

NEWBERG SCHOOL DISTRICT LOSS PREVENTION & CONTROL PLAN

Purpose

This plan complies with the OR-OSHA Loss Prevention and Control Program requirements to assure that loss prevention and control are an integral part of the job, the required training of each District employee, a line management responsibility of high priority evaluated on the execution of this responsibility, a District commitment demonstrated by the appointment of knowledgeable and experienced loss control personnel, and that compliance with workplace safety and regulations is a priority. All sites within Newberg School District are covered by this plan.

Loss Prevention & Control Plan

The management staff of Newberg School District is committed to the prevention of incidents or happenings that result in injury and/or illness and to comply with all applicable federal and state health and safety rules. We require that management spare no effort in providing a safe and healthful work environment for all employees under their direction, and through this written program share assigned responsibility.

The District has put into place an accountability system for evaluating the ongoing safety and health practices throughout the district. Quarterly Safety Inspections are done at each site. Management and employees are held accountable for unsafe conditions and practices. Corrective action is taken when unsafe conditions are noted.

The District provides ongoing safety training for all employees. Training provided in the District includes, but is not limited to:

1. Hazard Communication Training
2. Asbestos Awareness Training
3. Bloodborne Pathogens Training
4. Lock-out Tag-out Training
5. Confined Space Training
6. Forklift Training
7. Man-Lift Training

Management provides initial training and ongoing re-training as needed and required.

A system for hazard assessment and control has been put into place. The District holds Quarterly Safety Inspections of all sites noting hazards and issuing work requests to correct all unsafe conditions. The District holds annual inspections of all sites at least once a year with their Workers Comp carrier and Fire Marshall. Additional inspections are held on an as needed basis.

The District will investigate all occupational injuries and illnesses. Incident Reports will be taken concerning all injuries and illnesses and corrective action will be included, if applicable, on all written findings. Records are kept confidential in the District business office. The District maintains all Incident Reports; 801 forms, and investigative notes.

The District Safety Committee and Management reviews all products and equipment used in the District and provides the appropriate personal protective equipment for all employees. All PPE is selected based on Manufacturers recommendation and is re-evaluated whenever products or equipment change.

The District contracts with an industrial hygiene contractor for testing and inspections to detect physical and chemical hazards in the workplace. Our Workers Comp provider also provides assistance in this area on an as needed basis.

This District provides an onsite Coordinator of Operations and Safety who is available for worksite evaluations, workplace design, layout, and operation. The Coordinator of Operations and Safety, with the assistance of the Workers Comp carrier, provides job site modifications utilizing an ergonomic approach to minimize injury and illness to District employees.

The District has an experienced Safety Committee representing administrators, managers, and classified staff from all District sites. This committee meets monthly to review safety-related issues, worker injuries, and student injuries. The committee members keep staff informed of all safety-related issues and also assist with Quarterly Safety Inspections at each site.

On an annual basis, the District Workers Comp carrier provides a complete evaluation of the employer's loss prevention activities. These are reviewed by the District Coordinator of Operations and Safety as well as the Business Office and goals for reducing injuries are set for the following year.

The District, as well as the Workers Comp carrier, maintains accurate records of assistance provided to the District. These records are maintained by the District's Business Office and can be provided upon request.

This plan is provided to all District employees in an effort to reduce work-related injuries and illnesses. The District will review this plan on an annual basis in order to provide a safe and healthy work place for everyone.

Approved by 
Coordinator of Operations and Safety

4/15/21
Date