

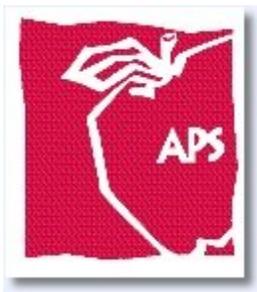
# *ALBUQUERQUE PUBLIC SCHOOLS*



## **SAFETY MANUAL**

*Risk Management Department*

**August, 2008**



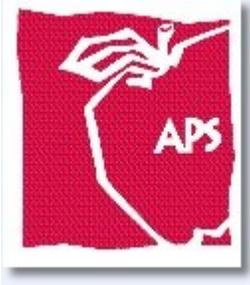
# ALBUQUERQUE PUBLIC SCHOOLS RISK MANAGEMENT DEPARTMENT

## ***SAFETY MANUAL***

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# ALBUQUERQUE PUBLIC SCHOOLS

## *RISK MANAGEMENT DEPARTMENT*

### ***SAFETY MANUAL***

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#### **I. PURPOSE AND SCOPE**

To aid in protecting students, employees, visitors and resources, the Albuquerque Public Schools has developed this **Safety Manual**. This manual serves as a general resource and reference for school loss control issues, programs and requirements. It includes information on safety responsibilities, loss control and prevention, hazard identification, analysis and control, and accident and loss reporting.

The **Safety Manual** is designed to be used as a reference in conjunction with all applicable policies, regulations, rules and procedures. In addition, it is intended to be used in conjunction with all other district manuals, programs and plans which provide guidance and reference information in specific safety areas. For this reason this manual should be used by all employees.

The **Safety Manual** is designed to be evaluated and updated annually. The Risk Management Department is responsible for coordinating the evaluation and update.

## **II. SAFETY RESPONSIBILITIES**

The responsibility for safety is shared at many levels within the school district, including the District Administration, Risk Management Department, Site Administrators, School Safety Committees, all employees and all students.

### **A. District Administration**

School safety begins with the commitment and support of the district administration. The district administration:

1. Communicates the importance of school safety.
2. Promulgates safety policies and regulations.
3. Provides support for principals/directors, employees, and site safety teams.

### **B. Risk Management Department**

The Risk Management Department is responsible for developing and implementing the District's safety program. Specific duties include:

1. Ensuring compliance with governmental regulations.
2. Development of written safety policies, procedures and programs.
3. Review loss reports, identify causes and make appropriate recommendations to prevent their recurrence.
4. Provide support and consultation to all schools and departments on safety and loss control issues.
5. Manage district liability and insurance programs.

### **C. School Principals/Department Managers**

Principals and managers are directly responsible for the safety of their sites, students and employees. They are required to integrate safety into the work process and to monitor potential safety and health concerns.

Duties include:

1. Leading by example
2. Enforcing safety policies and procedures.
3. Training new employees.
4. Properly investigating and reporting accidents.
5. Coordinating efforts of Site Safety Teams.
6. Conducting periodic safety inspections.
7. Correcting unsafe acts and conditions.

### **D. Safety Committees**

Safety Committees are comprised of employees, parents and students who serve in an advisory role to the Principal/Manager and are responsible for the following activities:

1. Assisting in the conduct of periodic safety inspections.
2. Meet regularly to review accident and loss incidents.

3. Make recommendations to management for correction of identified hazards.
4. Encourage implementation of an effective safety culture.

**E. Employees**

Employees must recognize the hazards inherent in their jobs and abide by safety rules and safe work methods. Involvement on the part of all employees is critical to the success of the safety effort. Employees' responsibilities include:

1. Take responsibility for personal safety and safety of students and co-workers.
2. Follow all safety rules and procedures.
3. Promptly report unsafe conditions to their supervisor.
4. Make suggestions to improve safety in the work environment.
5. Use all personal protective equipment as required.
6. Attend safety training as requested.
7. Serve as member of Site Safety Team.
8. Promptly report any on-the-job accidents to their supervisor.

**F. Students**

Students also play an important part in school safety. Students should be encouraged to:

1. Take responsibility for personal safety.
2. Promptly report unsafe conditions to their teacher.
3. Follow all safety rules and procedures.
4. Promptly report any accidents to their teacher.

**G. Parents and Volunteers**

Parents and volunteers should also play an important part in maintaining safe schools. Parents and volunteers should be encouraged to:

1. Take responsibility for personal safety, safety of students and other parents/volunteers.
2. Follow all safety rules and procedures.
3. Promptly report unsafe conditions to administration or an employee.
4. Make suggestions to improve safety in the school environment.
5. Serve as representative on Site Safety Team.
6. Promptly report any accidents to the school.

### **III. KEEPING THE SCHOOL AND WORKPLACE SAFE**

This section is meant to provide general loss control guidelines applicable to all school and support sites.

#### **A. General Safety Precautions**

The following rules apply to all employees:

- a. Follow all safety policies and procedures.
- b. Report unsafe acts or unsafe conditions to your supervisor without delay.
- c. Report all accidents and injuries to your supervisor immediately.
- d. Horseplay, and practical jokes, which may lead to injuries are prohibited.
- e. Good housekeeping practices must be maintained in all work areas.
- f. All employees are prohibited from arriving to work or remaining at work when their ability to perform the job safely is impaired.
- g. Use only the machinery, equipment and tools that you are qualified and authorized to use.
- h. All damaged or worn equipment is to be promptly taken out of service for repair or replacement.
- i. Any facility/grounds modifications, additions or improvements are to be coordinated through M&O.

#### **B. Blood and Body Fluid Exposure**

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction shall be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, wound drainage, feces, urine, vomitus respiratory secretions (e.g., nasal discharge or sputum), and saliva.

1. The following infection control practices should be followed in all situations involving potential contact with any body fluids and substances:
  - a. Wear gloves when it is likely that hands will be in contact with body fluids or substances. When possible, wear vinyl or latex gloves while holding bloody noses and dealing with cuts that are bleeding. Gloves should be kept in emergency response kits at controlled substance testing and should be readily accessible in sites where students seek assistance for bloody noses, injuries, or illness. (If vinyl or latex gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.)
  - b. Cuts and sores on your skin should be routinely covered to avoid infection and contact with body fluids.

- c. When possible, students should wash their own cuts and abrasions. After cuts are washed with soap and water, the wound should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
  - d. When possible, a pocket face mask should be used for mouth-to-mouth resuscitation.
  - e. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
  - f. Clean up as soon as possible after any skin contact with any body fluid or substance:
    - i. Wash skin with soap and water vigorously under a stream of running water for approximately ten seconds and rinse well. Dry hands thoroughly with paper towels.
    - ii. Wash contaminated surfaces and non-disposable items with standard disinfectant (use aerosol germicide cleaner).
    - iii. Wash contaminated clothing and linen in detergent with hot water.
  - g. Contaminated tissue, paper towels, gloves, discarded urine and other used disposable items and equipment should be placed in plastic bags before being discarded in a plastic-lined trash container, and should be secured and disposed of daily.
2. Use individual judgment in determining when gloves or other barriers are needed for unpredictable situations. It is strongly recommended to use barriers when contact with body fluids or substances is anticipated.
  3. Under no circumstances shall students be asked or allowed to clean up body fluids except their own and then only when appropriate.

**C. Classroom Safety**

Prevention of accident and incidents in the classroom is a primary goal in order to avoid injury and disruption to the educational process.

1. Ensure housekeeping of the classroom addresses issues such as storage, clutter, tidiness, security of materials and safe access and egress.
2. Avoid excessive accumulation of combustible materials i.e. student work and decorations on walls.
3. Sprinkler systems should be free of decorations or adornments.
4. Doorways should be kept free at all times of all obstructions and combustible materials.

5. Shelving assemblies should be of sturdy construction and materials stored in an orderly and safe fashion.
6. Avoid storage of flammable materials in the classroom.
7. Avoid use of extension cord as a permanent source of power. When necessary for temporary use ensure that cords are in good condition and do not extend into traffic areas. Keep power that cords away from heat, water and oil.
8. Keep combustible materials away from sources of heat.
9. Avoid the storage and use of electrical appliance in the classroom.
10. Ensure that plants retained in classrooms are properly maintained and free from mold. Avoid highly fragrant flowering plants or craft supplies.

#### **D. Ergonomics**

Improper or inappropriate work processes or work postures can lead to strain or injury.

1. Indicators of problems to watch for:
  - a. Pain, tingling, numbness.
  - b. Back, shoulder, neck strains.
  - c. Hand, wrist, arm problems.
  - d. Repetitive tasks.
  - e. Awkward posture.
2. Recommendations
  - a. Keep your body relaxed.
  - b. Keep your wrists straight.
  - c. Keep your shoulders relaxed.
  - d. Keep your arms and elbows close to your body.
  - e. Keep your spine and neck straight.
3. Work spaces
  - a. Use adjustable platforms, tables, and chairs.
  - b. Equipment controls should be located shoulder to waist high.
  - c. Work surfaces should be elbow height.
  - d. Ensure sufficient leg room when seated.
4. Standing
  - a. Use anti-fatigue mats.
  - b. Keep work surface below elbows.
  - c. Elevate one foot slightly.
5. Sitting (chairs should)
  - a. Be comfortable, but firm.
  - b. Have unrestricted movement.
  - c. Have a rounded front.
  - d. Have an adjustable seat height.
  - e. Have a support for lower back.

6. Video display terminals
  - a. To minimize screen glare, place monitor at a 90 degree angle to windows.
  - b. Adjust monitor height to slightly below eye level.
  - c. Distance to monitor should be about one arm's length.
7. Lighting
  - a. Should be adequate but not excessive.
  - b. Have adjustable window blinds.
  - c. Avoid direct or reflected light into eyes.
  - d. Reflect light down, not up.

## **E. Electrical Safety**

1. Electrical Panels and Rooms
  - a. The main electrical equipment room should remain locked at all times with access by authorized personnel only.
  - b. All electrical boxes outside of the secured area should be kept locked.
  - c. There shall be no storage of combustibles/flammables in an electrical room.
  - d. Access to all electrical panels should be kept free and clear of any storage or obstruction at all times.
  - e. Panel box doors should be kept closed.
  - f. Service panels should not be warm or hot (this may indicate an over-load).
  - g. Breakers should never be taped in the "on" position (this prevents them from operating correctly).
2. Electrical Outlets and Cords
  - a. Cover plates shall be installed for outlets.
  - b. The use of multi-outlet plug adapters should be prohibited (unless these are of an approved type with built in circuit breaker protection).
  - c. Extension cords are not allowed to be used as permanent wiring.
  - d. Electrical cords that are cut, frayed, etc., should be replaced.
  - e. Any equipment that sparks, stalls, or runs hot should be repaired or replaced by qualified personnel.
3. Repairs & Modifications  
Always contact M&O when building electrical repairs or changes are needed!

## **F. Fall Safety**

Slips, trips and falls are the most common and *most preventable* kinds of accidents. Preventing falls is a major responsibility of all employees.

1. Wear appropriate shoes with non-slip soles that are in good condition.
2. Use care when walking on stairways, hold on to handrails to keep your balance and maintain a safe pace to avoid slipping or falling.
3. Use the handrail when going up or down stairs - be especially careful when carrying an item while on the stairway.
4. When it is necessary to climb - use a ladder, not a chair, stool, or box.
5. In the winter, be on alert for slippery outdoor sidewalks and steps. Each school should have a snow removal plan including:
  - a. maintaining an adequate supply of ice melt material.
  - b. prioritizing which walkways need to be cleared first.
  - c. arriving early enough to clear walkways.
  - d. ensuring that walkways are cleared in a reasonable amount of time.
6. Report tripping hazards, loose handrails, steps in poor condition, slippery indoor steps, etc.
7. Promptly remove debris and litter from floors and walkways.
8. When mopping the floor, mop half of the corridor or lobby at a time so that people will not have to walk over wet surfaces.
9. Mark wet/slippery floors with orange traffic cones, "Wet/Slippery Floor" signs, or other obvious caution signage. Put signs at both ends of the slippery area.

## **G. Fire Safety**

1. Fire Drills
  - a. There will be one (1) drill per week during the first four weeks of school and one (1) per month for the following months. For year-round schools, the weekly drills should be conducted when a track begins so that new students are oriented.
  - b. An obstructed drill should be conducted every six (6) months. One or more exits are blocked prior to the drill. Students should not know in advance that an obstructed drill will occur.
  - c. There should be at least one (1) drill during each year when students are in the cafeterias or in the hallways during changes of classes. If the school contains an auditorium, there should be a fire drill during the use of that facility.
  - d. Schools must also conduct two (2) Homeland Security drills during the course of the year *in addition* to fire drills – these may be lockdowns, reverse evacuations, shelter-in-place, room clear, relocation or duck and cover drills.

Consult the APS Safe School Response Plan for additional information.

- e. Fire drills shall be documented on the appropriate on-line form – contact the Risk Management office.

2. General Information

- a. No more than 20% of any wall can be covered with paper at any time.
- b. Do not stack flammable materials on shelves or cabinets within two feet of the ceiling
- c. Provide separate storage for flammable materials – do not store near water heaters, furnaces or in electrical rooms
- d. Maintain unobstructed access to electrical panels
- e. Provide and maintain clear aisle ways and a safe means of egress
- f. Provide for clear access to all areas for fire fighting equipment
- g. Keep fire lanes clear at all times.

3. Fire Extinguishers

- a. Know where the nearest fire extinguisher is kept, and know how to use it properly. Employees using fire extinguishers should be provided training.
- b. Fire extinguishers are classified according to a particular fire type and are given the same letter and symbol classification as that of the fire.



Combustibles:  
wood, cloth, paper,  
rubber and plastics.



Flammable liquids:  
oil, grease and paint  
thinners.



Energized electrical  
equipment.

- c. The average fire extinguisher only operates about 10 seconds.
- d. You must get close to the fire - as close as 5 or 6 feet.
- e. To effectively operate an extinguisher, think P-A-S-S.  
P -- pull the pin  
A -- aim the hose at the base of the fire  
S -- squeeze the handle  
S -- sweep the hose back and forth
- f. If you think the fire is too big or out of control to fight with a fire extinguisher, get out!

## H. Housekeeping

1. Employees must at all times keep debris clear of work areas, passageways, stairs and in and around buildings and other structures
2. Housekeeping in the classroom and office:
  - a. Keep aisle ways clear, and walkways between desks and work spaces free of boxes, cords, plants, etc.
  - b. Desk drawers and file drawers should be kept closed at all times to avoid injuries.
  - c. Objects shall be stored and stacked safely, especially heavy ones where they are hard to reach and liable to fall.
  - d. Sharp objects shall be stored properly and out of the way of potential hazards.
  - e. Immediately clean up spilled water, coffee, and other liquids that may pose a slip hazard.

## I. Ladder Safety

Various types of ladders are available at your location to use. There is no excuse for using a chair, desk, etc. to reach high places. Contact your custodian for the correct ladder.

1. Broken or damaged ladders must not be used. Have them repaired or dispose of them immediately. Ladders to be repaired must be tagged, "**DO NOT USE**"
2. Do not splice together short ladders to make a longer ladder
3. All straight ladders must be tied off at the top
4. Ladders should not be placed against movable objects
5. The base of the ladder must be set back a safe distance from the vertical - approximately 1/4th of the working length of the ladder
6. Ladders used for access to a floor or a platform must extend at least three feet above the landing
7. The areas around the top or base of the ladder must be free of tripping hazards such as loose materials, trash, electrical cords, etc.
8. Ladders which project into passageways or doorways, where they can be struck by personnel, moving equipment or materials being handled, must be protected by barricades or guards
9. You must face the ladder at all times when ascending or descending
10. Be sure that your shoes or boots are free from mud, grease, or other substances which could cause a slip and fall
11. Always move the ladder before ascending to avoid over reaching
12. Step ladders must be fully opened to permit the spreader to lock
13. Metal ladders must not be used for electrical work or in areas where they could contact energized wiring. The use of metal

ladders is restricted to special applications where heavy wooden ladders or fiberglass are not practical

14. Wood ladders should never be painted – paint hides cracks and defects

## **J. Materials Handling Safety**

Before you lift, attempt to check the weight of the object. Try to estimate its weight. If you are not sure, squat down and try to lift the corner. If you do not feel comfortable about the lift, or if it feels too heavy, DON'T LIFT IT! Do not be afraid to ask for some assistance or locate a hand truck or other lifting device to aid you.

1. Manual Lifting
  - a. First, position your feet
    - i. Preferably one alongside of the object to be lifted and the other behind
    - ii. This will provide the balance necessary for a smooth lift
  - b. Second, tighten your stomach muscles
    - i. Pull in your stomach and straightening your back to keep your spine, back muscles, and ligaments in correct alignment
    - ii. This will evenly distribute the load over the entire spine
    - iii. A straight back does not necessarily mean a vertical back, your back can still be straight even if you are lifting at an angle
  - c. Third, bend your hips and knees
    - i. Use the sit-down position
    - ii. Draw the object in close to your body
    - iii. Bend at your hips to aid in keeping your back straight
    - iv. Bend your knees to allow you to lift with your legs
  - d. Fourth, grab the object by the opposite corners
    - i. Position the body so its weight is centered over the feet
    - ii. Tuck in your chin
    - iii. Start the lift with a thrust of the rear foot and remember that as you lift use smooth movement and avoid jerking
    - iv. When the load has been lifted keep the load close to your body
    - v. Pivot your feet if you must turn, remember, don't twist!
2. Carrying
  - a. Keep your back as straight as possible

- b. Keep weight loads close to your body and center over your pelvis
  - c. Put your load down by bending the hips and knees with your back straight and load close to your body
  - d. If the load is too heavy, get help
  - e. When a load is carried by more than one person, allow one individual to be the leader so that you have good timing and coordination
3. Reaching for objects
- a. When using a ladder:
    - i. Use a safe and proper ladder when the object exceeds a reasonable reach
    - ii. Use a ladder or platform, preferably with railing, whenever possible
    - iii. Stand close to the object
    - iv. Keep the center of gravity over the base of the support
  - b. When reaching from the ground:
    - i. Place your feet about shoulder-width apart
    - ii. Place one foot in front of the other so that you have freedom of movement forward and backward as arms are raised and lowered
    - iii. Keep good body alignment
    - iv. Move close to the object
    - v. Do not reach outward to the point of straining
  - c. When reaching for an object which is above the head:
    - i. Grip it with the palms
    - ii. Lower it slowly
    - iii. Keep it close to the body on the way down
4. Hand Trucks
- a. Two-wheeled trucks:
    - i. Keep the loads center of gravity as low as possible
    - ii. Never walk backwards with this type hand truck
    - iii. When going down an incline, keep the truck ahead of you
    - iv. When going up an incline, keep the truck behind you
  - b. Four-wheeled hand trucks:
    - i. Keep the load even and not so high as to cause spillage and/or obstruction of the view
    - ii. Push rather than pull four-wheel trucks (if a truck has a third or fifth wheel with a handle it can be pulled)
  - c. Four main hand truck hazards:
    - i. Running wheels off work surfaces

- ii. Colliding with other objects
- iii. Jamming hands between trucks and other objects
- iv. Leaving the handle down or leaving the truck in a location that trips or blocks employees

**K. Playground Safety & Supervision**

1. Equipment
  - a. All playground equipment shall be designed, installed, and inspected in accordance with the Consumer Product Safety Commission’s (CPSC) Handbook for Public Playground Safety, and the American Society for Testing and Material (ASTM) F 1487-95 Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use.
  - b. Modifications which include the installation of new or donated equipment or modifications to existing equipment or play areas ***must*** be coordinated through Facilities Support & Operations.
  - c. All playground equipment shall be inspected, repaired, and maintained by District employees on a regular basis with the necessary documentation.
  - d. Site Administrators are responsible for the conduct of regular inspections of their playgrounds.
2. Supervision
  - a. At least one teacher per 125 students on the playground (dependent upon the playground’s layout and how large an area an individual teacher can observe at any given time)
  - b. Duty staff are responsible for providing and supervising rules for the playground, suggested areas include:
    - i. define play areas.
    - ii. explain rules for various games.
    - iii. direction of flow for games.
    - iv. define walk/run areas.
    - v. procedures for dealing with injuries, illness, etc.
    - vi. any problems should be directed to the duty teacher/staff.

**L. Security Issues**

1. During School Day
  - a. Require visitors to sign-in and sign-out from school office.
  - b. Require visitors to wear visitor badges.
  - c. Verify the identity of official visitors, such as district employees, police officers and social workers.
  - d. Limit outsider access by securing appropriate gates and doors.
2. After-Hours

- a. Doors - secure and lock *all* doors, exterior and interior.
  - b. Windows – secure and lock all windows, close all blinds.
  - c. Cabinets/Closets – secure and lock all cabinets and closets, where possible.
  - d. Gates and Fences – secure gates, where possible and equipped with locks.
  - e. Lighting – survey exterior lighting to make sure it is operating during nighttime hours.
  - f. Alarms – make sure staff follow alarm use call-in and call-out procedure.
  - g. Hi-Tech Equipment – consider purchase and installation of locking cables to secure computer equipment – during breaks secure where possible in alarmed, interior portions of main buildings.
  - h. School Watch – consider letter to school neighbors asking them to watch for suspicious activity on school after-hours.
  - i. Facility Checks – develop procedures which fix responsibility for securing school when last person leaves.
3. Key Control  
All sites must maintain effective key control.

**M. Traffic Safety**

Site administrators are responsible for the maintenance of safe and orderly traffic on school campuses.

- 1. Laws and Regulations
  - a. Vehicles shall not park in designated fire lanes and handicapped spaces. Violators shall be directed to move their vehicles and law enforcement authorities summoned if they cannot be located or refuse.
  - b. Vehicles shall park only in designated parking areas and spaces.
  - c. Vehicles parking in an unauthorized or unsafe manner may be removed at owner’s expense.
- 2. Safety Recommendations
  - a. Staff should receive training in traffic safety.
  - b. Staff assigned traffic safety duty should wear high-visibility “orange” vests for visibility.
  - c. Drivers of vehicles operated on campus in an unsafe manner should be reported to school administration and to law enforcement authorities. Administrators may revoke a driver’s authorization to remain on campus
- 3. Site administrators should report unsafe traffic situations on and off-campus for assistance

4. Requests for crossing-guards should be referred to the appropriate law enforcement agency having jurisdiction on the surrounding streets

#### **IV. HAZARD IDENTIFICATION, ANALYSIS AND CONTROL**

The identification, analysis and control of hazards *before* accidents and losses occur is the primary objective of the district's safety and loss control efforts.

##### **A. Reporting Losses**

1. Students and employees must report accidents and losses.
2. Supervisors and administrators must properly investigate and report all accidents, losses and injuries.

##### **B. Analysis of Loss Data**

A comparison of accident and loss information with data from previous occurrences will allow the identification of trends and patterns.

##### **C. Safety Committees**

Safety Committees are comprised of employees who serve in an advisory role to the Principal/Manager on issues of school safety.

1. Safety Committees may be existing committees formed for other purposes and are responsible for the following activities:
  - a. Meet regularly.
  - b. Review each accident and property loss incident report submitted.
  - c. Assisting in the conduct of periodic safety inspections.
  - d. Make recommendations to management for correction of identified hazards.
2. Recommendations For Conducting A Safety Committee Meeting
  - a. Notify members of date, time and place with advance notice and identify important agenda items
  - b. Prepare agenda and set time limits:
    - i. Call to order
    - ii. Read and approve previous minutes
    - iii. Unfinished business
    - iv. New business – review loss reports
    - v. Recommendations/suggestions for inclusion into report to management
    - vi. Special Announcements
    - vii. Adjournment
  - c. Start meetings promptly and do not make prompt attendees wait

- d. Structure agenda topics, discuss the pros and cons, draw conclusions based upon facts and stay within designated time limits
- e. Allow for everyone to actively participate and express their own views
- f. Publicize all meetings and their findings, by utilizing newsletters, bulletin boards, staff meetings and other acceptable means
- g. Maintain Site Safety Team records and documentation

**D. Safety Inspections**

- 1. Risk Management – will conduct annual interior and exterior safety inspections.
- 2. Site Administrator – will conduct safety inspections on a regular basis and should provide employees a system to report hazards
- 3. Safety Committee - will assist administrators in the conduct of regular safety inspections - inspection findings and recommendations will be documented.

**E. Control of Hazards**

- 1. Implement corrective measures to prevent accidents and injuries.
- 2. All employees must take steps to correct unsafe situations.
- 3. Administrators and employees must monitor effectiveness of corrective action.

## **V. ACCIDENT/LOSS INVESTIGATION & REPORTING**

Requirements for investigating and reporting accidents involving employees, students and visitors.

### **A. Employee Accidents**

1. What to do if you get injured:
  - a. Notify your supervisor and call Company Nurse® at 1-877-740-5017 (24 hours a day, 7 days a week). The triage nurse will gather information over the phone and assist in accessing appropriate medical treatment, if necessary.
  - b. If a medical emergency, call 911 or report to the nearest hospital emergency facility.
  - c. Submit completed New Mexico Worker's Compensation Administration Notice of Accident form to your supervisor within fifteen (15) days of the accident or injury.
  - d. If you later need medical attention, you will be covered under Workers' as long as you notified your supervisor within 15 days of the accident.
  - e. Supervisors/managers must report receipt of employee Notice of Accident to Risk Management within 48 hours.
2. General Information:
  - a. APS will pay authorized medical expenses that result from a work-related injury
  - b. If you lose more than 7 calendar days, you are entitled two-thirds of your regular pay up to a statutory maximum - this is called Indemnity pay
  - c. You will start receiving Indemnity pay within 14 days of the E-1 being filed (not necessarily the injury).
  - d. The first 7 lost calendar days are not compensated, unless you are disabled for more than four weeks from the date of the injury
  - e. You may use sick leave to make up the difference between Indemnity pay and your regular pay
  - f. Injuries due to intoxication, willfulness or intention of worker are non-compensable
  - g. Any employee who knowingly files a false claim can be criminally prosecuted

### **B. Student Accident Investigation**

Student accidents must be reported on the *Student Accident Report* form – see Appendix D.

1. Life Threatening or Catastrophic Incidents
  - a. Render first aid - notify parents - 911 as necessary

- b. Contact Risk Management at 880-8249 x315
2. Suggested Criteria for Writing Student Accident Reports
    - a. Medication error - Copy also goes to Nursing Services
    - b. Emergency call - 911 - life threatening situation
    - c. Recommendation for further medical evaluation
    - d. Sustains head injury (e.g., blows to the head, whip lash, injuries around eye socket, or any other questionable injury to the head which in the opinion of the Nurse/Health Assistant warrants documentation)
    - e. Faulty equipment or unsafe condition existed
    - f. Judgment call - "gut feeling"
  3. Include in Student Accident Report:
    - a. Complete all information requested on the form
    - b. Add who was supervising - on duty and where - at the time of incident
    - c. Document and provide all details at the time of incident - attach diagrams, reports, etc. to form
    - d. Follow-up information - as needed
  4. Retention Period:
    - a. Maintain Student accident reports in Nurses Office files, not in the teacher's files
    - b. Maintain Daily Logs and Student Accident Reports for **one year** after end of school year.

### **C. Visitor Accident Investigation**

APS, as a public entity, can be held liable under the New Mexico Tort Claims Act for damages sustained on its property as a result of negligence in the maintenance of buildings, machinery, equipment or furnishings. As a result, any damages sustained by a visitor to APS property must be immediately investigated and reported. The school's role in this investigation is critical to a fair settlement in any potential claim. Getting the information requested on the *Visitor Accident Investigation* Form and forwarding it to Risk Management immediately will help reduce costly litigation that may arise if a claimant feels his or her claim is being ignored or unduly delayed.

In the event your school or administrative site is notified of an accident or damages occurring to a visitor:

1. See to the need for immediate first aid if applicable. Call 911 if necessary.
2. Fill out the *Visitor Accident Investigation* form – see Appendix E.

3. Call Risk Management at 880-8249 ext. 315.

#### **D. Property Claims**

Instructions for reporting claims for damages under the district's property insurance program.

1. Building and/or Grounds Damage
  - a. Due to Criminal Acts:
    - i. Maintain the crime scene in its original condition, try not to touch anything unnecessarily.
    - ii. The person discovering the damage notifies the school principal or building supervisor.
    - iii. The principal/supervisor notifies the APS School Police
    - iv. The principal/supervisor notifies APS Maintenance and Operations at 765-5960 to inform of the damage and request assistance.
    - v. Maintenance and Operations will also contact Risk Management to inform them of the damage and approximate cost to repair.
    - vi. Risk Management will coordinate with Maintenance and Operations to authorize funds to cover cost of repair.
  - b. Due to Natural Elements:
    - i. The person discovering the damage notifies the school Principal or building Supervisor. Try not to touch or remove anything unnecessarily.
    - ii. The Principal/Supervisor determines if the building security is at risk, if so notifies APS Police  
Principal/Supervisor notifies the Maintenance and Operations Department at 765-5950 to inform them of the damage and request assistance.
    - iii. Maintenance and Operations will contact Risk Management. Risk Management will coordinate with Maintenance and Operations to authorize funds to cover cost of repair.
2. Contents Loss
  - a. Call police IF a crime was involved.
  - b. Notify Risk Management
  - c. Notify Capital Outlay if loss or damage involves property or equipment listed on the location's fixed asset inventory.
  - d. Replacement of building contents is subject to a \$1,000 loss deductible.
  - e. Submit APS Risk Management Property Loss Report form (See Appendix F)

3. Personal Property Loss  
The district replaces employee personal property only under these conditions:
  - a. The district will replace teachers' personal instructional material if:
    - i. the property was approved for instructional use by the principal.
    - ii. the approval was in writing and on file with the principal *prior* to the loss.
4. Automobile Accidents  
Procedures for reporting accidents involving district-owned vehicles.
  - a. Accident Reports
    - i. Report the accident to the appropriate law enforcement jurisdiction.
    - ii. Accidents on school grounds should be reported to the APS Police
    - iii. Report the accident to your supervisor.
    - iv. Report the accident to Fleet Management at 765-5950.
    - v. Report the accident to Risk Management.
  - b. Drivers must complete and submit the *APS Vehicle Accident Report* form – See Appendix G. (Supervisors shall complete the form if the driver is injured or otherwise unable to complete the form.) The form must be submitted to Fleet Management and to Risk Management.

**VI. APPENDICES**

**APPENDIX A – FIRE DRILL REPORT FORM**

**ALBUQUERQUE PUBLIC SCHOOLS  
FIRE DRILL RECORD**

School: \_\_\_\_\_ Loc #: \_\_\_\_\_

Were Halls and Passageways Clear? \_\_\_\_\_

Warning System used? Automatic \_\_\_\_\_ Manual \_\_\_\_\_

Condition of Exit Doors and Fire Escapes: \_\_\_\_\_

Time Required to Vacate Building: Minutes \_\_\_\_\_ Seconds \_\_\_\_\_

Unobstructed Drill: \_\_\_\_\_ Obstructed Drill: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

Person in charge of Drill: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

WHITE COPY: RISK MANAGEMENT OFFICE  
PINK COPY: SCHOOL COPY

Form No. INS 24  
Revised 2001

**APPENDIX B – EMPLOYEE NOTICE OF ACCIDENT**

**NOTICE OF ACCIDENT/NOTIFICACION DE ACCIDENTE**

In accordance with New Mexico law, Section 52-1-29, NMSA 1978  
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, NMSA 1978

I, \_\_\_\_\_, was involved in an on-the-job accident  
Yo, \_\_\_\_\_ (name of employee/nombre del empleado) me lastimé en un accidente en el trabajo  
at approximately \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_.  
aproximadamente (time/a la(s) hora(s)) el (date/fecha) del 20\_\_\_\_\_

What happened and where: \_\_\_\_\_  
¿Qué ocurrió y dónde ocurrió?

Signed: \_\_\_\_\_  
Firma: (employee/empleado)  
Employee's social security number: \_\_\_\_\_  
Número de seguro social del empleado:

Signed: \_\_\_\_\_  
Firma: (employer or agent/empleador o agente)  
Date: \_\_\_\_\_  
Fecha:

Employer/employee: Each keep one copy.  
Empleador/empleado: Retener una copia.

For more information, call the Workers' Compensation Administration. Ask for an ombudsman.  
Para más información, póngase en contacto con el Programa de Asesores  
(Ombudsman Program) en la Administración de la Compensación de los Trabajadores

Albuquerque: 841-6000 - 1 (800) 255-7965  
Form NOA-1 (3/99)

Farmington: 599-9746 - 1 (800) 568-7310  
Lovington: 396-3437 - 1(800) 934-2450

Las Vegas: 454-9251 - 1(800) 281-7889  
Las Cruces: 524-6246 - 1(800) 870-6826



**APPENDIX C- SUPERVISORS' ACCIDENT INVESTIGATION FORM**

APS Employee Accident Investigation Report

Employees' Name \_\_\_\_\_ Employee no. \_\_\_\_\_

Department/School \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Get a statement from the employee and attach it on the back. If employee is medically unable to make a statement, check here o

Who witnessed the accident? (Attach statement(s) if applicable)

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Accident sequence (What happened?): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Causal factor(s) (Why did it happen?): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendation(s) (What can/has been done to prevent it from recurring?): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by (Name):	Title:
Signature:	Date:
Reviewed by (Name):	Title (Supervisor, Director, or Principal):
Signature:	Date:



## APPENDIX E – VISITOR ACCIDENT REPORT FORM

### ALBUQUERQUE PUBLIC SCHOOLS VISITOR ACCIDENT INVESTIGATION FORM

Location Name		Location Number
Date of Accident		Time of Accident
Last Name	First Name	M.I.
Street Address		Tele. No.
City	State	Zip
<b>Details of Accident</b>		
Specific location of accident (hallway in front of nurses office, sidewalk on N. side of campus, etc.)		
What damage or injury occurred? (right front fender of car dented, twisted ankle, etc.)		
Describe what happened:		
<b>First Aid Treatment</b>		
Was First Aid treatment given? Yes <input type="radio"/> No <input type="radio"/> (If yes, describe treatment given:)		
(If yes, who administered treatment, name, title)		
Was 911 or any emergency services contacted? Yes <input type="radio"/> (If yes, what agency responded? Where were they taken?) No <input type="radio"/>		
<b>Witnesses (Use Additional Pages If Necessary)</b>		
<input type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> Other Name:		
Address:		Tele. No.
<input type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> Other Name:		
Address:		Tele. No.

Please complete this form and fax it to Risk Management within 24 hours  
of being notified of the accident at 761-8447.

## APPENDIX F – APS PROPERTY LOSS REPORT FORM



### ALBUQUERQUE PUBLIC SCHOOLS RISK MANAGEMENT DEPARTMENT

#### PROPERTY LOSS REPORT

<b>SCHOOL</b>	<b>School:</b>	<b>Location #:</b>	
	<b>Address:</b>		
<b>CONTACT</b>	<b>Person to Contact:</b>		<b>Position:</b>
	<b>Office Phone:</b>	<b>Cell Phone:</b>	<b>E-mail:</b>
<b>LOSS INFORMATION</b>	<b>Date of Loss:</b>		<b>Time of Loss:</b>
	<b>Location of Loss:</b>		
	<b>Property Damaged or Lost:</b>		
	<b>Describe How Loss Occurred</b> <i>(Attach additional pages as necessary):</i>		
<b>REPORT</b>	<b>Reported to Police?:</b>	<b>Department:</b>	<b>Case #:</b>
	<b>Reported to Fire Department?</b>	<b>Department:</b>	<b>Case #:</b>
	<b>Previously Reported to Adjuster by Phone?</b>		<b>Adjuster:</b>
<b>Report Prepared By:</b>			<b>Date:</b>

**Submit report to:**  
**CCMSI – APS Unit – P.O. Box 27630, Albuquerque, NM 87125-7630 FAX: 888-6794**

**APPENDIX G – APS VEHICLE ACCIDENT REPORT FORM**

<b>Albuquerque Public Schools Vehicle/Equipment Accident Report Form</b>					
<b>APS Vehicle Information</b>					
<b>Date of Accident</b>		<b>Time of Accident</b>		<b>Unit#</b>	
<b>Year</b>	<b>Plate#</b>		<b>Make</b>		
<b>Description</b>				<b>Loc#</b>	
<b>Location Name</b>		<b>Social Sec:</b>			
<b>Employee#</b>		<b>First Name</b>			
<b>Last Name</b>			<b>License#</b>		
<b>Vehicle Damage</b>					
<b>Driver's Comments</b>					
<b>Location of Accident</b>					
<b>Drivers Injuries</b>				<b>Citations</b>	
<b>APS Passenger</b>					
<b>Witness Name</b>					
<b>Other Vehicle Information</b>					
<b>Other Driver</b>			<b>Phone#</b>		
<b>Work Phone#</b>		<b>Social Sec.#</b>			
<b>License#</b>		<b>Address</b>			
<b>Damage</b>					
<b>Year</b>	<b>Make</b>		<b>Model</b>		
<b>Plate#</b>		<b>Veh. Damage</b>			
<b>Insurance Co.</b>					
<b>Policy# or Case#</b>					
<b>Police Case#</b>			<b>Officers Name</b>		

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Thursday, February 24, 2000