

Analysis

This industry group includes elementary and secondary schools; colleges, universities, professional schools, junior colleges and technical institutes; libraries and vocational schools. The group also includes student exchange programs, curriculum development organizations and data processing, business and secretarial schools.

In general, organizations have difficulty keeping their safety programs current and effective. This leads to problems with training for employees (hazard communication, blood borne pathogens, lockout/tag out, etc.). High school employees need training in dealing with student assaults/violence. The necessary training records need to be available. The Annual Safety Inspection needs to be emphasized and focused on correcting problems before they become too hard to do. Facility maintenance issues are sometimes critical for members of this industry group. Accident investigation, follow-up, claims management and record keeping are also included as areas needing attention.

Members of this group are affected by back injuries from overexertion, lifting objects. Major types of accidents involve falls (same level-walking/working surface) and motor vehicle accidents. Janitors and Cleaners were number one on the list of Occupations with the Twenty Highest Newly Reported Indemnity Claims in New Mexico for 2001 (290). Kitchen Workers, Food Preparation were eighteenth with 68 claims and were followed by Miscellaneous Food Preparation Occupations who were nineteenth with 67 claims.

This checklist is designed to assist members of the Educational Services Group with accident prevention activities for their workplaces. Please use the information to direct attention to your specific areas of concern.

82/Educational Services

YES / NO / N/A

Fall Prevention

*All walkways are clearly marked and illuminated
Floors are kept clean and dry
Tripping hazards are identified, highlighted and
Eliminated
Spills are cleaned up immediately
Parking areas are well illuminated and walking
Surfaces are free of hazards
Employees know how to report hazards
Maintenance personnel continually evaluate
All walking/working surfaces*

Back Injury Prevention

*Employees are made aware of the dangers of lifting
Employees ask for help from others to lift heavy
Objects
Through training, employees know how to lift
Management has minimized lifting tasks by providing
Lifting equipment and mechanical devices
Repetitive motion injuries are prevented by stretch
Breaks and exercises
Kitchen/Cafeteria workers exercise before work
All kitchen/cafeteria equipment and materials are
Within reach of the workers who need them
Custodians are trained in proper lifting for their
Specific, individual tasks
New employees are given special attention and
Supervision to ensure that lifting is done properly
If used, back support belts are worn properly and
are used only for lifting*

Bodily Reaction is a type of indemnity claim which **YES / NO / N/A**
Refers to body motions that cause physical
Stress or strain. An example is a shoulder strain
Injury resulting from an overextended reach.

*Situational awareness and knowledge of our
Individual limitations are the key elements in
Preventing these injuries.*

Struck by or Against Objects are types of indemnity
Claims, which are the second leading cause of death
At work in New Mexico.

Personal Protective Equipment

*Protective equipment has been issued and is used
As needed by trained employees. Examples include
The following:*

Hard hats

Protective glasses or goggles

Respirators/self-contained breathing devices

Steel-toed work shoes or boots

Personal fall arrest systems

Protective clothing, gloves and aprons

Air monitors

Hearing protection

Hepatitis B immunizations for employees

Who may be exposed to blood or body

Fluids as a part of their normal duties

Body armor for police officers

Traffic vests

Communications capabilities

Other equipment that may be required

To perform specific tasks

Hazardous Materials

YES / NO / N/A

Chemicals are stored properly
Chemical containers are clearly labeled
Chemical spill control supplies are readily Available
The list of all chemicals is available
Material Safety Data Sheets (MSDS) are Accessible to employees who need them
Employees can understand MSDS
Pesticides are carefully chosen and used to ensure The lowest possible toxicity and risk for Unwanted exposure
Personal protective equipment is used
Fire extinguishers are available
Eye wash stations are accessible
Contaminated clothing is properly cleaned or Disposed of promptly
Hazardous material signs are posted as required

Fire Safety

All exits are unobstructed and lighted
Exit lights are lit
Fire extinguishers are provided and employees Are trained in their use
Fire extinguisher inspections are up-to-date
Fire evacuation routes are posted
Emergency procedures are posted
Stairwells are completely free of storage
Emergency telephone numbers are posted
Flammable materials are stored Separately and properly using approved Containers or cabinets
Fire drills are conducted and documented.
Fire prevention in kitchens and cafeterias Is a special subject area during all inspections

Motor Vehicle Accident Prevention

Motor vehicle accidents are the leading cause of death at work in New Mexico. Motor vehicle accidents tend to result in more serious injuries than other types of accidents – almost 30 percent of all compensable fatalities are of this type.

Causes

*Failure to wear seat belts
Lack of attention while driving
Excessive speed
Violations of state law and company policy
Driving under the influence
Failure to drive with regard to road conditions*

Ideas for Employers

*Develop a company policy that covers driving while at work.
Consider including the following:
The use of seat belts in company vehicles is mandatory
Only specifically authorized employees with valid and company
Verified licenses may operate company vehicles or
Personally owned vehicles on company business
Prohibit alcohol and drug use in company vehicles
Offer Defensive Driving courses to employees
Develop a vehicle safety inspection and maintenance program
Establish a safety awards program to recognize good drivers*

Ideas for Employees

*Wear seat belts and ensure your passengers do the same
Never drink and drive
Obey all traffic laws
Inspect your vehicle before driving and report defects to a
Supervisor
Do not drive the vehicle if safety problems are not corrected
Be alert to changing road conditions and drive defensively*

Employee Security at Work

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

No one is immune from the danger presented by violence. It can strike anyone at anytime. Workers in Educational Services are exposed to increased risk due to the nature of the jobs involved, the occupational settings and visibility. Awareness is the key to prevention.

Ideas for Employers

Establish a workplace violence prevention program or include it in the existing safety program

Make it clear that violence will not be tolerated and that any incidents will be investigated and promptly remedied

Provide safety education for employees so that they know what to do if they witness or are subjected to violence, and how to protect themselves

Wherever possible, secure the workplace. Make it a hard target.

Consider electronic and video surveillance, extra lighting, alarm systems and minimize access through use of photo ID cards and electronic keys

Post the workers' compensation Employee Security at Work Poster

Ideas for Employees

Be aware of your environment at all times. Never enter any location where you feel unsafe. Ask to be escorted in potentially dangerous situations or at night

Learn as much as you can to recognize, avoid or diffuse violent conditions

Alert supervisors to hazards or concerns regarding your safety

Avoid traveling alone into unfamiliar locations or situations whenever possible

Always trust yourself – if it doesn't feel safe, it probably isn't

The category of accident called **Being Caught in, Under or Between** is most often associated with Mechanical equipment and operating machines. This section presents information that can be Used as it applies to specific circumstances.

Mechanical Safeguarding

General Requirements for all Machines

Mechanical hazards exist wherever a worker can strike against or be struck by moving parts of a machine or the material being processed; wherever a worker could be caught between in-running nip points or pinch points of the machine and the work materials. Any moving part of a machine must be safeguarded.

Machines must be securely anchored to prevent them from moving during operation. Power and operating controls must be designed and located for convenience: to make it unnecessary for the operator to reach over dangerous moving parts of a machine and to allow the operator to cut off the power to the equipment quickly in an emergency.

A machine that is tripped with a foot pedal must have the pedal shielded to prevent it from being tripped accidentally.

During repairs or adjustments, the power source must be disconnected and locked out so that no one can start the equipment while the work is being done. Repairs should be done by authorized personnel only.

The power switch for electric motors must be designed to keep the machine from automatically restarting after an electrical failure. It must be necessary to reset the switch by hand.

All electrical equipment must be grounded.

The best way to protect workers from any mechanical motion is to make it impossible to contact a moving part.

Facility Machine Inspection

YES / NO / N/A

*Each of the items above were checked for
Every machine*

*Discrepancies were noted and corrective
Measures are in work*

*No employee is able to contact a moving
Part of any machine*

*For more detailed and important information,
see the Occupational Safety and Health
Standards for General Industry
(29 CFR PART 1910), Section 1910.212.*

Compressed Gases

*Storage areas are well ventilated, fireproof and dry
Cylinders are clearly labeled*

*Cylinders (both full and empty) are secured and
Separated by type*

*The valve protection cap is not removed until
The cylinder is secure and ready for use*

*Empty cylinders are never stored with or near
Full ones*

*Flammable and nonflammable gases are stored
Separately and properly*

Smoking is prohibited

Employees are trained and knowledgeable

Young Workers/New Employees

In 2001, workers in their first year of employment filed a large share of the indemnity claims with 46.9 percent of the total in New Mexico. Each year this statistic hovers around 50 percent. What follows is information specifically designed to address the needs of these workers.

Five Steps For A Safer Workplace

Start your workers out right

- *Welcome them*
- *Orient them*
- *Introduce them*
- *Train them*
- *Check them out on tools and equipment*
- *Observe and assist them*

Account for all accidents

- *Keep records of NOAs, E-1s, E-6s and OSHA logs*
- *Cost out the loss to the organization*
- *Assist supervisors with accountability*
- *Evaluate safety performance*

Managers plan safety

- *Plan safety into each job*
- *Use job planning/hazard analysis tools*
- *Make sure the workers know what to do*

Hold safety meetings

- *Choose specific topics (fall prevention)*
- *Use examples (Jane hurt her back when...)*
- *Keep it brief*

Reinforce safety performance/recognize good work

Administration

YES / NO /N/A

The Workers' Compensation Act Poster

*Is available, has been filled in with the name
Of the insurance company claims/representative
As required and the Notice of Accident Forms
Accompany the poster*

The organization's Annual Safety Inspection

*Has been done and is documented
OSHA posters and logs are available
Department of Labor information is available*

Organization Information

Inspector Information and Date

Internet Resources

New Mexico Public Schools Insurance Authority
<http://www.nmpsia.state.nm.us/>

National Education Association
<http://www.nea.org>

New Mexico Occupational Health and Safety Bureau
<http://www.nmenv.state.nm.us/ohsb>

National Institute for Occupational Safety and Health
<http://www.cdc.gov/niosh/>

New Mexico State Department of Education
<http://www.sde.state.nm.us>

