

Risk Management Program

Safety & Departmental Procedures



Embrace, Participate and Practice Safety Everyday

Risk Management Program –Safety & Departmental Procedures

Department of Risk Management

Employee Safety and Procedures Handbook

This safety and procedures handbook is an employee reference. It contains pertinent information regarding the guidelines and procedures that all RPS employees must follow to have a safe work environment.

After reading this handbook, all employees must sign this form and return it with their new-hire human resources paperwork.

Your signature below indicates that you have been informed of the information outlined in the Risk Management Program Safety and Departmental Procedures Handbook.

School (Please Print)_____

Employee name (Please Print) _____

Employee Signature _____

Date_____

Failure to complete this form does not mean that an employee is excused from presumed awareness of the items contained herein.

The latest revision of this handbook can be found on the Risk Management web page.

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SAFETY STATEMENT

It is top priority at Richmond Public Schools (RPS) to create safe learning environments for our students, safe work environments for our employees, and to maintain hazard-free facilities. Safety is everyone’s responsibility. We all play an essential role in safety every day. Therefore, each employee shall read and adhere to the general safety rules outlined in this manual.

Safety is an integral part of the educational process, and all employees must embrace Safety by simply practicing it and by reporting any unsafe conditions in the work environments. Principals, Directors and Supervisors should ensure that we have hazard-free facilities. It is also important for our employees to practice and model safe behavior while at work each day.

Education is our central focus and safety supports our VISION for our students. Today we build tomorrow’s future by embracing safety today and every day at Richmond Public Schools.

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RICHMOND PUBLIC SCHOOLS’ RISK MANAGEMENT PROGRAM

Rules and Procedures

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I. Vision & Mission Statements

VISION: We are committed to creating learning and work environments that are safe and hazard-free.

MISSION: It is our mission to safeguard our students and employees from injury or harm by promoting safety awareness.

II. INTRODUCTION

Risk Management is defined as the practice of analyzing loss exposure and taking steps to minimize the financial impact of the risks. There are direct and indirect costs associated with losses, such as the following:

- Employees who allege they are injured, time spent talking about injury, watching accident/loss pre-injury or its aftermath
- Loss or destruction of property/equipment
- Additional staffing needs
- Decreased productivity
- Uninsured medical costs (not covered by workers' compensation insurance)
- Time spent correcting a situation
- Litigation costs associated with injuries in the workplace

Because of these costs, it is imperative that Richmond Public Schools (RPS) continue to think safety at all times.

We recognize that the employees of RPS are our most valuable resource. Therefore, we safeguard our employees through training, providing appropriate work surroundings, and by implementing procedures that foster protection of health and safety. Safety is our top priority, because we value you!

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III. SAFETY PROCEDURES

A. Authority to Inspect

The Risk Manager and/or Safety Officer are authorized to enter, inspect and investigate, at any time, any work site or establishment to ensure compliance with safety rules and regulations.

B. Inspection Procedures

Safety inspections may vary in type and frequency. They may be conducted on a specific school basis or any other facility within the District. They may be conducted with or without advance notice.

C. Safety Citation

Employees that fail to comply with any safety rules will be issued a safety citation. The citation may be entered into their personnel file. A verbal warning will be issued first and written warnings will follow if there are any further violations. Also, the citation may be a part of the employee's annual evaluation.

Everyone must Embrace, Participate and Practice Safety Everyday

IV. RISK MANAGEMENT RESPONSIBILITIES

A. Risk Manager

The Risk Manager is responsible for the overall administration of the Richmond Public Schools' Risk Management Program and any other insurance matters, such as:

- Directs and oversees planning, development and administration of all insurance claims activities of the district
- Directs and oversees the planning and management of the district's workers' compensation program
- Maintains and manages the district's various liability and property policies

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- Manages the coordination of providing information to claimants, district personnel, adjusters, insurance companies and attorneys
- Directs and manages the coordination of information related to claims data and records, provides reports on the analysis of loss data and makes recommendations regarding loss control and prevention initiatives
- Coordinates the acquisition and payment of various insurance policies
- Coordinates and conducts district-wide Risk Management training sessions as needed

B. Custodial Crew Leader Responsibilities

- Opens building prior to workday
- Secures building after working hours
- Reports any building problems to the Principal and or secretary
- Inventories all cleaning supplies
- Reports, in writing, any personnel problems
- Assists in cleaning building
- Assists in personnel evaluations
- Inspects premises and facilities for safety hazards
- Reports hazards to Principal/secretary
- Performs other related duties as requested or assigned
- Bars storage of cardboard boxes, paper products and combustibles in boiler rooms
- Keeps electrical boxes/electrical panels in hallways shut, locked, and keys kept handy in the school administration office
- Inspects play areas for debris, glass, sharp plastic edges/bottles
- Reports any loose hardware, nuts, bolts, hinges immediately for playground safety
- Checks fire extinguisher tags monthly to ensure they have been inspected within the past year. Notifies facility services if out-of-date extinguishers are identified.
- Should be trained in proper lifting techniques, proper use of personal protective equipment, slips and falls, Safety Data Sheets and proper handling of fire extinguishers.

C. Principals, Directors, and Supervisors Responsibilities

- Maintain safe and healthy working conditions
- Provide leadership and positive direction essential to maintaining effective accident prevention and loss control by setting proper examples, such as how to prevent injuries, collisions, liabilities and waste of materials

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- Follow the Virginia Department of Education guidelines regarding fire drills and have one fire drill every week during the first month of school in September and then at least one fire drill each month during the school year.
- Summer School – A drill should be performed each day during the first week and thereafter during Summer School – one drill per week
- Review and train staff in fire evaluation and the emergency procedures plan
- Ensure that all personnel under their direction are in compliance with all safety rules and regulations
- Fully cooperate with the Safety Officer and/or Risk Manager in ensuring that their schools are in compliance with all federal, state, and local laws governing RPS which relates to safety
- Fully cooperate with the Safety Officer and/or Risk Manager in conducting school safety inspections and audits
- Ensure that employees (safety violators) are disciplined according to the safety disciplinary procedures and that incidents are reported to Risk Management
- Ensure safe actions of the employees under their supervision and that machinery and equipment are safe to operate
- Ensure that employees under their supervision are fully trained for the job they are assigned, familiar with safety work rules and understand that compliance is mandatory
- Recommend correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect RPS' accident prevention and loss control efforts
- Ensure that employees are equipped with appropriate equipment, protective gear and clothing before starting to work
- Fully cooperating with the Risk Manager and/or Safety Officer in suspending operations considered to be an imminent danger to employees, or in removing personnel from hazardous jobs when they are not wearing prescribed protective equipment
- Ensure that all accidents/losses including those considered minor are properly reported for students, employees and/or visitors on incident reports
- Demonstrate a personal concern for safety by directly interviewing and counseling with each employee who has been involved in an accident/loss that resulted in a personal injury, vehicle accident/loss or property damage regardless of whether it is “preventable or non-preventable”
- Give recognition to those employees who perform their work in a safe and efficient manner
- Ensure that safety violators are reported to Risk Management

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D. Employee Responsibilities

- Be aware of your surroundings, notice the condition of sidewalks and parking lots and be prompt in reporting major cracks, potholes, tripping hazards at locations
- Practice safety in the workplace to prevent injuries to themselves, fellow workers and to prevent property damage
- Maintain an alert and safety attitude at all times
- Report all accidents/losses, including those considered minor to the immediate supervisor as outlined in the accident reporting procedures
- Avoid horseplay or practical jokes
- Keep work areas clean and orderly
- Report all unsafe conditions immediately to your immediate supervisor
- Obey all safety rules and regulations
- Obey all signs, and if signs are not in place, contact the custodial staff for assistance
- Wear prescribed protective equipment
- Only operate equipment in which you are authorized to operate
- Use proper tools and equipment for the job to be performed
- Lift and handle materials properly

V. SAFETY RULES

A. General Safety

The following are considered basic safety rules for **all employees**:

- Correct unsafe conditions and report them promptly
- Follow instructions. If you do not understand, ask for additional explanation
- Keep your work area clean
- Use the proper tools or equipment for each job
- Operate only the equipment you are authorized and qualified to use
- Immediately report all incidents
- If injured even slightly, get prompt first-aid treatment
- If personal protective equipment is required by your job, wear it
- Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions
- Obey all safety rules and practices
- Ensure that you and students travel on the correct side going up and down stairs
- Ensure that treads are smooth and tight to the step, and that they do not present a tripping hazard

- Always walk when on school property
- Always be safety conscious when on school grounds
- Do not use defective tools
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely
- Do not block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR
- Use compressed air only for the job for which it is intended
- Shut down machinery before cleaning, repairing, or leaving
- Do not exceed a speed that is safe for existing conditions
- Do not tamper with electric controls or switches
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules
- Report any UNSAFE condition or acts to your supervisor
- HELP TO PREVENT INCIDENTS
- Use designated passages when moving from one place to another; never take hazardous shortcuts
- Properly use your legs when lifting, not your back. For heavier loads, ask for assistance
- Keep machine guards in their intended place

B. Office and Classroom Safety

The following safety rules should be observed in school buildings:

- Desk and cabinet drawers should be kept closed
- Tipping back on chairs can result in overbalancing
- Do not use rolling chairs or other chairs for hanging displays in the classrooms or for any other task requiring reach at heights. A ladder should always be used.
- Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place
- Trimming boards and paper cutters should be locked down when not in use
- Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly
- Cleanliness and orderliness contribute to safety
- Do not place any drinks, food items, paper materials or any other item on heaters and radiators

- Broken furniture and equipment should be removed and repaired promptly
- Stairwells should be maintained with secure handrails and level, no slip tread surfaces on the steps
- Restrooms should be clean and well maintained
- Wet floors should be posted with “WET FLOOR” signs
- Horseplay, running, and practical jokes are not permitted
- The site administrator will ensure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings
- All lab chemicals must be used under the direction of a qualified instructor, and must be locked and secured when not being used
- Report all spills immediately
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students
- Keep walkways and exits clear

Please refer to the School Nutrition Handbook (available from the Nutrition Services Department) for a complete list of policies and procedures.

C. Cafeteria Safety

The following cafeteria rules shall be adhered to at all times:

- Food service personnel must have clean hands at all times and should not wear rings. Hands must be washed with soap and hot running water after using the toilet, coughing, sneezing, using a handkerchief, handling any object that may contaminate food, and between other operational functions and before returning to food preparation or handling functions
- Plastic gloves are primarily suited for a continual food handling function. If used, workers must change them when switching from one operation to another. The use of gloves is not a substitute for proper hand washing
- Wear cut resistant gloves when using or cleaning machines and knives
- Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly
- Report any item of equipment that appears defective or unsafe, and any unsafe act observed
- Wet floors must be posted with “WET FLOOR” signs
- High traffic areas must be cleaned in such a fashion that provide a dry walk surface at all times
- Report any incident, no matter how slight

- Safety guards should never be removed or modified.
- Use proper lifting techniques
- Horseplay, running and practical jokes are not permitted
- Machinery and tools must be used only for their intended purposes
- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire
- Wear only approved non-slip safety shoes

D. Kitchen Safety

Kitchen accidents can cost RPS thousands of dollars each year in medical bills and increased insurance rates. Other sorts of costs include the individual's pain and discomfort, time lost on the job as well as at home, and the risk of permanent disability.

Accidents are preventable. Kitchen safety is a blend of three basic ingredients:

- **Know How:** Employees should learn to properly operate equipment before using it
- **Common Sense:** Employees should avoid taking dangerous shortcuts and unnecessary risks
- **A "Can-Do" Attitude:** Positive people believe that they can prevent accidents and they do

i. Personnel

- Clean clothes and good hygienic practices.
- Hair net required
- Shoes must be flat heeled shoes with a closed toe/closed heel and non-skid sole
- No infections
- Smoking, eating and drinking restricted
- Employees shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough. Short clean nails. Acrylics and nail polish are prohibited
- No earrings, body jewelry, bracelets or necklaces allowed
- Crazy cloth aprons are to be worn during production and clean up

ii. Food Protection

- Original containers properly labeled
- Thermometer, provided and conspicuous, accurate

- Potentially hazardous food properly thawed
- Food protection, during serving, storage, transportation, display, and preparation
- Handling of food minimized; proper utensils provided and used
- Food dispensing utensils properly stored when not in use
- Food handling gloves required during food preparation. Gloves are to be changed often
- Chemicals of any kind shall be kept in a separate area from the food storage area
- Temperatures shall be recorded daily for the cooler, freezers and serving lines
- Temperatures shall be recorded every 48 hours when cafeteria is not in operation
- All management to be “Serve Safe” certified

ii. Food Equipment and Utensils

- Accurate, thermometer, chemical test kits available for Chlorine and Quaternary Ammonia
- Wash; rinse water clean and proper temperature (170 degrees F).
- Wiping cloths, clean and stored properly
- Food contact surface clean and free of detergents
- No re-use of single service articles
- Plumbing: proper and well-maintained, no cross-connections, backflow or back siphon age
- Knives shall be sharp and in good condition, properly stored in a knife holder
- When moving hot food, use carts as much as possible to prevent burns
- Burn guards shall be worn when cooking and removing hot items from the oven

iii. Preventing Cuts

Each day Nutrition Services’ personnel run the risk of being injured by the equipment that helps them to do their jobs. Knives, food slicers, food choppers and other equipment with sharp edges are the major source of on-the-job cuts. Here are some common sense tips that can help prevent cuts in your kitchen:

- Do not daydream with a knife in your hand. Pay attention to what you are doing
- Keep knives sharpened. A sharp knife takes less pressure so there is less danger of slippage.
- Use the knife for the operation for which it was intended. Knives are NOT can openers or screwdrivers
- Use a cutting board; never use a knife against metal
- Store knives in the proper storage place immediately after washing and sanitizing
- Let falling knives fall; never attempt to catch them

- Be careful reaching for knives. Pick them up by the handles, not the blades
- Handle all slicer and chopper blades as you would a knife
- NEVER put knives, chopper blades or slicer blades in a sink to soak
- NEVER run knives, chopper blades or slicer blades through the dish machine

iv. Preventing Electrical Shocks

All food service employees should be aware of these precautions to take to prevent serious injury from electrical equipment :

- Check all switches on electrical appliances to see that they are "off" before plugging into outlet
- Unplug cords properly by grasping the plug (not the cord) and pulling
- Always report defective plugs, as well as frayed, worn or broken cords to your manager
- Do not overload circuits by inserting too many plugs into a single outlet
- Be sure your hands are dry and your feet aren't in contact with any water when you operate electrical equipment
- Never lay electrical cords across a traffic area

v. Preventing Fires

More fires occur in food service establishments than in any other kind of business operation. Careful attention to the use and care of equipment can prevent fires.

- Keep oven clean and free of grease and other food particles
- Store combustible materials away from any heat source
- Know your duties during a fire drill or if a fire should actually occur
- Extinguish cooking fires by turning off the heat source and/or covering the pan
- Smother oven fires by closing the oven door and turning off the heat
- Know the location of the fire alarms

vi. Avoiding Slips and Falls

Food service areas can be a dangerous place to work. Floors are often wet or greasy. Employees rush from place to place often neglecting these safety precautions:

- Clean any dropped food, spilled liquids and grease immediately
- Wear properly fitted slip resistant shoes
- Clean entire floor thoroughly with a degreasing agent each night. Pay special attention to areas around the deep fryers
- Keep passageways free of carts, boxes, trashcans, mop buckets and other obstacles

- Use the proper equipment (stepstools, stepladders) for reaching upper shelves
- Never climb on shelves, boxes or chairs
- Tell your manager about any condition that could cause a fall (such as a loose tile, spilled liquids and inadequate lighting)
- Walk, do not run across the floor

vii. Preventing Burns

Burns are another common food service injury. Burns and scalds of varying degrees of severity can result from contact with the hot surfaces of grills, ovens, stove burners, steam tables and fryers. Splattered, splashed and spilled hot food and drink can also burn skin as can steam from the dish machine or hot water. Deep fryers are a source of many very serious burns. Follow these guidelines to avoid being seriously burned:

- Follow the manufacturer's instructions on the proper use and care of every piece of equipment
- Do not attempt to use or clean equipment until you are familiar with the proper procedure to follow
- Use only dry, institutional potholders to handle hot cooking utensils
- Lift edge of cover on side of skillet away from you first so that steam will escape that way
- Do not peak into open jacketed kettles
- Get help in moving heavy hot containers. Be sure work area is clear when swinging them out
- Wait until oven has cooled sufficiently before cleaning
- Avoid over-filling containers with hot liquids or food
- Warn other employees when delivering a hot pan to the washing area
- Always vent the pressure steamer when opening
- Avoid handling very hot dishes with your bare hands
- Minimize the distance that you have to travel with hot pans by utilizing utility carts and pastry racks

viii. Preventing Strains

The nature of food service operation contributes to the occurrence of several types of accidents. Heavy and awkward items must frequently be lifted, providing opportunities for back strain and other injuries resulting from incorrect lifting techniques. Observe these guidelines to prevent muscle strain.

- Use dollies or carts for transporting items to and from storage areas. Never carry items when they can be transported on a cart
- Store heaviest items on shelves at waist height; next heaviest items on the bottom shelves and the least heavy items on the top shelves.

- This eliminates the need to lift a heavy object over the head
- Two or more people should work together any time one person cannot handle an item easily
- Utilize proper techniques for lifting and carrying heavy items

ix. Lifting Procedures

1. Stand close to the object with feet spread for balance
2. Don't twist your body to get into position
3. Squat down, keeping your back straight and knees bent
4. Grasp the object firmly
5. Breathe to inflate your lungs (This helps support your spine)
6. Lift smoothly with your legs, slowly straightening them. Then return your back to a vertical position
7. Hold the object firmly and close to the body as you carry it
8. Turn by moving your feet, not by twisting your body

x. Chemical Safety

The safe use of detergents and chemicals are of major concern in any food service operation. Improper use of cleaning supplies can result in chemical burns, respiratory discomfort, and contamination with foodstuffs. Follow these precautions to avoid chemical hazards:

- Store chemicals in a separate area from the food items
- Store chemicals in the containers in which they were manufactured and never remove labels
- Never mix cleansers together to get "extra strength" cleaning power
- Avoid contact with skin and eyes by cleansers. Wear rubber gloves when handling cleansers
- If a cleanser is transferred to a spray bottle, label the product with a marker that will not fade when wet
- Use chemicals only for the purpose for which they were designed
- **DO NOT** bring cleaning agents from home to use at work (this includes room spray)
- You **MUST** have a current SDS sheet on file in your kitchen for every chemical you have on hand

xi. Insect and Rodent Control

- There shall be no evidence of insects
- Regular Pest Control Maintenance Plan
- Outer openings protected

xii. Toilet and Hand washing Facilities

- Adequate paper towels at all times
- Restrooms shall remain clean at all times
- Soap and drying devices should be provided
- Proper waste receptacles should be provided

xiii. Other Operations

- Lighting provided as required: fixtures shielded, end caps
- Proper, ventilation of rooms and equipment
- Clean and soiled linen properly stored
- Overall well-organized, clean, litter free environment

Please refer to the School Bus Operator and Monitor Handbook (available from the Department of Transportation) for a complete list of policies and procedures.

E. Bus Driver Safety

- Drivers are required by state law to have a valid Commercial driver's license in their possession when operating a school bus
- Drivers must participate in all in-service training, meetings and staff development sessions scheduled by the Department of Transportation
- Drivers must keep informed of all laws and regulations regarding the safe operation of a school bus
- Drivers must report to work on time to conduct the pre-trip inspection, start the route on time, keep the bus on schedule and maintain at least ½ tank of diesel
- The driver will refuel and sweep the floor of the regular assigned bus or the spare bus at the end of each day
- Drivers will travel the exact route and make the authorized stops, at the time listed and in the order printed on the route sheet
- Never use a hand-held cell phone or a headset while the vehicle is in motion
- Wireless telecommunication devices are prohibited by persons operating school buses, except in emergencies, or when the vehicle is lawfully parked and for the purposes of dispatching
- Make certain that during the trip, the utmost care is exercised to ensure that all students keep their heads, arms, hands and other body parts inside the bus and are not allowed to extend them outside the windows. Maintain discipline on the bus and document all student behavioral incidents using the student referral (School Bus Incident Report)
- Drivers must **PROPERLY** wear their seat belt whenever the bus is in motion
- Set a positive example for the students to follow. Dress in a professional manner by wearing your uniform

- Students must remain seated at all times when the bus is in motion
- Drivers must stop at all railroad crossings. Virginia State law requires school buses to stop at all railroad crossings
- Warning lights (flashing red lights) must be used in advance of a bus stop any time students are loaded, including stops on school grounds or on field trips
- While unloading or loading students when stopped, the driver shall keep bus warning devices in operation to warn approaching traffic to stop and allow pupils to cross the highway safely
- Understand student behavior, including issues related to students with disabilities; encourage orderly conduct of students on the bus and handle incidents of misconduct
- Drivers should never permit the discharge of pre-K and Kindergarten students at a bus stop without a responsible person waiting to receive the student at the bus stop
- Bus drivers shall not use the bus for any purpose other than to transport student and School Board employees to and from locations authorized by the Department of Pupil Transportation
- Under no circumstances will a driver remove any student from the bus or to deny them transportation
- **Drivers are required to check their buses at the end of every run for lost books or equipment and sleeping students**
- Never strike or threaten any student!
- Always operate your vehicle at a speed consistent with the existing conditions of road, weather and traffic
- Drivers should never exceed the posted speed limit. The speed limit on a regular run is 25 mph. The speed limit on an interstate highway or expressway is 45 mph whether the bus is empty or loaded
- On dark, rainy days, headlights must be used
- No object shall be placed in the bus that will restrict the passage to the entrance or emergency doors
- Safely load and unload students
- Always control speed so that you can stop within assured clear distance
- Always judge clearance of your vehicle appropriately
- Always observe existing conditions everyday
- Always yield the right-of-way to avoid an accident
- Smoking, eating or drinking by the operator, monitor or passengers while on the school bus is strictly prohibited at all times
- Submit a report on the number of students transported and miles traveled, as required by Pupil Transportation
- The only persons authorized to gain access to a school bus are those students who meet the eligibility requirements, the bus operator, and the bus monitor

- Always follow School Board Operating Rules or special instructions, the regulations of any Federal or State regulatory agency, or any applicable traffic law or ordinance

F. Face and Eye Protection Safety

Face and eye protection will be used for any task where there is reasonable probability of injury. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection must be used when performing the following procedures

- Grinding, cutting, milling, or drilling
- Using impact wrenches and compressed air tools
- Chipping, scraping, sanding
- Using punches, chisels.
- Cutting rivets
- Cutting or breaking glass
- Cutting or breaking concrete
- Using power tools
- Cleaning dust or dirt from vehicles or equipment
- Using metal cutting lathe, drill presses, power hacksaws and other metal working tools
- Using corrosive or reactive liquid and/or solid chemicals
- Using power woodworking machinery
- Operating in the vicinity of machinery where there is a danger of falling objects or dust
- When working on any overhead object which requires the face of the worker to be turned upward
- Operating or while in the immediate vicinity of line trimmers
- While riding on or operating a vehicle without the benefit of a windshield
- Portable welding screens should be used to protect the eyes of others in the vicinity
- Helpers and observers should also wear safety glasses or goggles with proper filter lenses

G: Custodian Safety

- Wear your safety gloves when emptying trash containers
- Do not compact the trash using your hands or feet; use the “trash mashing” tool for this purpose
- When handling trash, do not sling the bag over your shoulder or hang it by your side
- When stripping the floor:
 1. Move slowly
 2. “Strip” small amounts of the area at a time
 3. Avoid standing on slippery areas
 4. Read and follow the Safety Data Sheet of the chemicals you will be using, before mixing any chemicals
- Wear your protective gloves when you are using cleaning chemicals while working in the school lab, do not handle any lab chemicals

H. Equipment Usage Safety

- Check to be sure equipment you are using is in safe condition
- Ladders should be properly secured (i.e. use on level surface, tie of extension ladders)
- Dollies or hand trucks should be used to move heavy loads. Do not use makeshift equipment

I. Lifting and Material Movement Safety

- Lift, push or pull only reasonable amounts of weight
- Do not lift over 50 pounds without help
- Lift correctly to prevent injury. Use back belts to prevent injury

J. Hot Surfaces and Items and Energized Electrical Equipment

- Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns
- Do not touch or work on any equipment that you suspect is energized (electrical shock hazard). De-energize first
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses only

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K. Construction/Renovation Safety

All construction and renovation in the Richmond Public School District will be under the direction of the Facility Services Director. The director will supervise all construction and ensure that it complies with all safety standards.

VI. SAFETY TOOLS

A. Training

Safety rules and procedures will be provided during the new hire process and in the new hire packets. To establish and maintain safety awareness within RPS, safety training sessions will be provided when requested or needed for certain job classifications. Facility Services, Transportation and Food Nutrition Services will be required to have training on various topics annually and all training will be documented with signed attendance sheets with the topic that was covered.

Supervisors and the Risk Manager will be responsible for coordinating and providing these training sessions, as needed. However, safety reference material is offered via the Intranet on the Risk Management web page.

B. Safety Reference Material

Topics are as follows, but are not limited to these topics:

- Back safety
- Fire Prevention
- Defensive driving
- Slips/trips/falls
- Kitchen safety
- Office safety
- Ladder safety
- Safe lifting
- Heat illness
- Ergonomics
- First-aid
- Lock out / tag out
- Personal Protective Equipment – Proper Use and Maintenance

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VII. EMPLOYEE INJURY ACCIDENT INVESTIGATION

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident. These findings should constitute a portion of the complete accident report. The investigator should:

- Determine the act or condition that triggered the accident
- Cite any procedure or action that was not in accordance with standard safety policies
- Indicate any corrective or disciplinary action that would prevent another accident of this type
- Communicate to employees performing similar tasks about specific risks and hazards discovered through this accident investigation process

VIII. WORKERS' COMPENSATION PROGRAM

Employee Injury Reporting Procedures

A. Employees

Employees shall report ALL injuries to their immediate supervisor or office manager immediately.

B. Principal, Director or Supervisor

The employee must first call Company Nurse at **1-888-770-0925** and give **Code V276B**. If the accident is serious in nature and requires immediate medical attention, the supervisor or office manager should CALL 911, the Department of Risk Management at 780- 4120 and verbally report the accident. In addition, the supervisor must also.....

- Provide the employee with the entire workers compensation packet
- Employee should sign the Medical Authorization Form and take to the doctor for completion, choose a doctor from the Preferred Provider Panel, sign and date, Full-time contracted employees must absolutely complete the Payroll Option Form, if employee will be missing any time from work due to the accident
- If emergency medical treatment is needed, the employee may go to the closest emergency room or medical treatment facility. If not an emergency, the employee must call Company Nurse.

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- Investigate the circumstances which caused the accident, and recommend appropriate corrective measures to eliminate the hazard and prevent future occurrences.
- Employees should fill out the forms; Supervisors should sign/date where incicated.
- **Note: The school location must forward all forms to the Office of Risk Management within forty-eight hours of the accident.**
- Do not assume that claims will be paid because the incident occurred at work or during the course of work. Claims must be investigated by the Third Party Administrator (TPA) to determine if the claim is compensable.
- Employees must provide a valid doctor's note to their supervisor. It is the responsibility of the supervisor to monitor and ensure that the employee has a valid doctor's note throughout the duration of the disability and upon the employee's return to work.
- **Leave time for workers comp should be coded workers comp. This is a flag in the payroll system for payroll staff to process.**
- It is the responsibility of the location supervisor and timekeeper to ensure that all leave time is coded appropriately for the employee that is out of work

C. Modified Duty (return to work) Program

The Richmond Public Schools encourages employees that sustain job-related injuries to take advantage of the opportunity to work on a modified duty basis. Modified duty may include a reduction in the employee's full-time duties, limiting or altering the duties in his or her existing position, or temporarily reassigning him or her to another position, which he or she is qualified and capable to perform. Such factors as medical considerations, long term disability claims, physical restrictions, work availability and demands, flexibility in scheduling, etc. will be considered when placing an employee on modified duty.

The Program also requires that the injured employee be evaluated every 30 work days by an authorized medical care provider. This will help the Human Resources and Risk Management Departments determine if the employee is able to assume regular duties without restrictions. The TPA is responsible for monitoring the employee's ability to return to work and must inform Risk Management about any changes to the employee's status.

In cases where an employee has sustained a job-related injury, the injured employee's original department shall have the first opportunity to offer modified duty. In the event no such duty is available in the employee's original department, Risk Management will seek modified duty in another RPS department, if possible. The employee's original department shall pay the employee's salary during the period that he or she is on modified duty. However, each situation will be handled on a case-by-case basis.

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NOTE: This program requires the full cooperation of all injured employees who are released to perform modified duty work by their authorized medical care provider. If an injured employee refuses to cooperate, his or her workers' compensation benefits may be adversely affected, including the suspension of temporary total disability (TTD) benefits. Directors and supervisors are expected to cooperate fully in implementing all aspects of this policy. Principals, Directors and Supervisors shall follow these steps:

- Notify the Department of Risk Management when temporary positions exist
- Directors/Supervisors shall notify Risk Management in writing, if an employee fails to cooperate or participate in the modified duty program

D. Modified Duty Program Procedures

- The employee shall provide the supervisor and the Workers Comp TPA with a fitness-for-duty medical certification completed by the attending physician. This certification shall indicate that the employee may return to work with noted limitations or restrictions for a specified period of time.
- The TPA for Workers' Compensation may communicate with the attending physician, as necessary, in order to clarify and obtain the specifics of physical restrictions and limitations relative to job duties to be performed by the employee. The employing department shall consider the nature of the restrictions/limitations relative to job content, work availability, workload demands, etc. in determining the practicality of placing the employee on modified duty.
- The department in which the employee is temporarily assigned shall submit a time record to the original department at the appropriate time during the payroll cycle, and the original department shall report the time record and request that the employee be paid his or her usual wages.
- The employee shall immediately notify the TPA for Workers Compensation and Risk Management and provide a copy of a medical report from the physician indicating that the employee may resume normal duties.
- Upon receipt of notice that the employee is capable of resuming normal duties, Risk Management will notify the employee's original department as well as to the supervisor of the temporarily assigned department.
- If no modified duty employment is available for an injured employee, the employee shall be allowed to leave work as if he or she were temporarily totally disabled (TTD). However, if modified duty later becomes available, the employee shall be sent a letter from Risk Management advising of the date, time, and location where he or she should report for duty.
- When an employee assumes modified duty, his or her temporary total disability workers' compensation benefits will be suspended.

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- The department in which the employee will be assigned shall cooperate fully with Risk Management to ensure that such placements are made with the least amount of difficulty.
- Injured employees are required to schedule doctor or physical therapy appointments after work hours or around your work schedule, **if not you will be charged sick leave.**

IX. GENERAL LIABILITY

General Accidents or Loss Reporting Procedures

All student accidents or accidents involving non-employees should be reported on the RPS Incident Form. The incident form for student accidents, non-employee accidents and property theft (one form) can be found on the Risk Management site or the RPS Intranet under e-forms. The form should be used to report an accident or loss involving damages to any personal property or bodily injury for students, volunteers, or non-employees. All forms should be sent to Risk Management or faxed to 780-8279 within 48 hours of the incident.

X. MOTOR VEHICLE SAFETY

A. Vehicular Accident Scene Steps to Follow

An accident will be defined as an event resulting in damage to your vehicle or damage that your vehicle does to another object.

If you become involved in an accident, you should do the following:

1. Stop at once- **DO NOT MOVE YOUR VEHICLE**
2. Take steps to prevent further accidents. Provide assistance to injured individuals within your abilities to do so
3. Notify the Central Radio rooms of the Department of Plant Services (780.6112), the Department of Pupil Transportation (674.1234) or your immediate supervisor for assistance in contacting the police, fire department, paramedics, wrecker services, or other services as needed. Bus drivers will radio unit 800
4. If witnesses approach you, get their names, addresses, and phone numbers and give them to your supervisor
5. Do not discuss the accident with anyone except the police department as required and appropriate school board personnel
6. Review and follow the vehicle accident reporting procedures

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B. Vehicle Accident Reporting Procedures

In the event that an accident occurs involving a School Board vehicle, the department to which the vehicle is assigned is responsible for ensuring that the following procedures are adhered to:

1. An employee involved in an accident while operating a School Board vehicle other than a school bus shall contact the Central Radio rooms for the Department of Plant Services (780-6112) or the Department of Pupil Transportation (674.1234) immediately.
 2. The driver is required to complete the Vehicle Accident Report and submit it to the Risk Management Department, 301 N. 9th Street, Richmond, Virginia 23219 (phone number 780.4120, fax number 780.8279). Note: Additional copies of procedures and/or forms may be obtained from the Risk Management Department.
 3. The Radio Room dispatcher or supervisor shall contact the Richmond Police Department to request the assistance of a traffic unit and/or ambulance if needed. The City's Division of Vehicle Maintenance should be contacted if wrecker assistance is needed (646.1754).
 4. A supervisor representing the department of which the involved vehicle is assigned shall be dispatched to the scene of the accident to handle the situation as appropriate (I.e. towing of vehicle, employee concerns, communication to administration). If the driver was not able to complete the Vehicle Accident Report, the supervisor should complete it and submit it to the Risk Management Department.
 5. Immediately following an accident, submit the following to the Risk Management Department.
 - a. Vehicle Accident Report.
 - b. All other available information, if any, related to the cause of the accident submitted in writing and signed by the person or persons furnishing such information.
 6. The department responsible for the vehicle involved shall submit to the Risk Management Department, the Police Accident Report completed by the investigating officer along with the Vehicle Accident Report.
 7. The Risk Management Department shall review, finalize, and submit to the appropriate insurance company all required forms related to the reported accident.
- Any RPS employee involved in a motor vehicle accident or loss in a RPS vehicle or in a personal vehicle on RPS business shall be required to submit to a urinalysis drug screen within two (2) hours of such incident at the direction of the supervisor. While awaiting these results, the supervisor will not allow any work to be performed by such employee that could be hazardous to him or others.

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C. Vehicle Accident Reporting Process

In the event a collision involving a Richmond Public Schools' Vehicle:

The Vehicle Operator will immediately notify the Dispatcher or Supervisor if they are able to do so.

The Dispatcher:

- Will gather the pertinent information about the collision and send a Supervisor to the scene.
- Call the Police, Fire and EMS to be dispatched, as applicable.
- Inform PIO and the applicable school of the collision, if students are on board.
- Notify the Safety and Security dispatcher.

The Supervisor shall:

- Verify the injury status of the personnel/students under RPS jurisdiction.
- Conduct a preliminary evaluation of the collision gathering salient information to be reported to the Director, Director's Administrative Associate and or Coordinator, as available. Additionally, this information is then reported up the RPS chain of command.
- Assist the Investigating Officer, Fire and EMS, as requested.
- Gather information regarding students, driver and monitor for the RPS collision report.
- Distribute Parent Notification forms to students on board and/or to school official on scene.
- Contact Dispatcher to arrange for towing of RPS vehicle, if damage warrants.
- Conduct a detailed in-house investigation of the collision.

At the conclusion of the event:

- Accompany the injured party/parties to the medical facility.
- Maintain contact with the injured party until a legal guardian arrives.
- If required, transport the RPS Driver within 2 hours of collision for DOT Post Collision Testing.
- Report the Breath Alcohol Testing results.
- Driver to be relieved of duties.
- Submit individualized collision reports in a timely manner to Safety & Training for the Accident Review Committee, Risk Management and First Vehicle Services to get repairs initiated.

Upon receipt of the Collision Report the Coordinator reviews the report and the driver's file.

- Post collision training begins within 48 hours of the event to prevent a recurrence.

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- For information purposes the Director is notified if the driver in question has had 2 or more collisions within the current school year.
- If the driver has had 3 collisions within the current school year, the Coordinator recommends termination.

Post collision training continues with the driver being required to attend the next weekly “Perpetual Training” course.

- Quarterly collisions are submitted to the Accident Review Committee
- This committee follows the National Safety Council Defensive Driving Guidelines to determine if the collision was preventable or non-preventable.
- The committee consists of the Coordinator, Compound Supervisor, Trainer, a representative from Risk Management and/or a representative from VaCorp.

The Virginia Department of Education (VDOE) has mandated two in-service driver training sessions to reduce accidents.

XI. DRIVER LICENSE PROGRAM

All employees shall adhere to the District Driver’s License policy as outlined below.

- Drivers of RPS vehicles must have a valid Virginia state driver license(s) as required by law to operate RPS vehicles and must have the license(s) in their possession.
- All applicable motor vehicle laws must be obeyed. Any traffic citations will be the financial responsibility of the vehicle operator.
- Seat belts must be worn at all times while either operating or riding as a passenger in any RPS vehicles.
- Individuals using RPS vehicles for purposes other than RPS business will be subject to disciplinary action.
- Vehicles that are not deemed safe should be reported to your immediate supervisor. Each driver’s privilege to operate an RPS vehicle continues as long as the driver operates the vehicle in a safe and efficient manner.
- Drivers having minor traffic violations will be counseled and required to attend a driver’s education course. Minor traffic violations include, but are not limited to:
 1. Failing to respond to traffic rules and regulations
 2. Driving with an expired state driver’s license
 3. Operating a vehicle without a valid insurance card
 4. Drivers with major traffic violations will have their driving privileges suspended and may be subject to disciplinary action.

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Major traffic violations include, but are not limited to:

- Driving under the influence of alcohol or drugs
- Driving while state license is suspended or revoked
- Leaving the scene of an accident/loss
- Failing to report an accident/loss
- Refusing to consent to alcohol or drug testing pursuant to the Virginia Implied Consent Law
- Careless or reckless driving

Any employee performing work, which requires the operation of a RPS vehicle, must notify their immediate supervisor within 24 hours, if their state driver's license is expired, suspended or revoked and/or if they are unable to obtain an operational permit from the State Department of Public Safety. Employees who have had their state license suspended, revoked or whose driver's license is expired may not operate a RPS vehicle until your privilege to drive in Virginia is reinstated. Failure to report such offenses as prescribed may result in disciplinary action up to and including a dismissal.

Supervisors should select employees who will be required to drive in the course of their work that will drive with care. Even though driving may be insignificant to the primary reasons employees are hired, the considerations given to the driver selection process is often the most important factor that will affect RPS vehicle accidents/loss ratio.

Therefore, it is imperative that supervisors select drivers with good records.

XII. Driver License Procedures

- The Department of Transportation is responsible for the inventory of RPS vehicles and assigning responsibility of those vehicles.
- The Department of Transportation and Facility Services are responsible for ensuring that RPS personnel, who operate RPS vehicles, have valid driver's licenses to operate the RPS vehicles assigned
- The Department of Transportation and Facility Services are responsible for recordkeeping to ensure that all RPS vehicle operators have current license(s) that have not expired
- When requested by Risk Management, the Department of Transportation and Facility Services are required to provide a copy of any employee's current driver's license(s) when that employee is involved in a motor vehicle accident involving an RPS vehicle

XIII. ACCIDENT REVIEW COMMITTEE

Purpose: To provide a working program for controlling vehicle operation in RPS to obtain the highest possible standard of vehicle performance

Background: Thorough and effective training represents one of the goals of RPS to reduce the number of vehicle accidents. An Accident Review Committee which will provide a systematic review of accidents in an attempt to prevent recurrence is integral to this effort to ensure safe operation and minimize financial loss.

A. Definitions

Accident: Any incident in which a vehicle comes into contact with another vehicle, person, or object which results in death, personal injury or property damage regardless of who was hurt, what property was damaged or to what extent, where it occurred, or who was responsible

Preventable Accident: Any accident involving a RPS vehicle in which the driver used poor judgment. The evaluation of such judgment by the Accident Review Committee is to be based on the predetermined loss prevention policies.

Accident Review Committee: A committee composed of a person serving as secretary, a supervisory person, a driver trainer from Pupil Transportation Department, a Human Resources representative, a representative from RPS Risk Management Department, and a loss control representative from VaCorp. The function of the Accident Review Committee is to review traffic accidents to determine whether the accident was preventable based on defensive driving techniques.

B. Procedures

1. When an RPS vehicle is involved in an accident, the driver is responsible for submitting a completed Driver's Report of Vehicle Accident, police reports, and supplemental information. This information is to be given to the driver's immediate supervisor, who in turn forwards to the Risk Management Office.
2. Each accident involving an RPS vehicle will be reviewed by the Accident Review Committee unless excused. A preliminary review of all vehicle accidents will be conducted by a transportation assistant or driver trainer so that employees will not be required to appear before the Accident Review Committee, if no responsibility on their part is evident.

3. The Accident Review Committee

1. Will meet quarterly, location and time designated by the Director of Transportation.
 - a. The Committee shall not meet unless there is a quorum of four members present.
 - b. The majority of the total membership of the committee shall constitute the committee's findings.
2. Will Summon drivers involved in recent accidents to appear before the committee to describe the accident and will accept information from persons having knowledge of the accident
3. Upon Conclusion of review and presentation of the facts, the committee discusses the case and lets the driver know they will receive a decision in writing regarding the committees' decision
4. Will determine whether the accident is "preventable" or non-preventable" based on whether or not, in the committee's opinion, the accident could have been prevented using the guidelines "Safe Driving Practices" and "Determining Preventability of School Bus Accidents".
5. The committee's decision shall be in writing with a copy to be furnished to the driver, the director of the department to which the employee is assigned, and a copy to be filed in the employee's personnel file.

Following the Accident Review Committee's decision, if the driver wishes to appeal the decision that resulted from the committee's findings, the employee may do so by writing within ten (10) days to the director of the department to which the employee is assigned.

4. Safe Driving Incentive Program

RPS has implemented a safe driving incentive program for all pupil transportation and non-pupil transportation drivers. This program is sponsored by VaCorp, the insurance provider.

- All school bus drivers (contract and substitute) are eligible
- Awards will be made on a quarterly basis (September-November; December – February, March-May)

- To be eligible, you must have driven 80% of the school days for each month of that quarter and had no preventable crashes/incidents
- At the end of each quarterly accident review committee meeting, all drivers qualifying for the above criteria will have their name put into a quarterly drawing
- Each quarter 12 names will be drawn and presented gift-cards
- At year's end, those drivers that were eligible for all three quarters will be put into a grand prize drawing. 10 names will be drawn and presented gift-cards

XIV. STUDENT ACCIDENT REPORTING PROCEDURES

- An incident report form should always be completed whenever a student is hurt on school grounds
- Incident report forms can be found on the Risk Management site
- The incident report should provide as much detail as possible surrounding the incident and witness statements should be taken whenever possible
- Schools should keep a record of all student incident reports on file in case there is any question of what happened regarding the incident
- All student incident reports should be faxed to Risk Management within 48 hours (Fax-780-8279)

XV. STUDENT ACCIDENT INSURANCE

Many of the student population may not have health insurance. Promoting student accident insurance in our schools is very important. Children are prone to have accidents and need medical attention, which may be a financial hardship for some families. **In most cases, RPS has no obligation to pay student medical bills for incidents that occur on school grounds.** Student accident insurance is affordable and provides students some coverage in the event an accident occurs.

Each school year, RPS offers voluntary student accident insurance for parents to purchase. Parents may choose either the Economy plan or the Basic plan which include options for either "School Time Coverage" (accident only) or "Around the Clock coverage" (accident only).

The School Time plan provides coverage while an insured student is in or on school premises during the days and months when school is in session; traveling directly to or from their residence and school in a vehicle supplied by the school; and participating in or attending activities sponsored solely by the school that are continuously supervised by a school official or employee. The Around the Clock coverage applies 24 hours a day, whether school is in session or not. The insurance is provided from the effective date of the insured student's coverage to the termination date of the policy.

More information regarding the student accident insurance can be found on the RPS parent link on www.rvaschools.net.

XVI. FIRE DRILL REPORTING PROCEDURES

A. Requirements

- A minimum of one fire drill per week is required during the first four weeks of school.
- One fire drill is required each month thereafter
- During Summer School, one drill is required each day during the first week and thereafter, one drill a week to the conclusion of Summer School

B. Distribution of Reports

- Please use the revised 8/07 form for reporting fire drills located on the Risk Management site
- Fax or mail one copy to Risk Management and one to Facility Services
- Retain one copy in school office for your records

C. New Lock-Down Requirements (Crisis Management)

- Added lockdown drills, consistent with public school requirement, effective July 1, 2013, (HB 2346, 2013 General Assembly)
- Each school shall have at least two lockdown drills, one in September and one in January.
- Safety & Security can provide more information and the form to be used for reporting lock-downs, if needed
- Fax or mail one copy to Safety & Security fax: 780-4379 and one copy to Risk Management fax: 780-8279
- Retain one copy in school office for your records

XVII. CHARTER BUS SERVICES

- Schools can only use a charter bus company on the **Approved** list
- When planning a school field trip, please refer to the Risk Management website for the approved list of charter bus companies
- The Department of Procurement requests that you obtain at least three competitive quotes before hiring a charter bus company
- When using a charter bus company, schools must verify whether the charter bus company is an approved vendor on the list and if the vendor has a valid certificate of coverage
- Certificates expire at different times of the year. Please see the Charter bus link for the most current list of insurance certificates

XVIII. AUTHORIZED VENDORS

- You must be an approved vendor to visit and have access to school grounds and locations
- Vendors may contact the Department of Procurement for further information.

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XIX. GLOSSORY OF RISK MANAGEMENT TERMS

Accident/Loss-any unpleasant or unfortunate occurrence that causes injury, loss, suffering, death or property damage.

Catastrophe-A severe loss characterized by extreme force and or sizable financial loss.

Defensive Driving-driving to prevent accident/loss in spite of the incorrect action of others and adverse conditions.

Housekeeping-maintaining the work area in a clean and organized state so as to eliminate obstacles, tripping hazards, slipping hazards and any other hazards likely to cause an accident/loss.

Indemnify-To make compensation to an entity, person, or an insured for a loss, hurt, or damages.

Safety Data Sheet (SDS)-This form describes the chemical properties , identify potential hazards, and provide safe use and handling procedures. Employers must maintain a file accessible to employees for all chemicals used in their business.

Near Miss-any unpleasant or unfortunate occurrence that almost causes injury, loss, suffering, death or property damage.

Occupational Injury-an injury arising in the course and scope of employment that is caused by factors associated with the work undertaken.

Preventable Accident/loss-is an accident/loss in which employees failed to do everything they reasonably could have done to avoid it.

Third Party Administrator (TPA) In the workers' comp context, a TPA is an organization that processes claims on an employer's behalf

Workers' Compensation-The system by which no fault statutory benefits prescribed in state law are provided by an employer to an employee due to job related injury.

Workers' Compensation Permanent Partial Disability Pay-benefits paid to an injured RPS employee that has received an impairment rating to a scheduled member.

Workers' Compensation Temporary Total Disability Pay- (TTD) benefits paid to an injured RPS employee who misses more than five (5) days of work not to exceed 500 weeks.