



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-09.14 (rev. 1)
February 8, 2010

OPERATING PROCEDURES

SUBJECT: SAFETY IN SCHOOL FACILITIES

AUTHORITY: Texas Education Code Chapter 19; TDCJ Administrative Directive (AD)-10.20, "Identifying and Reporting Facility Maintenance Requirements"

REFERENCE: Texas Department of Criminal Justice (TDCJ) Risk Management Manual

APPLICABILITY: Windham School District (WSD)

POLICY:

It is the policy of WSD to make every attempt to reduce the possibility of accident occurrence and to comply with all safety laws and ordinances. Each WSD staff member shares in the responsibility of providing a safe learning environment. Safe practices on the part of staff and students shall be part of all operations.

PROCEDURES:

- I. WSD Staff and Safety
 - A. Staff shall perform duties with every reasonable effort to maintain a safe place to work and learn.
 - B. Staff shall be continually attentive for unsafe conditions and practices in and around school facilities.
 - C. Staff shall verbally notify the immediate supervisor of any policy violations regarding the safety of WSD staff, TDCJ staff, students, or offender workers. The verbal notification shall be followed with a written report to the immediate supervisor, submitted no later than the end of the workday, fully detailing the violation or hazard and requesting assistance in correcting defects and eliminating unsafe practices.

- D. Staff shall make a detailed investigation and prepare an appropriately written report of every accident that occurs and submit the report to the proper administrative authority.
1. Whenever an accident occurs, it shall be reported through the standard TDCJ Supervisor's Investigation of Employee/Offender Injury form (RM-03) available from the unit risk manager.
 2. Accidents involving a student shall immediately be reported to the principal, who shall immediately report to the unit (according to unit procedures), the superintendent, the Division of Operational Support, the Division of Instruction, and the respective regional administrator.
 3. Teachers are required to maintain accident reports for each student enrolled in class. Safety tests taken by that offender become legal documents and shall remain in storage on the unit, along with a copy of the accident report, in accordance with the WSD Records Retention Schedule and OP-08.02, "Career and Technical Education (CTE)."

II. Safety in the Classroom

- A. Teachers are directly responsible for maintaining a safe conducive learning environment in the classroom.
- B. It is the responsibility of each teacher to ensure that each student performs all tasks assigned in a safe and professional manner. This shall include but not be limited to the following:
1. Proper use of equipment;
 2. Use of all required personal protective equipment (PPE) at all times; and
 3. Efforts to maintain a hazard-free work area.
- C. Teachers shall remain in the shop area at all times during laboratory activities. In the event that it becomes necessary to leave, operations shall be closed down until the teacher returns. An education security officer is not an appropriate supervisor in the absence of the teacher.
- D. PPE shall be kept in a sanitary condition and made available to all laboratory facility visitors.
- E. WSD shall take every reasonable precaution to protect students, employees, visitors and others having business with the WSD, from potential eye hazards. Those campuses where vocational education or laboratory type courses are in operation shall furnish to students, teachers, visitors, or other personnel, at no cost, such eye protective devices as are appropriate to and commensurate with the

hazards and dangers in a given laboratory or shop.

1. Eye protective devices shall meet the standards established by the State Department of Health.
2. Eye protection for visitors shall be kept in a sanitary container near the shop entrance.
3. Eye protective devices shall be of industrial quality and worn by every student, teacher, visitor, or other person, while engaged in a course involving any of the following:
 - a. Hot metals;
 - b. Any type of welding;
 - c. Heat treatment, tempering, or kiln firing of any metal or other type materials;
 - d. Manipulating any solid material by milling, sawing, turning, cutting, stamping, boring, pounding, feeding, loading, or removing;
 - e. Manipulating any object in any manner which would permit foreign matter to enter the eye; or
 - f. Any situation where chemicals or combination chemical, physical, caustic explosive chemicals, hot liquids, or hot solids are in use.

III. Training for CTE Students

All students shall receive safety training as part of each course's curriculum. The safety training shall be an integral part of all instruction and predominate all other areas of the curriculum.

- A. No student shall operate any hazardous piece of equipment until the teacher has both written and demonstrated proof that the student can operate and conduct learning activities in a safe manner with the specified piece of equipment.
- B. A safety test shall be on file for each piece of equipment the student will be required to operate while conducting learning activities. Not less than 100 percent shall be considered passing on any safety test.
- C. Students shall be trained to identify unsafe conditions and practices related to the curriculum and work environment, including electrical deficiencies, unsafe noise, dust or vapor levels, or poor housekeeping procedures.
- D. Brief informal safety meetings shall be held on a regular basis to point out any unique hazards that might be encountered during the lesson and reinforce any safe

work practices that apply.

IV. Training for WSD Staff

- A. New CTE teachers shall receive an overview of the WSD and TDCJ safety policies during pre-service orientation.
- B. As per TDCJ policy (Risk Management Program Manual), each department head shall appoint a collateral duty safety officer (CDSO) to assist in providing a safe work environment for offenders and staff.
 - 1. The CDSO assigned to the unit education area may be a WSD staff member other than an administrative assistant or paraprofessional.
 - 2. The duties of the CDSO are covered in the training received from the unit safety officer. The CDSO shall ensure that every staff member in the functional area receive at least one hour of safety training each month and report the specifics of the training to the unit safety officer.
 - 3. The CDSO shall endeavor to reinforce the importance of a positive safety attitude among all students and staff and shall serve to keep the education staff informed of additions or changes to the TDCJ safety policies.
- C. The importance of each staff member's part in the safety program cannot be over emphasized.

Signature on file _____
Veronica Casanova
Director, Division of Instruction