



**GLOBAL OUTREACH
CHARTER ACADEMY
STAFF SAFETY PLAN**

Section 1: Management Commitment to Safety and Health

Global Outreach Charter Academy strives to have the safest possible place of employment for our employees.

The goals for our Safety Program are to:

- ✓ Develop, implement, and maintain a safe workplace for our employees consistent with all applicable state and federal regulations.
- ✓ Control the costs related to workers' compensation insurance coverage.
- ✓ Consistently improve the safety program to minimize incidents, therefore ensuring our employees' long-term safety and wellness.
- ✓ Have zero incidents and celebrate a great safety record.

The person responsible for implementing and monitoring the Safety Program at this location is **Operations Manager**.

A copy of this Safety Program is located here: **HR Office and the Main Office**.

COO/President/Safety Director: _____

Date: _____

Section 2: Roles and Responsibilities

Employer Responsibilities

Under the Occupational Safety and Health Act (OSH Act), it is the employer's responsibility to provide employees with a workplace free recognized hazards that may cause illness or serious physical harm and to comply with standards, rules, and regulations issued under the OSH Act.

Management must lead by using a variety of techniques to demonstrate the company's commitment to workplace safety and health.

Managers may demonstrate their commitment in a variety of ways, such as:

- Attending safety meetings.
- Participating in volunteer groups promoting various safety topics.
- Setting an example by following safety rules and regulations.
- Providing employees with training on specific safety issues and equipment.
- Attending employee training programs if appropriate to reinforce employee training.
- Participating in or leading safety and health committees.
- Regularly emphasizing to the community the organization's concern with safety and health.
- Following up after safety incidents with thorough accident investigations, correcting problems and post-accident employee training.
- Recognizing and rewarding employees with the best safety and health suggestions and practices.

Employee Responsibilities

As much as it is **Global Outreach Charter Academy's** responsibility to provide a safe work environment for everyone, each employee plays a critical role in the success of the safety program. We ask employees to accept this important responsibility and commit to work in the safest manner possible to ensure their own individual health and wellness for the future. We encourage all employees to communicate freely about safety concerns and offer suggestions to improve safety conditions without the fear of reprisal.

Employee rights are protected under the [OSH Act](#) and the law's [antiretaliation protections](#).

All employees are responsible to comply with all OSHA standards (federal and state) as well as with the company's safety and health rules, including the following:

- Handling work processes in accordance with established procedures and documented protocols.
- Reporting any unsafe conditions, deficiencies in school equipment, or injuries (no matter how minor) to management immediately.
- Complying with all management instructions for safe conduct.
- Attending accident prevention and safety training and instruction, including practice drills.
- Following the company's safe working rules and policies at all times.
- Wearing necessary safety and protective equipment at all times in specified work locations.
- Asking for clarification or assistance if unsure about the safety of a particular task and stopping the work immediately until there is clear guidance to proceed.
- Never participating in any acts that endanger the safety or well-being of the work team.
- Not reporting to work under the influence of alcohol and/or drugs or being impaired by fatigue, illness, or other causes that may expose the employee or others to injury or unsafe working conditions.
- Lifting heavy objects by faculty and staff is not allowed. Such actions should be performed by authorized personnel only.

All employees have the right to access safety records maintained by the school that document the employee's exposure to hazardous substances and individual medical records relating to evaluations, testing or exposures with certain exceptions.

Employee Injury and Illness Reporting

All injuries should be reported promptly to the supervisor, manager, or company emergency response team so that arrangements can be made for medical and/or first-aid treatment.

First-aid materials are located in the nurse office and the main office of the school; emergency, fire, ambulance, rescue squad, and doctors' telephone numbers are located in the main office; and fire extinguishers are located on each floor level.

Report any hazards immediately to your supervisor, manager, or safety committee representative.

Manager/Supervisor Name: _____

Phone Number: _____

Email: _____

Section 3: Incident Investigation

It is company policy to investigate all injuries and illnesses in order to understand why the incident occurred and how it can be prevented from recurring. It will also serve to continuously improve our processes/procedures to create a safer workplace for all associates.

The procedure for investigating employee incidents is outlined below:

1. **In an emergency situation, remember to dial 911 immediately.**
2. The **immediate supervisor or manager** should report any injury or illness immediately (or when safe to do so) and complete the appropriate paperwork for safety team follow up, human resources actions, and insurance carrier needs. All injuries and illnesses should be reported, no matter how large or small.
3. Use the company Incident Reporting Form that includes the employee's report, the supervisor's report, and the investigation report. Document the injury/illness completely while doing a thorough root cause analysis of the incident so that corrective action can be determined to prevent future incidents.
4. Review the incident investigation report with the management to determine appropriate corrective action, training, or other changes in the safety program in that work area. Any corrective actions should be communicated clearly, with responsibility for follow up tasks assigned to the appropriate person(s), and adjustments made to the job hazard analysis if needed.
5. Part of the safety corrections may include employee coaching and counseling to correct unsafe behaviors, prevent injuries, and improve safety. Follow the company procedure for corrective action and focus on changing behavior instead of punishment. However, in some instances, after consultation with human resources and legal counsel, egregious or willfully negligent behavior may be cause for immediate disciplinary action up to and including termination of employment.

Section 4: Hazard Identification and Assessment

Part of our ongoing commitment to the Safety Program includes hazard identification and assessment. It is our responsibility under the OSHA general duty clause to assess any potential hazards our employees may encounter through the normal course of their workdays. Our company follows the federal OSHA guidelines (listed below) for evaluating potential hazards in the workplace and will review the information as needed to prioritize action items for completion.

OSHA recommends that employers collect, organize, and review information with employees to determine what types of hazards may be present and which employees may be exposed or potentially exposed. Information available in the workplace may include:

- Workers' compensation records and reports.
- Patterns/trends of frequently occurring injuries and illnesses.
- Existing safety and health programs,

List includes general safety programs at Global Outreach Charter Academy:

- Active shooter.
- Bloodborne pathogens.
- Emergency action planning.
- Fall protection (fall protection, construction ([29 C.F.R. § 1926.501](#)) [[related OSHA Safety and Health Topics page](#)]).
- Fire safety.
- Medical services (including first aid/CPR/AED).
- Safety committee program.
- Spill prevention and response.
- Substance abuse policy.

- Workplace violence prevention program.

Section 5: Hazard Prevention and Control

Regular inspections and surveys, along with employee reports/feedback, allow us to keep hazard information current. With hazards continuously identified, they can be controlled or prevented using the following standard methods:

- **Safe Work Practices.** Implementation of special workplace rules may be necessary to continue to protect employees from hazards. Such special rules include specific procedures regarding identification of safe acts or behaviors and good housekeeping practices. The supervisor or safety representative will make sure that these special safety and health rules are written, posted, and discussed with affected employees.
- **Training.** Employees are taught to identify and avoid hazards during orientation as well as ongoing safety training based on their position within the company and any potential hazards they may encounter during the course of their job. Managers and safety representatives will highlight safe work procedures and recognizing employees or groups of employees through our “catch me at my best” program, which demonstrates and enforces positive safety behaviors. **Enforcement.** Safe work practices are a condition of employment and any violation of workplace safety and health rules will be cause for corrective action, discipline, or termination of employment based on the seriousness of the violation. Enforcement will be based on letting employees know what is expected of them regarding workplace safety and health and giving them a chance to correct their own behavior.

Section 6: Communication

Communication on safety issues is vital for the success of the program. Here are some of the ways the Company communicates with employees:

- Review of the safety program upon hiring or during onboarding orientation.
- Posters/signage/distributed content for compliance with all applicable state and federal regulations as well as company-specific exposures.

The Company has instituted a procedure to communicate any hazards or safety issues without the fear of reprisal (anonymously if needed). In addition to communicating safety concerns with management or safety committee representatives directly, employees may submit their concerns through:

- **Online safety site on the Employee Portal.**

Section 7: Training and Education Programs

Initial and ongoing safety training and education is necessary to ensure the safety of our employees. Our safety orientation is the backbone of our program and introduces new employees to our culture and commitment to safety. Ongoing training will also be conducted based on the employee department/position and any requirements, such as personal protective equipment, controls, and medical testing, etc.

The purpose of our training program is to provide employees with:

- Knowledge and skills needed to do their work safely and avoid creating hazards that could place themselves or others at risk.
- Provide awareness and understanding of workplace hazards and how to identify, report, and control them.

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Safety training will be provided for employees:

- During new hire onboarding.
- Periodically, in the form of refresher training (this may be following a near miss or incident, which can be required).

Depending upon the topic, the training may be conducted with one of the following methods:

- Classroom training.
- Peer to peer training/shadowing.

Section 8: Program Evaluation and Improvement

The main goal of our safety program evaluation is to ensure that Global Outreach Charter Academy is providing a safe workplace to meet and exceed our safety goals while continuously improving our safety culture. At regular intervals (**annually**), we will review the safety program or individual programs with those goals in mind and to remain compliant with all applicable regulations/laws.

The evaluation may also:

- Verify that the core elements of the program have been fully implemented.
- Involve employees in some aspects of program evaluation, including reviewing information (such as incident reports and exposure monitoring results), establishing and tracking performance indicators, and identifying opportunities to improve the program.
- Ensure that the following key processes are in place and operating as intended:
 - Reporting injuries, illnesses, incidents, hazards, and concerns.
 - Conducting workplace inspections and incident investigations.
 - Collecting and reporting any data needed to monitor progress and performance.
- Review and update plans/processes based on the company's loss history.

The person tasked with the overall responsibility to evaluate the Company's safety program and processes is:

Name: _____

Contact Information: _____

Section 9: Recordkeeping

The school is responsible for maintaining records of all applicable safety-related programs. The records will be kept on file at **HR Office**.

Employee Acknowledgment Form

SAFETY PROGRAM RESPONSIBILITIES: I have received and read the school's safety rules and understand that I must abide by these rules at all times. I have been given a copy of these safety rules and instructed to refer to them on a regular basis. Whenever I see an unsafe work condition, I must report it immediately to my supervisor, safety committee representative, or management.

REPORTING ACCIDENTS AND UNSAFE CONDITIONS: I have been informed and fully understand that it is my responsibility to report all work-related incidents of injuries or accidents, both my own and other employee incidents, at the time of the incident. I also understand that it is my responsibility to notify my supervisor, safety committee representative, or management of any unsafe working conditions immediately so that the potential hazards can be assessed and corrected.

Employee Signature: _____

Printed Name: _____ Date: _____