and remedial steps.
9. Recognize outstanding accident and illness performances.
10. Conduct periodic self-audits to determine committee effectiveness.

### **Training:**

Initial Training (Hazard Identification, Incident Investigation, Committee Operations)

Facilitator Training

Refresher Training

## L. GENERAL SAFETY/ HEALTH RULES

The safety and health rules are not designed to address every aspect of our many tasks and services but rather to provide each employee with general guidance in performing tasks safely. Each SDP employee should become familiar with and follow general district safety rules listed below to minimize the likelihood of incidents or injuries from occurring. Failure to adhere to these rules may result in disciplinary action.

1. Report all incidents (including near misses) and accidents, whether an injury occurred or not, to your supervisor as soon as possible.
2. Horseplay and practical jokes that may cause harm or injury while on SDP-owned or leased property or while performing official duties are not permitted.
3. Fighting and physical force should never occur while on SDP-owned or leased property or while performing official duties.
4. Displaying or using any weapon (or any instrument used as a weapon) or firearm while on SDP-owned or leased property or while performing official duties, is not permitted.
5. Use, possession, engaging in the manufacture, distribution, dispensing, possession or being under the influence of alcoholic beverages or non-prescribed controlled substances while on SDP-owned or leased property or while performing official duties is not permitted.
6. Be familiar with the established emergency action plan procedures for evacuation, shelter in place, fires, bomb threats etc.
7. Keep all exits free and clear of storage or debris.
8. Know the location of the any emergency safety equipment.
9. Keep your work area clean and free from slip, trip and all other safety and health hazards.

### **Slips**

- Wear fully enclosed shoes with non-slip soles.
- Clean up spills immediately or notify the custodian or building engineer.
- Post caution signs (i.e. "Wet Floor").
- Maintain housekeeping in stairwells. Even a piece of paper or a paper clip can create a slipping hazard.

### **Trips**

- Keep all walkways and pathways clear of boxes, materials and clutter.
- Never carry anything that will obscure your view while walking.
- Move electrical cords out of walkways or tape them down.
- Report loose carpeting or floor tiles to building engineer immediately.

### **Falls**

- Always use a stepladder or stool for reaching overhead items.

- Never stand on tables and chairs.
  - Always use handrails while walking up and down the stairs.
  - Do not climb ladders with tools in your hands, have someone hand them to you.
  - Working at elevations greater than 6 feet that are not passively protected REQUIRE SPECIAL EQUIPMENT AND TRAINING.
10. Keep sidewalks, steps and paths clear during inclement weather. In addition, use salt, sand or kitty litter to provide traction on surfaces that could freeze.
  11. Know and use proper Lifting Techniques and request assistance when lifting heavy or awkward loads to minimize back injuries
  12. Only use ladders in good condition with a minimum 1A weight rating.
  13. Do not use damaged or defective equipment. Immediately tag for repairs.
  14. Use the appropriate tools for the task being performed.
  15. Report electrical hazards, such as loose wires, sparks, excessive heat, smoking equipment, immediately. Do not tamper with electrical equipment. Do not overload electrical outlets.
  16. Make sure equipment is shut down and the power source is isolated prior to performing maintenance, regardless of how minor.
  17. Observe good housekeeping practices in the office.
  18. Employees are required to wear appropriate safe work shoes, according to their department guidelines. **OPEN TOE SHOES ARE NOT PERMITTED!**
  19. Supervisors will provide personal protective equipment when appropriate to prevent employee injury. This equipment includes but is not limited to:
    - Eye and face protection,
    - Head protection,
    - Hand protection,
    - Protective clothing,
    - Respiratory protection,
    - Hearing protection,
    - Personal fall protection and
    - Signs and barriers.
  20. Supervisors should notify the Office of Risk Management or the Office of Environmental Services for assistance in evaluating potential risk or hazards in areas of concern.
  21. Employees will observe all “No Smoking” signs and the facility no smoking rules.
  22. Only eat and drink in designated areas to prevent contamination.

23. All chemicals need to be in a container properly labeled with its contents.
24. All chemicals being used in the facility, regardless of hazard potential, shall have a data sheet available in the Material Safety Data Sheet (MSDS) book readily available to employees.
25. Employees shall assume all bodily fluids are infected and shall treat it as such whenever risks of contact is present by using the proper personal protective equipment.
26. Employees must promptly report unsafe conditions, defective equipment or any other situation they judge to be unsafe to their supervisor.

Supervisors are asked to review the rules provided here with their employees and enforce the SDP's general safety rules and develop any additional safety rules or procedures specific to their operations or work environments. Supervisors are also asked to remind employees that failure to adhere to safety rules or procedures may result in disciplinary action. Safety rule violations or failure to follow established safety procedures can result in disciplinary action up to and including dismissal based on the seriousness and/or willfulness of the violation.



## **M. ACCIDENT/ INCIDENT REPORTING INVESTIGATIONS AND RECORDKEEPING**

Every staff member is to report any work-related injury or illness to his/her supervisor immediately in accordance with SDP Policy 111.115. A work-related injury or illness is any injury or illness arising out of and during the course of employment which affect the health, safety and welfare of the School District employees

Immediately notify your Climate and Safety officer on any claim that appears to need emergency care. (e.g., problems breathing, chest pains, severe headaches, disoriented affect, severe bleeding, poisoning, sexual assault).

**The School District Serious Incident Desk 215-400-6100.** (They will give you an incident report number.) and complete Form EH-31.

If an employee is injured on the job, staff must follow the Workers ' Compensation Procedures for reporting, must sign the Workers' Compensation Employee Notification "Employee Notification" form, also called the Rights and Obligations form, and provided a copy of the form to the injured employee.

File the claim with PMA by going online [www.PMAMC.com](http://www.PMAMC.com) or call 1-888-476-2669

**USER NAME: 7650013    PASSWORD: newclaim**

All accidents, including near misses, will be investigated by the facility Safety Committee. By utilizing the information obtained from careful analysis of the accident investigation and completion of the EH- 31 form the fundamental cause(s) and corrective action(s) will be determined in order to prevent a reoccurrence.

Maintain documents and reports from incidents and injuries in the main office of the facility for a minimum of 5 years

## **N. AVAILABILITY OF IMMEDIATE MEDICAL CARE**

The Philadelphia School District employees are afforded prompt first aid treatment of injuries or illnesses, no matter how minor, are to be evaluated and treated where appropriate either by providing employees trained in first aid and CPR at the worksite or by designated medical service providers at industrial health clinics that have been assessed and reviewed by the District. The basic purpose of this procedure is to assure that adequate first aid is available in the critical minutes between the occurrence of an injury or illness and the availability emergency treatment for the employee.

To ensure a quick response for medical emergencies, the employees listed in the attachment have volunteered as First Responders. First Responders receive training in First Aid and/or CPR by an approved organization (American Red Cross, American Heart Association). Refresher training is provided by the SDP consistent with the requirements

of the certification. First Responders are also required to have annual training regarding blood borne pathogens and universal precautions.

Employees are to take the following steps in the event of a medical emergency:

- Immediately contact outside emergency assistance (i.e. 911)
- Obtain enough information to provide critical details.
- Contact a First Responder.
- Send someone to contact help if unable to leave the injured person.
- Act as directed by the First Responder or emergency service personnel.

If an employee has sustained non-life threatening or non-emergency injuries, employees may be sent to one of the designated doctors on the Physicians Panel List. The Supervisor or other designated employees should ensure that the employee is transported and accompanied, if appropriate, to the medical facility. If injuries are life threatening, 911 should be called immediately and notify the employee's emergency contact person.

### **First Aid**

SDP Employees should be aware of the locations of the First Aid Kits which are shown on the building diagram. The First Aid Kit will be checked and replenished as necessary by the building engineer. The Principal, Building Engineer or School Nurse ensures that the First Aid kits are maintained and have the correct type and quantity of supplies for the number of employees on site and for the type of work being performed.

### **Accident / Incident Investigation**

All work-related injuries and illnesses are reported and investigated in accordance with the workers' compensation and accident investigation procedures. Depending on the nature of the injury or illness, the Supervisor or designee is responsible to investigate all work-related accidents as soon as possible and at least within 48 hours. The Supervisor or designee completes the Accident Investigation Report and Witness Statement Form as appropriate.

The Supervisor or designee reviews the following on an annual basis to determine the adequacy and effectiveness of the program:

- That work location procedures are developed and are adequate.
- That training certifications and contact information are current.
- That employee training / notifications have been provided.
- That appropriate PPE / emergency equipment have been provided and maintained.

## **O. PROGRAM EVALUATION AND EFFECTIVENESS METHODS**

The Office of Risk Management will periodically conduct departmental and facility audits to assess the overall site conditions and individual Safety and Health Programs. The ORM's goal is to conduct an audit at least once every three to five years. Regions/Departments with large numbers of employees, high-risk exposures, or high injury incidence and/or severity rates may be audited more frequently.

The Office of Risk Management shall complete a safety and health report and an injury and illness trends analysis. These reports will be [distributed or available] to The Superintendent, School Reform Commission, Safety committees along with Principals and Administrators with budgetary authority. These reports are used to evaluate the overall effectiveness of the District's safety and health program. Departments should use these reports as a tool to help review and update their safety programs. The safety and health report may include the following department specific information:

- Number of injury reports, including lost time, medical treatment and report only.
- Total incurred costs for each injury that occurred in the prior year to the present.
- Incidents trends per location /region/department.
- Body part, cause of injury and type of injury.
- Number of lost and restricted workdays.
- A description of each accident.
- Injury trends and recommendations for future injury prevention.

Other methods that may be used to measure the effectiveness of our safety and health program include:

- Contracted Safety Consultation Services
- Employee Safety Suggestions
- Safety Committee Review of Safety Policies and Procedures

All Accident and Illness procedures and programs will be reviewed and updated no more than every 2 years with current information.

## **P. PROGRAM ELEMENTS (SPECIFIC PROCEEDRES)**

Each (Department/ Facility) is required to include specific procedures relating to any potential workplace environment hazard into this section

Any procedures that are pre-existing shall be reviewed and updated by the (Department/ Facility) administrator with the assistance of the SDP AIPP Coordinator and reviewed periodically for compliance.

The specific work environment procedures (P-Elements) listed below are required by the Pennsylvania Bureau of Workers' Compensation when certain hazards may be present in

employers' workplaces. As a result, departments will follow the specific work environment procedures when applicable:

1. Control of Hazardous Energy Lockout/Tag-Out
2. Electrical and Machinery Safeguarding
3. Ergonomics
4. Fire Prevention and Protection
5. Hazard Communication and Right to Know
6. Ladder Safety
7. Personal Protective Equipment
8. Substance Abuse Awareness and Prevention
9. Workplace Violence

Additional P-Elements, as included will address a variety of specific work environment procedures. If the [Department/ Facility] observes any new exposures and/or processes that would warrant the use of these additional specific work environment procedures then additional P-Elements will need to be developed and included in this manual.

The following topics are examples of procedures that may pertain to specific work tasks and should be included:

1. Hearing Conservation
2. Vision Conservation
3. Confined Space
4. Bloodborne Pathogens
5. Slip, Trips, and Falls
6. Respiratory Protection
7. Workplace Violence / De-escalation
8. Heat/ Cold Stress Prevention
9. Fall Prevention and Protection

# **FORMS**



### NEW EMPLOYEE SAFETY ORIENTATION SAFETY FORM

<b>Name of Employee (Please Print):</b>	<b>Employee ID#</b>
<b>Job Title:</b>	<b>Date:</b>
<b>Name of Department:</b>	<b>Person Conducting the Orientation:</b>
The following topics are to be reviewed with all employees during their initial site orientation.	
<b>Topics</b>	
<ol style="list-style-type: none"><li>1. Safety Policy Statement;</li><li>2. Designated Accident and Illness Prevention Program Coordinator;</li><li>3. Industrial Health Services;</li><li>4. Accident and Illness Prevention Orientation and Training;</li><li>5. Emergency Action Plan;</li><li>6. Employee Suggestion Program;</li><li>7. Safety Rules;</li><li>8. Accident Reporting,</li><li>9. First Aid/ Substance Abuse</li><li>10. Other _____ (i.e. Hazards prevalent for the work being performed (fall protection, trenching, ladder usage, scaffold safety, etc.).</li></ol>	
<b>Comments:</b>	

By signing this site orientation form, I hereby acknowledge that the basic safety controls outlined above have been reviewed with me and that I agree to obey by the contents of the District Safety Requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Note: Any employee questions regarding the Safety Requirements should be directed to the Office of Risk Management*



## SAFETY & HEALTH SUGGESTION FORM

To help the department / facility achieve a healthier and safer work environment, use this form to submit suggestions for improving the health and safety of your work environment. The form can be used to report unsafe acts or conditions and to suggest ideas for performing tasks safer. By including your name, staff can seek clarifying information about your suggestion, and you will receive a response to your suggestion.

Explanation of suggestion

What benefit will be received if the suggestion is implemented?

Is there a cost associated with the suggestion?

Yes       No       Unsure      Estimated Cost \$

In your opinion, is there an immediate health or safety concern if the idea is not implemented? Please explain.

Yes       No       Unsure

YOUR NAME (optional)

Date

Work Phone Number or  
E-Mail



### School District of Philadelphia

## HEALTH AND SAFETY ACTION NEEDED REPORT

Originator is to complete sections 1-5 and then forward this form to Tanzil Cole (tcole@avigrp.com) the Office of Risk Management at 440 N Broad St. Philadelphia, PA 19130, 3<sup>Rd</sup> Floor: Suite D or to the Office of Environmental Management Services at 440 N Broad St. Philadelphia, PA 19130 3<sup>rd</sup> Floor Suite C. Use additional sheets if necessary and include any additional information that might help define the hazard or solution.

<b>1- SUBMITTED BY:</b>	<b>PHONE NUMBER:</b>	<b>DATE:</b>
_____	_____	_____
<b>LOCATION</b> _____	<b>DEPARTMENT:</b> _____	
<b>2- DESCRIPTION OF HAZARD</b>		
<b>3-EFFECTS OF HAZARDS</b>		
<b>4-CAUSES OF HAZARD</b>		
<b>5-SUGGESTED CORRECTIVE ACTION</b>		

### *INVESTIGATION STAGE*

<b>ASSIGNED TO:</b>	<b>DUE DATE:</b>	<b>REASSIGNED TO:</b>	<b>DUE DATE:</b>
<b>RECOMMENDATION:</b>			

### *CORRECTIVE ACTION AND RECOMMENDATION STAGE*

CORRECTIVE ACTIONS NECESSARY:	ASSIGNED TO:	DUE DATE:	STATUS:





**WORKERS' COMPENSATION**  
**EMPLOYEE NOTIFICATION**

Workers' Compensation is designed to provide wage loss benefits and reimbursement for reasonable medical care for one who is injured on the job. Your employer shall provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies, as and when needed.

Your employer, in compliance with the Workers' Compensation Act, has posted a list of at least six (6) medical providers from which you are to select. You are to obtain treatment from one of the providers of your choice for ninety (90) days from the date of your first visit.

If you are faced with an immediate medical emergency, you may secure assistance from the closest hospital, physician or other health care provider of your choice. If follow up treatment is needed, you must then seek treatment from a physician or other health care provider listed on your employer's physician panel list for the first ninety (90) days from the date of your first treatment.

If during the initial 90-day period you wish to change medical providers, you must once again re-visit your employer's panel and select a new physician. If you do not seek treatment from a provider on the panel list for the initial 90 days following your first visit, your employer will not have to pay for the services rendered.

If one of the listed providers recommends invasive surgery, you are entitled to a second opinion from a physician of your choice. Should your physician's opinion differ, and you choose that opinion, the panel physician will abide by same for 90 days.

After the initial 90-day period, if additional or continued treatment is needed, you may now choose to go to another physician or health care provider of your choice. Should you decide to change providers, you must notify your employer within five (5) days of your first visit with your new provider. Failure to notify your employer will relieve your employer of the responsibility for the payment of the services rendered if such services are determined to have been unreasonable or unnecessary.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

I hereby acknowledge that I have been informed of and understand my rights and duties under the Workers' Compensation Act.

**Employee signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**WORKER'S COMPENSATION**  
**EMPLOYEE NOTIFICATION**

**Workers' Compensation Information**

(1) The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

(2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

(3) You should report immediately any injury or work-related illness to your employer.

(4) Your benefits could be delayed or denied if you do not notify your employer immediately.

(5) If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

(6) The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); [www.state.pa.us](http://www.state.pa.us), PA Keyword: workers comp.