



**2021/2022
EMPLOYEE SAFETY PLAN**

BIRDVILLE INDEPENDENT SCHOOL DISTRICT

EMPLOYEE SAFETY PLAN

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INTRODUCTION

This plan contains the district-adopted elements to successfully implement the BIRDVILLE Independent School District's Loss Control Program.

Every level of management and all employees have specific responsibilities in the program, although the key to its success will be how effectively each campus leader/ supervisor administers the program.

The need for this program and its importance are threefold: the financial impact on the District resources (actual and hidden costs), the impact to the health and safety of district employees and their families, and the impact to the primary goal of BISD, providing a high quality education to the students of our district.

The procedures outlined in this manual have been developed to assist district and campus leadership in achieving a reduction of accidents within each campus/facility/department and to help us promote and strengthen the safety culture within all district organizations, for ALL employees – this Plan has stated goals.

The district is responsible for providing a safe working environment and for instructing all employees in the safety expectations and process adopted by the district. The district is also responsible to its stakeholders for helping hold its employees to a high standard of accountability for always working safely. An evaluation process will be in place for measuring the frequency and severity of employee accidents. Safety performance will be a component of each employee's performance evaluation, as working safely is an ongoing expectation of continued employment. Each employee is responsible and accountable for safety of their actions, choices, compliance with written policies, procedures and following instructions as it relates to her/his safety. If you are unsure of the procedures in this program, please consult your immediate supervisor or Risk Manager for assistance as needed.

We must succeed with our safety process. We are counting on you. Together, we will reduce losses across all district operations, for our individual benefit and the benefit for all stakeholders. Each employee owns the safety process at BIRDVILLE ISD.

SECTION A

SUPERINTENDENT'S STATEMENT OF EMPLOYEE SAFETY POLICY

The health and well-being of every employee, student, and visitor to BISD is of the highest priority. BIRDVILLE ISD will strive to protect the health, safety, and security of all employees, students and visitors using accepted and feasible policies, procedures, operations, and technology. Furthermore, the District shall comply with all applicable health, safety, and environmental regulations.

BIRDVILLE ISD strongly maintains that the best source of protection for the safety of the work force is the fully engaged individual employee. Our employees are the foundation of the program. Therefore, BIRDVILLE ISD requires its employees to follow all health and security policies, rules, and procedures as a condition of employment.

Active participation by all employees in BIRDVILLE ISD's safety program is encouraged and expected through direct interface with your immediate supervisor or through suggestions as safety matters/issues arise. Management pledges its full support in making our workplace safe. Employees may report safety concerns to their supervisor, Risk Management, or me without fear of reprisal.

GOALS AND OBJECTIVES

The goal of BIRDVILLE ISD is to create an environment where every member of the District feels they can achieve their personal best through constant improvement. This goal applies directly to working safely and to improving our accident record. Accidents are defects and can be identified and eliminated.

A safe workplace, which helps form a foundation of employee confidence and trust in management and themselves, will aid in achieving the above goal. Safety is one of the most important aspects of a person's job. The District's Leadership Team sets as their goal the achievement of a zero- accident workplace. The training, engineering, and all safety efforts of BIRDVILLE ISD staff will be directed toward the reduction of accidents. The effectiveness of training, engineering controls, and individual team member efforts are measured by the elimination of unsafe behaviors, physical hazards, and in the reduction of accidents.

Thank you for your active participation in our district's employee safety process – it is vital to our educational goals and objectives.



Superintendent

July 12, 2021

Date

ANALYSIS AND RECORDKEEPING

Analysis Component – BISD Risk Management will review and perform analysis on records and documentation pertaining to the safety program at least annually. The analysis will recognize repeatedly identified exposures needing corrective action. Employees will be made aware of positive and negative trends, as well as developing exposures through employee bulletins, staff meetings, and periodic safety meetings.

BIRDVILLE EMPLOYEE SAFETY COMMITTEE

The District Employee Safety Committee ensures we are making safety concerns a priority. The Birdville ISD's Employee Safety Committee consists of representatives of our employee groups to develop, promote and maintain a safe and healthy working and learning environment.

The Birdville ISD Employee Safety Committee follows four objectives:

- Involve employees in achieving a safe and healthful workplace by taking personal responsibility for their safety and those around them.
- Review all safety-related incidents, injuries, accidents and illnesses
- Conduct annual workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards
- Annually evaluate Birdville ISD's workplace safety program and recommend improvements to management.

Record Keeping Component – The First Report of Injuries (DWC-1), and Insurance Loss Runs will be utilized for maintaining the record of workplace injuries and illnesses. First Reports of Injury are maintained and accidents are recorded immediately by BISD Risk Management. Records of all safety efforts will be maintained at BISD Risk Management's office a minimum of 5 years or as State, Federal, or local laws require. Records may include:

- Monthly Safety Meetings/Training with Maintenance, Food Service, Transportation, Custodial, and or any other department identified as a hazardous work area.
- Safety Inspections and Follow-up
- Safety Programs (Safe Schools Safety Training Program, Early Return to Work Program, Personnel Protective Equipment Program)
- Accident Reports
- Annual Program Reviews
- Specific Safety Correspondence
- This EMPLOYEE SAFETY PLAN and any revisions

Record keeping will facilitate the on-going and annual review of the Employee Safety Plan to support our goal of eliminating employee accidents.

SECTION B

ACCIDENT PREVENTION RESPONSIBILITIES

SUPERINTENDENT

The Superintendent is ultimately responsible for the implementation and enforcement of the District's Employee Safety Plan. The Superintendent will ensure that employees of the District comply fully with the Plan as well as all applicable federal, state, and local laws, regulations, ordinances, rules and regulations in fulfillment of their duties. He will ensure that employees receive proper training on safe work practices, and will appoint a Safety Officer to administer day-to-day safety program management and special projects.

RISK MANAGEMENT & DISTRICT SENIOR STAFF

- Actively lead, support and promote the safety process of the district
- Set expectations and accountabilities for all employees to work safely at all times
- Promote policy direction and establishes loss prevention goals.
- Periodically review loss prevention information, as well as our performance against goals.
- Establish a mechanism to evaluate the performance of all employees for accident prevention responsibilities.
- Make budgetary allocations needed to support safe working conditions and safe work practices.
- Include a safety discussion component in every departmental meeting. Expect the same for all supervisory leadership as well.
- The Risk Manager shall be empowered and supported to develop, deliver, and report on the progress and performance of all campuses and departments within the district relative to conformance with this EMPLOYEE SAFETY PLAN and our adopted loss prevention expectations and efforts.

Campus Lead Administrators / Department Directors & Managers

The mid-management district leadership is expected to actively lead the safety process within their respective district location. This group of key mid-level district management is responsible for actively instituting the EMPLOYEE SAFETY PLAN elements within their campuses and departments and for all their direct reports.

Each Campus/Department leader shall establish injury reduction goals and actively work to meet these goals.

Campus and Department Leadership shall also prepare periodic reports of progress in implementing the EMPLOYEE SAFETY PLAN elements in their respective organizations on a frequency established by the BISD Employee Safety Committee. Losses shall be analyzed, corrective actions identified, implemented, and reported to BISD Risk Management on a monthly basis.

FIRST LINE SUPERVISORS

First line supervisors are those individuals who directly supervise the work of other employees. These leadership responsibilities are delegated to the appropriate individuals by upper and mid-management. The first line supervisor is the key to a successful loss prevention program. They are in the best position to lead their work teams in safety. They must control unsafe acts of employees and unsafe work conditions at their facilities by incorporating the following required responsibilities:

- Conducts safety orientation of employees and effectively communicate hazard exposures to employees. Communicate safety expectations as a condition of employment.
- Ensures that training includes emphasis in hazard recognition inherent to their assignment and following of procedures designed to control and eliminate hazards to avoid incidents and accidents.
- Conducts accident investigations on all incidents and accidents and ensuring that follow-up corrective action is taken.
- Shapes employee attitudes and behaviors by increasing accident prevention awareness. Holds his direct reports accountable for safe practices.
- Ensures discipline policies are applied fairly and consistently for employee safety violations.
- Holds discussions on observed unsafe work practices or unsafe conditions in work environments.
- Inspects and corrects unsafe conditions as well as unsafe acts.
- Ensures that jobs, tasks, and projects are evaluated for hazards prior to performing them. Also ensures that employees are aware of and are complying with safe practices and use of personal protective equipment to avoid injuries.
- Submits records for all training, inspections, and investigations to the district's Risk Management Office.
- Informs employees of accident and emergency reporting procedures, the location of first aid equipment, and the names of employees within the department trained and designated to administer CPR or First Aid treatment.

ALL EMPLOYEES

- Are responsible and accountable for working safely at all times.
- Complete all district required Safe Schools online safety training on an annual basis and as assigned.
- Participate in all required in-person departmental safety meetings. When meetings are missed, the employee must attend a make-up meeting. Supervisors are responsible to ensure that employees are trained.
- Comply with all accident prevention rules, regulations, and procedures at all times and for all work activities.
- Report unsafe conditions and unsafe work practices to immediate supervisors.
- Accept responsibility for his/her own safety and for the safety of others as part of the work team or under his/her own supervision.
- Actively participate, assist and support the district's employee safety plan, including participating in scheduled safety meetings and staff meetings.
- Commit to help co-workers and other district employees avoid accidents as part of the BIRDVILLE ISD team.
- Are empowered and expected to question any assigned task they are unsure of how to safely accomplish, without fear of reprisal.

MAINTENANCE

The Maintenance department plays a key role in the maintenance and operation of district facilities, grounds, services and critical equipment. Safe working conditions provided via the Maintenance department are key components and requirements to the District's overall success in the safety process.

The Maintenance Department will actively engage and participate in the District's Employee Safety Plan, as follows:

- Establishes procedures and conducts job task reviews before each project, so crew members can understand any hazards, voice their concerns, and appropriate safeguards can be defined and used to prevent injuries
- Documents safety trainings and pre-work planning meetings inclusive of safety topics covered with crews
- Maintains and updates scheduled preventative maintenance programs on equipment systems, buildings, and grounds
- Prioritizes work orders relative to safety-related requests
- Archives complete Maintenance Records for a minimum of five years.

CUSTODIAL SERVICES

The Custodial department plays a key role in the maintenance and cleanliness of district facilities. Safe working conditions provided via the Custodial department are a key component and requirement to the District's overall success in the safety process.

The Custodial Department Leadership will actively engage and participate in the District's Employee Safety Plan as follows:

- Establish written procedures for routine, recurring custodial tasks, while incorporating hazard identification, necessary personal protective equipment, and safe employee practices in order avoid injuries.
- Ensure employees are trained in work procedures, provide refresher training, and additional training as deemed necessary.
- Practice hazard communication for all employees. Conduct training on chemical hazards used in the cleaning process
- Educate employees regarding Bloodborne Pathogens. Complete annual and refresher training as required by Texas and District rules.
- Require the use of employee personal protective equipment and other recommended safeguards to avoid exposures to chemical hazards and bodily fluids (Universal Precautions) Follow safeguards identified in Safety Data Sheets for safe chemical use
- Document safety trainings and pre-work planning meetings where safety topics are covered with crews.
- Be responsive to Campus/Facility requests for assistance in dealing with reported unsafe conditions
- Always use safe practices for custodial work crews and help others avoid hazards.

RISK MANAGEMENT

- Manage day-to-day activities of the Employee Safety Plan.
- Available to advise all levels of management in matters pertaining to the Employee Safety Plan.
- Regularly reviews and identifies developing trends and recurring exposures.
- Maintain records for all training, inspections and investigations for five years.
- Provide support and training to supervisors to support their safety process.
- Assist supervisors and other District employees in the investigation of personal injury incidents and accidents.
- Conducts Employee Safety Committee meetings
- Assist supervisors in determining what personal protective equipment is needed.
- Coordinate supervisor and employee safety training.
- Manage Safe Schools program.
- Review supervisor periodic work-area inspection reports with department directors.
- Conduct and document work-area audit inspections, recommend appropriate corrective actions, and follow up on those corrective actions.
- Document periodic reviews of the District's Employee Safety Plan and recommend modifications to improve the implementation and efficacy of such plan.

SECTION C

EMPLOYEE SAFETY DIRECTIVES

A. Purpose:

To assure that basic safety expectations are developed and implemented to guide the work activities in a department. The directives will incorporate safety into all work jobs/tasks, processes, and procedures to promote effective operations and reduce the chance of injury.

B. Scope:

The department supervisors will update additional directives specific to their department. The directives will be considered mandatory and enforced by the supervisor, utilizing the disciplinary process, as may be required to ensure compliance. These directives may be amended or expanded, as required to fully address identified exposures from recurring.

C. Procedure:

1. BISD Risk Management will review the types of accidents that have occurred in order to help guide the development of necessary measures to prevent injury recurrence and may be further developed as policy or directives as needed to ensure safe working operations are in place.
2. It is the immediate supervisor's (all levels of supervision's) responsibility to communicate and enforce safety directives.

GENERAL EMPLOYEE SAFETY RULES

All employees have a responsibility to themselves, their fellow workers, and their employer to promote and practice high safety standards. The following rules apply to all employees. Management may establish additional rules as warranted to promote the safety of employees. Safe conduct at all times is a condition for working at BIRDVILLE Independent School District.

1. **Reporting of Accidents and Near-Miss Accidents** – Report all accidents resulting in injury or property damage, as well as near-miss accidents to the supervisor as soon as possible within 24 hours after the incident occurs. Employee Accident & Supervisor Investigation Forms will be completed and sent to the Risk Management Office within 24-48 hours after each occurrence.
2. **Safe Conduct** – Conduct yourself in accordance with safe practices and job procedures at all times. Never take short cuts. Horseplay, running, and practices inconsistent with the ordinary, reasonable, or common-sense rules of conduct are not permitted.
3. **Disturbing Other Employees** – Distracting personnel who are operating machinery is not permitted.
4. **Housekeeping** – All work areas shall be kept clean and neat, in accordance with District regulations.
5. **Safety Equipment** – Wear the required safety equipment in designated areas and on designated jobs.
6. **Safe Apparel** – Wear only safe apparel that cannot become caught in machinery, which affords adequate skin protection, and which does not reduce vision or hearing. Wear any required footwear as required by procedures.
7. **Qualified Operators** – Operating Birdville ISD equipment without proper training and authorization is prohibited.
8. **Fighting** – Fighting is grounds for disciplinary action up to and including termination.
9. **Drugs and Alcohol** – Possession of and/or being under the influence of narcotics, alcohol, inhalants, or other illegal or unauthorized substances is absolutely prohibited. If you are taking a doctor prescribed or over the counter medicine that could affect your alertness, or ability to work, you must notify your supervisor at the start of a shift, so that proper safeguards can be evaluated and employed to preclude working in certain tasks while impaired, such as operating a vehicle, machinery, equipment, or other tasks.
10. **Follow all safety directives and operating procedures.** Comply with supervisor instructions. Do not take shortcuts.
11. **To help protect you and others, report all safety concerns to your supervisor as soon as possible.** Do not perform an un-safe task/job; promptly report your safety concern(s) to your supervisor, or management for evaluation.
12. **Report any observed unsafe acts or conditions immediately to your supervisor.**

13. **Situational Awareness – Birdville ISD accidents are not the result of a specific job task, or a specific piece of faulty equipment, but result from simple tasks such as walking, lifting, and general situational awareness of the work environment and changing conditions.** It is extremely important that all employees maintain a keen sense of awareness and “expect the un-expected”, identify hazardous conditions, and recognize any unsafe behaviors BEFORE they result in accidents. This application of self-awareness and making the right choices are at the core of achieving an injury-free workforce.

SECTION D

ACCIDENT PREVENTION ORIENTATION

A. Purpose:

Assure that new employees are familiar with the Employee Safety Plan and are instructed in their specific responsibilities. The orientation process should leave each employee with the impression that their safety is the highest priority and that accident prevention is part of everything they do.

B. Scope:

All new employees will be oriented to the Employee Safety Plan and instructed in their responsibilities at work by the employee's supervisor.

C. Procedure:

1. Use the accident prevention orientation checklist below as a guide.
2. **All BISD new hire employees are required to complete all required Safe Schools employee safety training courses within six weeks of hire date.**
3. Show the new employee the Employee Safety Plan and review its components so she/he will understand the importance of everyone's involvement – from the management level to the employee level. Emphasize the following:
 - Responsibilities – Explain that each level of management and every employee has a responsibility to make the Employee Safety Plan effective.
 - Training - Explain that accident prevention will be included during each phase of learning their new skills.
 - Planning – Pre-planning of unique or new tasks shall be performed with employee involvement by the direct supervisor.
 - Inspections – The department supervisor or a District representative will be conducting regular inspections. Show the new employee the inspection checklist and ask their assistance in reporting any unsatisfactory conditions.
 - Department Meetings – Explain that accident prevention will be included and their input on preventing accidents is important.
 - Mandatory Rules – Explain that rules are mandatory and that the disciplinary process enforces them (review the General Safety Rules).
4. Present the new employee with his/her copy of the safety guidelines for the job/task/functions to be performed by the employee.
5. Verbally quiz the new employee about the general safety rules and let them take an “open book” self-assessment test.

6. Have the employee sign the appropriate safety training acknowledgement form(s), which are to be kept by BISD Risk Management for a minimum five-year period.
7. Summarize the accidents and injuries that have occurred in the department in the past. Summarize preventive action that is necessary to prevent the accident from recurring.
8. During the tour of the facility, point out the specific situations that relate to accident prevention. Use the inspection checklist as a guide. Emphasize any situation, condition, or action that you know of that has contributed to employee accidents in the past.
9. Review all specific department directives to help ensure understanding and the expectation of compliance.
10. Review any special job procedures to help with employee understanding.
11. Schedule any specific training that is required for the job.
12. Review any required protective equipment, its proper use, and when and where it is to be used (such as safety glasses, work gloves, hearing protection, dust masks, etc.).
13. Review any and all specific “do’s and don’ts” relative to employee safety, such as prohibitions on standing on desks, chairs, climbing on cabinets, and the safe use of appropriate equipment such as ladders, step stools, etc.
14. Establish any trainee–trainer/mentor relationships to help ensure the new employee is well-versed in their job duties and safety expectations by a senior employee after the initial (above) orientation process, to ensure the new hire’s continued understanding and development.

SECTION E

EMPLOYEE SAFETY TRAINING

A. Purpose:

Emphasize the need for supervisors to incorporate accident prevention training into the process of teaching employees the various functions and responsibilities of their job. All employees are to be instructed on the hazards of their jobs and methods of protection. This training is to be repeated as required, for causes such as reinforcement and corrective action, as new hazards are identified or introduced, and periodically as a refresher.

B. Scope:

1. Each facility/department will include safety as a topic at staff meetings and have employees participate in the program. Staff and safety meetings will not be held during summer months for facilities/departments not in operation.
2. Facility/department supervisors will participate in the development and implementation of training procedures.
3. Campus and Departmental Leadership, as well as Maintenance, Custodian, and Food Service Managers will assure that loss control topics are included as part of periodic department/faculty/staff meetings.
4. Additionally, BISD Risk Management will facilitate additional annual training for the professional staff, usually prior to the beginning of the school year in August on various loss prevention topics.
5. Employees will receive a periodic information including visual postings, handouts, and emails on various topics of school safety.

C. Procedures:

1. Accident prevention training will begin at orientation during the discussion of accident prevention rules and procedures.
2. It is the supervisor's responsibility to ensure that accident prevention is emphasized during each phase of the training process.
3. All BISD employees are required to complete required Safe Schools safety training courses. New employees are required to complete courses within six weeks of hire date. Returning employees are required to complete courses within 60 days of course renewal notification from supervisor. A schedule and a list of training topics may be found on the Safe School's website: <https://birdville-tx.safeschools.com/login>.
4. Employees are required to attend scheduled meetings. When meetings are missed, the employee must attend a make-up meeting. Supervisors are responsible to ensure employees are trained.

Safety and Health Training

In accordance with BISD Employee Safety Plan, the Principal/Supervisor will be responsible for safety training. Safety training sessions are required to be held throughout the school year. Below is a schedule of required safety meetings.

Campus/Department	Meetings	Suggested Dates
Principals	4	August, October, January, March
Department Heads	4	August, October, January, March
Food Service Managers	9	August-April
Maintenance/Head Custodians	12	August-July
Transportation	8	September-May
Warehouse	10	August-May

Fall Semester is defined as the following months: August, September, October, November, and December **Spring Semester is defined as the following months:** January, February, March, April, and May

The Principal/Supervisor picks topics for the safety training sessions. Recommended topics for training are listed below (note: topics are not limited to the following):

- Review employee injuries
- Discuss problem areas
- Discuss and/or demonstrate basic first aid techniques.
- Review and discuss parts of the safety plan.
- Show a video on current safety and health practices.
- Have staff complete accident prevention training
- Discuss safety inspections conducted at the campus or work site.
- Demonstrate the use of safety equipment.
- Our Safe Schools Online Training System is comprised of courses on important school safety topics. School staff will complete their coursework online, when it is most convenient for their schedules. Courses can be accessed by any desktop computer **by using Google Chrome or Firefox internet** websites.
- While **Safe Schools** allows for completing course work on the employee's own time, it is important that **safety be discussed** during a regularly scheduled staff meeting at each of the meetings identified above. This discussion can be related to the online training or another topic allowing employees to participate in the discussion.
- **The meeting documentation, including meeting agenda along with a sign-in attendance roster, must be submitted to Risk Management within 10 days of training completion for that month.**

SECTION F

STAFF MEETINGS

A. Purpose:

Reducing accidents is closely related to controlling our operations and it is appropriate that we include discussion on accident prevention during each staff meeting.

B. Scope:

Injury prevention will be included as a topic of staff meetings as identified in the **Employee Safety Training section**. The key campus administrator, supervisor or manager in charge of the meeting is responsible for conducting the discussion on injury prevention. Specific safety topics may be assigned to others to research, develop and deliver. However, the top management individual will reinforce the safety message and expectations at each meeting, thereby leading the safety process for his/her employees. The appropriate safety meeting minutes/agenda and attendance form must be completed. These meetings are not a substitute for other specialized training.

C. Procedure:

1. The supervisor/manager will prepare for the meeting with the assistance of BISD Risk Management, if needed.
2. After each safety communication, time will be allowed for employee input on ways to improve injury prevention at their campus/facility/department.
3. The topic and ideas generated during the meeting will be documented on the safety meeting minutes/agenda form.
4. Copies of the meeting documentation, including the district campus/department, presenter's name, date, topic or subject, legible identification of the attendee, and the attendee's signature, will be sent to BISD Risk Management office and maintained a minimum of five years.

SECTION G

FACILITY INSPECTIONS

A. Purpose and Scope:

Facility inspections are a means of identifying and correcting hazards before they cause an employee accident. It is important that not only unsafe conditions are observed, but also those unsafe acts be recognized and corrected.

BIRDVILLE ISD has a variety of facilities and each may have its own unique potential injury sources. Each department's supervisor or school's administrator must assure themselves that their facility is as hazard-free as possible, and that day-to-day activities (acts of people) comply with this EMPLOYEE SAFETY PLAN and the expectations of management.

B. Procedures:

This inspection program will consist of the following:

1. BISSD Risk Management will facilitate inspections each year. The key campus/department/facility leader will accompany their Safety Officer during the annual walk-through inspection. A report will be written with recommendations and forwarded to the head of each facility and Risk Management. The Facility Inspection Checklist can be accessed by computer by going to <https://www.birdvilleschools.net/Page/47959> or Birdville website/Staff/Workers' Compensation/Forms.
2. Supervisors, maintenance personnel, and the assigned safety contact of facilities or work sites will conduct additional inspections. These self-inspections will be conducted annually in all facilities. A report of these inspections, with proposed corrective actions, will be forwarded to BISSD Risk Management by the last day of the inspection month.
3. BISSD Risk Management will maintain records of facility inspections for a minimum of five years.
4. A procedure for conducting periodic, documented inspections on equipment such as tractors, vehicles, backhoes, man-lifts, and vehicle lifts will be implemented by the maintenance department, with records of inspections documented and retained.
5. Respective supervisors will be responsible for follow-up of needed repairs identified from inspections and ensure corrective actions are performed in a timely manner. Repairs will be communicated with the Risk Management office and will be kept on record with the Facility Inspection for a minimum of five (5) years.
6. Any identified unsafe equipment will be removed from service until appropriate repairs are completed by a competent person. Affected employees shall be notified if equipment is removed from service by whatever means that will ensure the unsafe equipment is not inadvertently used until repaired.

7. BISD Risk Management may consult with Loss Control Insurance representatives to ensure annual inspections, as well as periodic hazard identification surveys (with follow-up) are thorough and effective.

SECTION H

ACCIDENT REPORTING & INVESTIGATION

A. Purpose:

To provide a means of identifying reasons (acts and/or conditions) for accidents and ensuring corrective action is implemented to reduce the chance of similar accidents.

- B. Scope:** All accidents and incidents (including near misses) will be promptly reported to the immediate supervisor, whether or not they result in personal injury or property damage.

C. Procedure:

1. The supervisor must assure that first aid or medical attention is provided as needed. If a doctor visit is necessary, the supervisor is to arrange transportation with the designated transporter at the department/facility or by calling 911, depending upon the seriousness of the injury. If any question, call for higher medical services to respond to the work site by immediately calling 911.

If the injured employee requires medical treatment and it is after normal work hours, your supervisor will assist the injured employee in receiving any medical treatment needed.

NOTE: The employee must give their permission to be transported to the nearest medical facility or minor emergency clinic. The BISD Risk Management office must be notified of the accident immediately. There must be no delay in the claim reporting process pending the outcome of the investigation.

2. District injury reporting procedures should be followed to ensure that there is no delay in medical care and treatment for the injured employee.
Reporting Procedures for Employee on-the-job injuries:
 - Employee should report injury to supervisor as soon as possible.
 - Risk Management should be notified of Employee Injury.
 - Injured employee should complete the Employee Accident Report form which can be obtained from the school nurse, supervisor, or director by going to the Birdville website <https://www.birdvilleschools.net/Page/24365>.
3. The supervisor should investigate the accident immediately, no later than 24 hours after the occurrence and documented on the Supervisor Investigation Form to document the incident.

4. Once the investigation is completed, the originals of both Employee Accident and Supervisor Investigation forms must be forwarded to the Risk Management office **no later than 24 hours after the occurrence**. A copy of the completed Supervisor Investigation Form will also be provided to the supervisor's manager.
5. It is the supervisor's responsibility to assure that corrective action is taken to mitigate or eliminate the hazard to avoid another injury occurrence.

***Near Misses: Employees are to report near misses and incidents in the same manner as a reportable injury on the Employee Accident and Supervisor Investigation forms so an appropriate investigation may be documented and sent to the Risk Management office.**

SECTION I

POST INJURY ASSISTANCE (Return to Work)

A. Purpose:

To assure that contact is maintained with employees off work due to an injury and assistance is provided with processing the claim. In addition, contact is maintained with physicians and the claim adjusters to provide information on job descriptions and transitional work duty to allow the employee to return to work at the earliest time possible.

B. Scope:

Post injury assistance procedures will be applied to all lost time accidents. It is the District's Workers Compensation Insurance Company's responsibility to coordinate this assistance with the department manager and supervisor. All department directors and campus leadership will participate in and comply with these post-injury procedures for all injured employees.

C. Procedure:

1. Once it is known that the injured employee lose time from work due to their injury, the supervisor must inform the Risk Management Office of the injured employees' absence from work on the **first day** of lost time. The Insurance Company will communicate information to the injured employee regarding benefits to be provided by the Texas Department of Workers' Compensation rules and procedures.
2. The injured employee's immediate supervisor should schedule calls to the employee periodically to ask how the employee's recovery is progressing and to find out if he/she is having any problems with medical bills, benefits, etc. The Risk Management Office should be contacted to assist with Birdville ISD problems that are encountered after each call.
3. The District's Worker's Compensation Insurance Company will maintain contact with the treating physician after each visit to follow-up on the prognosis of the injured employee. The Insurance company will convey to physicians that BIRDVILLE ISD encourages timely return to work and will furnish information on job descriptions, transitional work duty (if available), etc. so an informed decision can be made by the doctor as to when the employee will be able to return. The BISD Risk Management office will also communicate with claim adjusters on any problems encountered with the claim and return to work process.

4. The Supervisor should communicate employee's return to work with the Risk Management office **before first day** of return to work to ensure necessary work accommodations are communicated and a Bona Fide Offer of employment (if applicable) is signed by employee and supervisor.
5. Any transitional work that the injured employee is assigned shall be periodically assessed (each 30 days, or more frequently if required) to ensure the overall effectiveness of this transitional work assignment, the compliance with doctor's written limitation, and for any extension of the transitional work timeframe. The well-being of the transitional employee and the effective completion of the work elements are to be evaluated for continuing to offer each transitional work assignment.
6. The periodic evaluation of the transitional work assignment will be the responsibility of the department manager, supervisor, Human Resources and Risk Management, with input from the medical provider, and insurance carrier.

SECTION J

ANNUAL REVIEW OF THE EMPLOYEE SAFETY PLAN

BISD Risk Management will periodically review and revise the Employee Safety Plan for effectiveness and implementation. Special attention will be devoted to areas and criteria that demonstrate a failure or shortcoming in Employee Safety Program components, or due to the introduction of new procedures, processes, or equipment.

The annual review form will facilitate the review process and will be maintained by BISD Risk Management. Corrective measures will be taken as needed to emphasize or restructure the Employee Safety Plan to perform at the optimum effectiveness. Information will be solicited from administrators, supervisors, and employees to determine the effectiveness of each program component, and assistance in developing adjustments and corrections to the Plan. All employees will be made aware of modifications of the Employee Safety Plan at least annually usually prior to the beginning of the school year in August, or when necessary during periodic staff and or safety meetings.

The Plan and future plan changes shall be reviewed with the BISD Management and the Employee Safety Committee team. The Superintendent, Risk Manager, each campus Principal, and each Director shall sign the annual Plan.

