



**Entiat  
School  
District**

**Staff Handbook**

Section 3

Health and Safety

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MSDS Binder

Policy 5201: Drug-Free  
Schools, Community, and  
Workplace



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## **IN CASE OF SERIOUS INJURY, CALL 911 FIRST!!**

# Student and Staff Safety

## **Safety Committee**

It is our goal at Entiat School District to provide a safe and healthy work/learning environment. We have a safety committee that evaluates safety and health issues within our district. Members of the safety committee include the superintendent, principal, lead maintenance person, and staff members. The minutes are posted on the safety bulletin boards.

## **Staff Safety**

There are safety bulletin boards located in the District Office, outside the Work Room, and Bus Garage. Forms for reporting hazards or making a safety suggestion are located on these bulletin boards, as well as on the school website.

**Parking Lot Safety:** Although the district attempts to keep parking lots clear of snow and ice, conditions can still be slippery at times. “Yak-Trax” are available for all employees in the district office. Employees who have any outdoors duties are especially encouraged to use the Yak-Trax during inclement weather. Since the parking lots are not considered to be part of the work location unless you actually work in the parking lot, an injury sustained in the parking lot before or after work would not be considered work-related or eligible for L&I coverage.

## **Student Safety**

### **Student Accidents**

If you are at the scene of an accident, either provide or assure that the student is provided with appropriate first aid care. Many of our staff members are certified first aid providers. The list includes all bus drivers, all coaches, and of course, the school nurse.

Notify the appropriate office staff so that they may, if necessary, assist with the situation. Office staff will also assist with notification of parents and with determining if additional care is necessary.

Once the student has been cared for, parents notified, etc., the staff member who witnessed the accident or was first at the scene must complete a student accident report form. This form is available from either of the school offices. The form should be completed in as much detail as possible and given to the school secretary.



## SDS Binder

In another world of work (Department of Labor and Industries) there are regulations that mandate that chemicals and compounds used in the workplace must have an accompanying document that describes each chemical or compound, its health risks, and exposure treatment. These documents are called **Safety Data Sheets (SDS)**. Manufacturers are required to produce a SDS sheet for every chemical or compound that they sell.

This makes sense when you think about it. If a custodian spilled the concentrate of a strong cleaning compound on him or herself, it would be essential to have access to a document that describes the appropriate first aid and extended medical responses to the exposure.

Employers, including the Entiat School District, are required to compile a binder of SDS and to keep that binder in a prominent place where it can be readily accessed. Additional partial binders with information specific to the chemicals in those areas are kept in the high school science lab, the custodial closets, the kitchen, and the bus garage.

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# Drug-Free Schools, Community, and Workplace (Policy 5201)

The board has an obligation to staff, students and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serve.

For purpose of this policy, the “workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The “workplace” includes any district building or any district property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant.

## **Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis).
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in any amount, in any manner, and at any time in the workplace Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) will be subject to disciplinary action, including termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances.
- D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis).

## **Notification Requirements**

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member’s responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor in conjunction with the district office (e.g. human resources) then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.



As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal government within 10 days of such conviction, regardless of the source of the information.

**Disciplinary Action**

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as the district deems appropriate.

