



Maize USD #266
District Office

Employee Safety Handbook



Maize USD 266 District Office

Employee Safety Handbook

DO-1004, Rev 22-01

Revision

Revision 22-01- Adopted 08/08/2022



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1 Safety Statement

You are a valuable asset to your department and your community, and we do not want you injured in an on-the-job accident. The school district wants to provide you with a place of employment that is free of recognized hazards which could cause accidents.

To be safe is to be secure from the threat of danger, harm or loss. Ninety-eight percent of all accidents are the result of unsafe conditions and unsafe acts or practices. Many accidents are caused by using unsafe equipment, using tools in an unsafe manner and failing to follow safe work methods.

Careful inspection and monitoring are necessary if employees are to reduce the hazards that contribute to accidents and injuries. Study and know this handbook. Remember that no hazard is too small for the attention of anyone who can have it corrected before someone is hurt.

Correct or report to your supervisor any unsafe conditions and unsafe practices that you observe. If a reported condition is not corrected, notify the Human Resource department. Report all injuries and accidents at once.

If you have a suggestion to prevent accidents and make the school district safer for yourself and others, pass it on to your supervisor. Additional accident prevention information will be issued from time to time by your supervisor and the Educational Support Center.

While this handbook contains general safety rules, it is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents and to assist each department in the development of safety rules. Violation of safety rules or safe practices could result in severe and painful consequences. Compliance with the safety rules contained in this handbook is mandatory, and is a condition of employment.

Questions and requests for additional information relative to the contents of this handbook should be directed to the Educational Support Center.



2 Employee Responsibilities

All employees have a safety responsibility to themselves, their families, fellow workers, the school district and the public. In the performance of their duties, all employees shall be expected to observe safety rules and instructions, being safety-alert both mentally and physically.

To accomplish this goal, all employees will:

- 1) Follow safe procedures and take an active part in protecting themselves, fellow workers, and school district property. Review safety manuals and follow their content.
- 2) Detect and report hazards to their supervisors, including conditions, practices and behavior. Employees should make suggestions for correcting these hazards.
- 3) Use all safeguards and safety equipment—take no unnecessary risks.
- 4) Wear safety protection devices for a particular job or hazard, or when instructed to do so.
- 5) Operate only equipment that has been authorized and only after being instructed on how to use it.
- 6) Use the correct tool or piece of equipment to accomplish a job assignment.
- 7) Learn to lift and handle material properly, using the legs and not the back. See the “Back Safety Principles” section of this handbook.
- 8) Know the location of fire-fighting equipment and how to use it.
- 9) Immediately report all injuries, no matter how slight, to your supervisor. The supervisor or first available person shall arrange for emergency transportation, if required (e.g., EMS, fire department, etc.), and, if necessary, shall accompany the injured employee.
- 10) Cooperate in every aspect with the district safety program and participate in safety training as required.
- 11) Comply with safety instructions from supervisors.
- 12) Follow safety procedures in case of fire or other catastrophe.
- 13) The supervisor shall ensure that the official report forms are completed accurately.
- 14) Perform first aid, artificial respiration, and rescue breathing only in an emergency, and then only until properly trained medical help arrives.



3 Maintenance and Custodians

- 1) Do not attempt to lift objects which you believe are too heavy for safe handling. Get help or divide the load. Always wear a lifting belt.
- 2) Wear safety goggles and rubber gloves when handling chemicals.
- 3) Keep repair shops adequately ventilated to protect against exposure to hazardous concentrations.
- 4) Do not overload hand-operated or electric hoists. Always check the capacity before using them.
- 5) Make sure cords on sweepers, scrubbers, or polishers are in good condition and that any defects are repaired.
- 6) Do not try to carry too many cleaning tools up and down stairs. Keep one hand free for the handrail.
- 7) Use only portable, straight and extension ladders of the approved industrial grade.
- 8) Access to fire extinguishers, exits and electrical switches and panels shall be kept free of all stored material, equipment, etc.
- 9) Stop and lock-out all machinery before making repairs.
- 10) Use hand tools only for the purpose for which they are designed.
- 11) Do not leave mops, brushes or pails in hallways, doorways or on stairs.
- 12) Clean floors during light traffic and do one side at a time so a dry area is always clear for traffic.
- 13) Empty waste baskets by turning them upside down. Broken glass or other sharp objects can cut your hands if you reach into the basket.
- 14) Pick up broken glass with a brush and a pan, not with your hands.
- 15) Lock out the breaker when replacing an outlet, switch or other electrical device.
- 16) Be familiar with the location of Material Safety Data Sheets (MSDS) and follow chemical handling safeguards.



4 Classrooms and Offices

- 1) Do not leave desks, cabinets or file doors open and unattended. Only open one file drawer at a time to prevent the cabinet from toppling over.
- 2) Report all defective equipment such as chairs, worn electrical cords, or inoperative machines.
- 3) Report any unsafe conditions such as loose floor tiles, stair treads, railings, icy conditions, electrical shorts in machines, improper lighting, etc., to your supervisor.
- 4) Do not leave chairs, wastebaskets, cords, etc., in aisles or where they can create a tripping hazard.
- 5) Use only ladders or self-locking step stools of an approved design for access to high shelves or files. Any work that requires climbing above the second step of a ladder should be done by custodial or maintenance staff.
- 6) Do not climb on desks, chairs, boxes, or file cabinets.
- 7) Do not make any physical modifications to the classroom. This includes painting walls, removing flooring, painting ceiling tiles, attaching anything more than a picture hanger to the walls, modifying cabinets, or making any change considered to be electrical, mechanical, or structural.



5 Electrical Safety

- 1) All electrically operated machines and equipment, when possible, shall be provided with a grounded cord.
- 2) Personnel shall not repair or service energized electrical lines or equipment except under the following conditions:
 - a. Checking line voltage and current with the correct instruments.
 - b. Cutting power lines when they present an immediate hazard to life.
 - c. Replacing fuses in circuits of 120 volts or less.
 - d. If power cannot be interrupted, work on circuits of 440 volts or more should only be performed by a public utility contractor.
- 3) Ground fault outlets, if possible, should be used when:
 - a. Equipment is used around moisture.
 - b. Hand-held electrical equipment is used.



6 Eye Protection

Wear suitable safety glasses, goggles or face shield when the work may result in hazardous exposure to your eyes. Some work examples where proper eye protection must be worn include exposure to:

- 1) Splashing liquid;
- 2) Injurious gasses, fumes and mists (spraying use of chemicals);
- 3) The use of air or electric power tools such as grinders, drills, jack hammers, saws or compressed air lines which may cause large or small flying particles, and when working in or visiting areas where eye protection is required by another entity.



7 Painting and Spraying

- 1) The “no smoking” rule must be strictly enforced where paints, thinners, lacquers and turpentine are used and stored.
- 2) Proper fire extinguishers must be available at all times when painting is in progress.
- 3) Correct protective equipment will be worn when required for the project being completed.
- 4) Only approved safety cans, UL tested, will be used for storage of paints, thinners and lacquers.
- 5) Only maintenance and custodial staff with prior consent from the director of said departments shall paint district-owned property.



8 Fire Prevention - Fire Extinguishers

- 1) Store flammable liquids in accordance with accepted guidelines for each liquid.
- 2) Provide adequate emergency firefighting equipment in appropriate locations and have it adequately marked.
- 3) Assure that any fire extinguisher that has been used is immediately serviced.
- 4) Do not block fire extinguishers by storage or equipment.
- 5) Know the locations of fire extinguishers and how to use them, where the hoses are and how to sound the alarm. Use:
 - a. Class A on ordinary combustibles such as wood, cloth, paper, and rubbish fires.
 - b. Class B on flammable liquid fires.
 - c. Class C on electrical fires.
 - d. Class D on combustible metal fires.
- 6) In case of fire:
 - a. Do not panic or get excited.
 - b. Turn on the alarm at once.
 - c. Remember your part in organized fire drills and do your job well.
 - d. Know at all times the exact location of the nearest exit and an alternative exit.
 - e. Walk—do not run—toward the nearest exit. Above all, do not crowd or push others.
 - f. Stay in line and wait your turn if a line forms at the exit to which you are headed. g) In an emergency, forget your tools and personal belongings. (Your life and the lives of others are more important.)
- 7) Keep your work area clean. Do not give fire a place to start.
- 8) Keep fire doors, extinguishers, sprinklers and exits clear for instant use at all times.
- 9) Know the procedures for reporting fire.
- 10) All extinguishers are to be inspected and an inspection card is to be signed by custodians once a month.



9 Hand Tools

- 1) Use hand tools only for the purpose for which they are designed.
- 2) Do not use tools with burrs, cracks, mushroomed heads or broken, loose or splintered handles. Report conditions to your supervisor regularly.
- 3) Return tools to their proper storage locations. Do not leave tools lying around as this may cause a tripping hazard.
- 4) Do not leave tools on overhead work areas. They may fall and strike someone below.
- 5) Do not carry an edged or pointed tools in pockets or belts unless the point or edge is protected.
- 6) Do not use wrenches as hammers.
- 7) Do not use wrenches on moving objects or on machinery in motion.
- 8) Keep screwdrivers in good condition to avoid slipping. Always use the screwdriver that properly fits, i.e., size, style, etc.
- 9) Do not use a screwdriver as a punch, pry or chisel.
- 10) Do not leave long-handled tools leaning against a wall. Either place the tool out of the way or return it to storage.
- 11) Carry tools in a toolbox. Avoid scattering them around the floor as this may cause a tripping hazard.



10 Ladders and Scaffolding

Any climbing beyond the second step shall be done by custodial or maintenance staff members only.

- 1) Use only portable, straight and/or extension ladders of approved industrial grade. Ladders and step stools shall have a grab bar or otherwise support the body when reaching upward.
- 2) Set up ladders so the distance from the base of the support to the foot of the ladder will be such that the ladder is at a safe and comfortable climbing grade. (As a rule of thumb, this distance is usually recommended as being 4 to 1, i.e. an 8' building ladder should be 2' out from the wall.) Straight ladders should be set on a firm, dry base at the proper angle, and when necessary, should be lashed securely at the top and bottom.
- 3) Place the base of portable, straight ladders so that the tip is three feet above the edge of a roof.
- 4) Do not work higher than the third rung from the top of a straight ladder or the second step from the top of a step ladder.
- 5) Always face the ladder and grip side rails or rungs securely when climbing or descending.
- 6) Do not use metal ladders near electrical wires or equipment.
- 7) Examine ladders for broken rungs, steps or rails. Do not use any ladder that has these broken. Have defects repaired immediately or tag and discard the ladder according to your supervisor's instructions, after reporting the defect to the supervisor.
- 8) A supervisor shall obtain a safe ladder for use.
- 9) Do not place a ladder in front of a closed door unless the door is locked, clearly marked or someone is guarding it.
- 10) Provide warning signs and barricades around any ladder under which there is or may be foot traffic.
- 11) Do not use boxes, chairs or other substitutes for ladders when climbing.
- 12) Do not try to overreach when on a ladder. Relocate the ladder as necessary.
- 13) Make sure that scaffolds are solidly braced and tied. Do not construct makeshift scaffolds.
- 14) Scaffolds must have guardrails 4' to 10' heights if 45" wide or less.
- 15) Scaffolds require guardrails and toe boards if over 10' high.



11 Material Handling and Storage

- 1) See “Back Safety Principles” regarding lifting of objects.
- 2) Carry long material, such as pipe or a ladder, so that the front end is high enough to clear obstructions.
- 3) Use portable cranes, skids, hand trucks, hoists or power lift trucks to move heavy objects.
- 4) Wear work gloves when handling heavy or rough objects. Wear foot protection where there may be a hazard to the feet.
- 5) Push rather than pull whenever possible when moving material on hand trucks or dollies.
- 6) Do not stand under loads which are suspended by ropes, chains or cable. Stand clear when any of these are under tension.
- 7) Follow the manufacturer’s directions closely and wear the personal protective equipment recommended or provided when using insecticide sprays or other chemicals.
- 8) Keep material clear of aisles.
- 9) Keep all loose nails, boards, etc., off the floor.
- 10) Remove protruding nails or bend them as soon as possible.
- 11) Do not allow rubbish or flammable materials to accumulate.
- 12) Provide adequate lighting for all work areas.
- 13) Wear safety goggles and rubber gloves when handling chemicals.
- 14) Have two persons present when handling acid or other hazardous chemicals.
- 15) Solvents must be stored in a flammable liquids cabinet.
- 16) Clean up spills immediately.



12 Power Mowers

- 1) Read operating instructions carefully. Know the controls so you can stop the motor or disengage the clutch quickly in an emergency.
- 2) Learn about and know the capacity and limitations of the equipment.
- 3) Plan each job thoroughly, anticipate hazards and plan emergency action to take if required.
- 4) Wear safety goggles. Avoid wearing ties, jewelry and loose clothing.
- 5) Stand clear when starting the motor. Have a firm footing and keep hands and feet clear.
- 6) Disengage the clutch before starting the motor.
- 7) Shut off power, wait for the machine to stop and lock out the starting switch (disconnect the electrical plug or spark plug wire) before making any adjustments, clearing jammed objects or removing or replacing blades.
- 8) Do not operate mowers without guards. Replace guards immediately when removed to adjust, clean or grease mower. Keep guards adjusted and in good working condition.
- 9) Do not leave the mower running while unattended.
- 10) Inspect equipment periodically for loose connections and broken or badly worn parts, and make sure cutting knives or blades are tight, sharp and in good condition.
- 11) Do not refuel a running or hot engine. Refuel outdoors. Use only safety cans to carry and store gasoline. Store fuel in a safe place and avoid spillage. When refueling off campus, do not smoke.
- 12) Keep children away from mowers.
- 13) When operating power mowers:
 - a. Mow only when there is sufficient light.
 - b. Inspect the lawn ahead of the mower and remove any obstacles.
 - c. Wear safety shoes or high top shoes.
 - d. Keep in step with the machine for better control.
 - e. Do not lift a running mower.
 - f. Shut off power when going from one location to another.
 - g. Be sure of your footing, balance, and control of the mower on slopes.
 - h. Do not pull a mower toward you.
 - i. Do not permit others to ride with you on riding mowers.
 - j. Watch out for low hanging branches and wires.



13 Shops - Machine and Wood

- 1) Be thoroughly familiar with safe operation of any machinery (i.e. grinder, saws, etc.) used in the shop.
- 2) Have all safety guards in place before operating machinery?
- 3) Keep the floor around machines clean and keep items on the floor organized so that tripping hazards are eliminated.
- 4) Always use a brush to remove shavings, dust, etc. from clothing or equipment. Do not use compressed air.
- 5) Do not leave machines running while unattended.
- 6) Do not wear loose clothing or jewelry around moving machinery or equipment.
- 7) Do not place the work rest more than 1/8 inch from the wheel surface of a grinding or shaping machine.
- 8) Access to fire extinguishers, exits and electrical switches and panels shall be kept free of all stored materials and equipment.
- 9) Stop and lock out all machinery before making repairs.
- 10) Report any defective equipment to the supervisor.
- 11) Use only approved, grounded safety extension cords or multiple outlet power centers.



14 Shops - Welding Operations

- 1) Wear clothing (preferable woolen) which will protect the body from the rays of the arc of the welder and from metal sparks.
- 2) Have your hood in place before you strike an arc and at all times while welding. Wear hardened filter lens goggles under the hood.
- 3) Assure that the welder's helpers are protected in the same manner as the welder.
- 4) Assure that shields are in place to protect other individuals from the rays of the arc.
- 5) Supervisors must warn others and keep them away from areas of danger.
- 6) Assure that there are appropriate fire extinguishers near the welding area at all times.
- 7) Put rod stubs in a container. Do not drop them on the floor.
- 8) Store all compressed gas cylinders when not in use.
- 9) Keep caps on all compressed gas cylinders when not in use.
- 10) Keep all compressed gas cylinders shut off at the cylinder valve, not at the regulator. (A regulator is not a shut-off valve.)



15 Kitchen Safety

Every employee should be interested in maintaining high standards of safety and sanitation in the food service department. The following is a list of safe work practices for the food service department.

- 1) No running in the kitchen. An unhurried procedure should be followed.
- 2) Pick up anything dropped and wipe up any spills as soon as possible.
- 3) Close oven and steamer doors immediately after use.
- 4) Turn off and unplug the food chopper, slicer or other equipment before wiping or cleaning or when not in use.
- 5) Avoid wearing a loose apron which could be caught in moving equipment or catch fire.
- 6) Use a proper step ladder for reaching high areas. Ladders and step stools shall have a grab bar or otherwise support the body when reaching upward.
- 7) Pay strict attention when using knives or other sharp instruments. Keep hands as dry as possible when using knives. Special care is needed in cutting meats which are greasy.
- 8) Avoid stacking dishes, pots and pans too high.
- 9) Learn how to operate equipment before using it.
- 10) Wear comfortable, non-skid shoes for working. Sandals and canvas shoes are not acceptable.
- 11) Detergents and cleaning agents must be well marked and stored away from food.
- 12) When washing pots and pans, take care not to allow hot water to enter the top of rubber gloves.
- 13) Knives should be stored in the correct place.
- 14) Avoid walking on wet floors. Wet mop only half the kitchen floor at a time, leaving a dry section to walk on.
- 15) Avoid placing articles in traffic lanes, which could cause accidents.
- 16) Always use dry hot pads when holding hot pans.
- 17) Be sure that pressure is down on steamers before opening the door. Also, be sure steam is cleared out before looking in or reaching in to remove an item.
- 18) Place heavier items on lower shelves in the refrigerator.
- 19) Do not put your hand into a mixer bowl while the motor is operating.
- 20) Equipment should be turned off before cleaning.
- 21) Use a plunger to shove waste products into garbage disposals. Do not use bare hands.
- 22) Keep stoves and ovens free of grease, crumbs or other flammable materials.
- 23) When using power equipment, use all the proper guards.
- 24) Report leaking pipes.
- 25) Gloves should be used when needed to protect hands from strong cleaning compounds.
- 26) Use lifting aids whenever possible (dollies, carts, etc.).
- 27) Do not use dry greasy rags.
- 28) Keep all drawers closed so that no one will run into them. Do not store anything such a way that causes it to stick out into the aisle.
- 29) Do not use electrical equipment with defective plugs, cords or switches, or use broken electrical outlets. Report all defects for immediate repair.
- 30) A long dipper should be used to handle soap powder to avoid burns on the hands and arms. Care should be taken not to spill soap powder into the eyes.
- 31) No knives, meat forks or other sharp or pointed objects should be washed in the pots and pans room. They are to be washed in the kitchen by the user. Do not dump these items into water to soak. Hand wash them one at a time without soaking.
- 32) Assure that there is access to all fire extinguishers and electrical control panels at all times.
- 33) Know the type of fire extinguisher to use:
 - a. Class A on ordinary combustibles such as wood, cloth, paper, and rubbish fires.
 - b. Class B on flammable liquid fires.
 - c. Class C on electrical fires.
 - d. Class D on combustible metal fires.



- 34) Rubber mats should be used in front of sinks and dishwashers to avoid slipping on wet floors.
Ensure that mats are flat on the floor and pushed together securely to avoid trip hazard.
- 35) Report any safety concerns to a supervisor.



16 Vehicle Maintenance

- 1) Keep the floors in the service center free of grease and oil spots, drop lights, air hoses and parts to prevent injury from slipping hazards and to prevent fires.
- 2) Do not keep gasoline in open containers in the area. Do not use gasoline to clean hands or parts. Label all containers. Carry or store small quantities of gasoline or other flammable solvents only in a safety metal can.
- 3) Dispose of or store oily rags and other debris in covered metal containers.
- 4) Assure that there is access to all fire extinguishers and electrical control panels at all times. Be certain that adequate fire protection equipment is available for quick access.
- 5) Stop all vehicles at the door before entering or leaving the shop area.
- 6) Prevent skin irritations by washing your hands with soap and water or hand solvents.
- 7) Do not depend on hydraulic jacks and hoists only; block up the vehicle or piece of equipment. Use metal safety blocks when working under a raised vehicle to prevent it from falling.
- 8) Properly ground all electric tools, grinders, sanders, etc. Wear safety glasses when operating this type of equipment. Use only safety extension cords.
- 9) Keep repair shop adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. Attach a hose to the exhaust leading to the outside.
- 10) Always work with adequate lighting at work benches and other areas.
- 11) Wear personal protective equipment such as goggles, aprons, safety shoes, etc. as needed.
- 12) Do not attempt to lift heavy items by yourself. Ask someone to help or use a lifting device.
- 13) Do not overload hand operated jacks or hoists. Always check capacity before using them.
- 14) Carry or store small quantities of gasoline or other flammable solvents only in a safety can.
- 15) Use a safety solvent for cleaning parts. Do not use carbon tetrachloride, gasoline or any other hazardous material for this purpose.
- 16) Report all defective equipment to your supervisor immediately.



17 USD 266 Motor Vehicle Operation

- 1) Do not permit any person who is not employed by USD 266 to operate district owned vehicles unless the activity involves having the vehicle serviced or repaired, or special permission is received from an administrator.
- 2) Employees are not to use cellular phones while operating district-owned vehicles or equipment.
- 3) Obey all traffic laws and regulations.
- 4) Concentrate on driving.
- 5) Do not back up unless absolutely necessary. Always check the rear and sides of your vehicle by walking around it and observing if there is proper clearance to back up safely. Use a spotter or ground guide, if available, whenever you are driving a truck.
- 6) Use extra caution and slow the vehicle when approaching children at play or when passing through school zones.
- 7) Keep alert at railroad crossings. Make sure you have a clear view of the tracks.
- 8) Shut off engine when parking or leaving the vehicle and lock the doors.
- 9) Make a routine check of the following equipment:
 - a. Directional signal
 - b. Lights and warning reflectors
 - c. Safety belts
 - d. Tires, including spare
 - e. Windshield
 - f. Windshield wipers
 - g. Heater and defroster or air conditioner as appropriate
 - h. Horn
 - i. Fire extinguisher
 - j. Rear view mirrors
 - k. Safety equipment (flares, flags, blocks, chains, etc.), if provided
 - l. Brakes and related equipment
 - m. Steering mechanism
 - n. Muffler and exhaust system
 - o. Serviceable mud flaps
 - p. Note: Report defective items to your supervisor immediately.
- 10) Store articles, tools, equipment and such in cars or trucks in a manner as not to interfere with vision or in any way interfere with proper operation of the vehicle. Do not store anything in the rear window of any vehicle.
- 11) Do not allow anyone to ride in or on a trailer or in the bed of a pickup.
- 12) Use warning signs on tractors and other slow moving vehicles and equipment.
- 13) Do not operate or instruct another person to operate a vehicle or piece of equipment that is defective or unsafe.
- 14) Report all vehicle accidents as required by law.



18 Back Safety Principles

- 1) Keep the weight to be lifted as light as possible.
- 2) Do not twist while lifting; pivot with the feet.
- 3) The soft tissues cannot be continually abused over time, or injury will result.
- 4) Think before you lift. Get help if necessary!
- 5) Be sure to stretch your muscles out before you lift.
- 6) Try not to lift an object more than once if possible. Plan ahead.
- 7) Get a firm grasp on the object.
- 8) Keep the object as close to the body as possible to reduce the “lever” forces acting on the back.
- 9) Do not jerk the object around.
- 10) Tighten your stomach muscles to help support the back.
- 11) Every pound of weight lifted puts about 7.5 pounds of pressure on the lower back. Your leg muscles are very large and strong and can be used to help lift objects, instead of your back.
- 12) Keep your body weight near the ideal for optimal back protection. Remember, you have to lift all of your arm and torso weight, as well.
- 13) Bend your knees while you lift.
- 14) Keep your feet about shoulder-width apart.
- 15) Lift with your legs, not your back.
- 16) Always wear a lifting belt.



19 Workers Compensation

Kansas State law requires all employees to be covered by worker's compensation insurance. Supervisors must immediately be notified of an injury sustained at Maize USD 266 in order to file the required injury report with the insurance company. KSA 44-520 states that an employee's claim could be denied if the employee fails to provide notice to an employer by the earliest of the three following options:

- 1) 20 calendar days from the date of the accident or the date of injury by repetitive trauma,
- 2) 20 calendar days from the date medical treatment is sought for the injury, or
- 3) 10 calendar days from the last day the employee worked or no longer works for the district.

Coverage includes payment of all medical expenses and wages if appropriate; however, the amount of worker's compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with worker's compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy (or negotiated agreement) for each day of absence until the employee's sick leave is exhausted. Medical treatment will be authorized by a medical professional via the Nurse Triage line via an authorization form obtained from the human resources office and provided by the medical provider with whom the district has contracted. If an employee seeks medical treatment from a medical provider other than the contracted district provider, the district liability will be limited to \$500.00.

Employees must use Maize USD 266 approved physicians. Supervisor has information on where employees must go.

Kansas Workers Compensation Social and Recreational Act – K.S.A. 44- 508(f) precludes recovery of worker's compensation benefits when the injury occurs while the employee is "engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer."

In the event of a work related injury:

- 1) Report it immediately to the supervisor.
- 2) Employee contacts Workers Compensation Nurse Triage Line.
- 3) Nurse or medical professional will advise the employee on the appropriate medical treatment and authorize care at a preferred clinic if necessary.
- 4) Supervisor collects the following documents: written employee report and witness statement if applicable
- 5) Supervisor conducts an internal investigation and sends the investigation report, employee report and witness statements to HR.
- 6) After treatment, immediately return the release form to the supervisor or the HR Department. The school district will attempt to accommodate all employees with modified duties during their recovery.

19.1 Preferred providers:

19.1.1 Ascension Via Christi Occupational and Immediate Care

Ascension Via Christi Occupational and Immediate Care

501 N. Maize Road

Wichita, Kansas 67212



19.1.2 Wesley West ER

Wesley West ER
8714 W. 13th St. N
Wichita, Kansas 67212
After Hours Care

19.2 Notice of Accidents

Employees must notify their immediate supervisor within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under worker's compensation may be obtained from your supervisor or the Educational Support Center.

19.3 Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under worker's compensation.

Any employee who is off work and drawing worker's compensation shall be required to provide the Director of Human Resources with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute.

19.4 Coordination with Leave Benefits

The worker's compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. In no event shall the employee be entitled to a combination of worker's compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until:

- 1) Available paid sick leave benefits are exhausted.
- 2) The employee returns to work.
- 3) Employment is terminated.



20 Prevention and Control of Infectious Disease Including COVID 19

USD 266 takes proper care and employs and contracts with trained staff to clean all buildings daily to aid in the control and prevention of the spread of illnesses and infectious diseases. All employees are asked to take proper precautions to keep a clean work area, classroom and common areas.

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes. Wash hands after coughing or sneezing.
- Wipe down common spaces such as the copier, conference room, etc. with disinfecting wipes after use.
- Avoid close contact with people who are sick.
- Stay home if you are sick or have a fever. Report all sick leave absences according to policy.