

Southeast Arkansas Education Service Cooperative

Risk Management

Administrative Plan of Action



Revised 07/2011

SEARK EDUCATION SERVICE COOPERATIVE

Administrative Risk Management Committee

SEARK Education Service Cooperative Director – Karen Eoff
Facility Health & Safety Coordinator – Joy Cooper
Health & Safety Training Coordinator – Rhonda Mullikin
Health & Safety Management Plans Coordinator – Renee Treadwell
Safety Inspection Coordinator – Adam Cameron
Health & Safety Recordkeeping Coordinators – Pam Barnett & Joy Cooper
MSDS Chemical Safety Coordinator – Karen Roberts

Purpose

The SEARK Education Service Cooperative is committed to providing a safe and healthful working environment for all employees. This plan provides the organizational underpinning that will promote the involvement of all employees in this process. This plan covers, and insures, a successful risk management process.

Risk Management Plan

The SEARK Education Service Cooperative Risk Management Plan is referenced in the SEARK Education Service Cooperative Board Policies, and the full plan may be found on the co-op website. Additionally, a copy of the plan is also kept at the front desk of the co-op. All records are kept in the business office and/or the front desk.

Employee Responsibilities

All employees have the right and responsibility to insure that the SEARK Education Service Cooperative is a safe and healthful workplace. Employees are involved in this process by serving on risk management committees, by sharing specific expertise related the workplace safety, and by following safety rules and guidelines. Additionally, a form is available at the front desk whereby employees may report unsafe working conditions. This process enables all employees to appropriately share in the overall workplace safety and health management process.

First Aid Kits

The SEARK Education Service Cooperative has two First Aid Kits that are available for all employees. These kits are located in the co-op kitchen, and at the front desk. Employees may access the kits when needed. If any employee uses the First Aid Kit, the employee is to report the incident to appropriate business office personnel, and complete appropriate paperwork related to the injury.

Job Hazard Analysis

All employees are required to complete a “Job Hazard Analysis” form and turn it in to their immediate supervisor. This process requires that all employees evaluate job related hazards to their specific job, so that job related injuries might be avoided. This process shall be a part of the annual employee evaluation process, and all personnel responsible for employee supervision will be responsible to include this in the overall evaluation process.

Health and Safety Training: Coordinator – Rhonda Mullikin

Training in all appropriate areas related to workplace safety and health will be provided to all employees. These training needs will be based on the Job Hazard Analysis Data Sheets completed by the employee and approved by the employee’s immediate supervisor. The Administrative Team will meet in July of each year and review the specific training needs and recommend a training process to address each specific area to the training coordinator. The training coordinator shall coordinate all appropriate training by utilizing current staff, by hiring appropriate consultants, and by purchasing appropriate materials and supplies. Documentation of the specific training, time of the training and length of the training must be kept, and the training must contain an assessment tool to determine mastery of the desired learning. The assessment tools will be completed by each employee and be a part of the

training records. The training coordinator shall report annually to the administrative team and provide appropriate records of all training to the Recordkeeping Department.

Risk Management Training Areas:

Training Materials

The following training materials shall be available for employee training. Training sessions will be held on each topic during the summer, and employees should schedule training in all areas related to their particular job assignment.

Training Available on DVD's

The following topics are available on DVD. Each DVD contains everything needed to provide safety training on each topic, and each DVD contains an assessment instrument to verify employee comprehension of the material.

Emergency Action Plan Training	Welding Safety
First Aid Safety	Slips, Trips & Falls Prevention
Asbestos Awareness	Blood borne Pathogens
Machine Guard Safety	Fall Prevention
Back Safety	Office Safety

Laboratory Safety Series Training (DVD)

This set of training materials is designed for the safe operation of all science laboratories.

Orientation to Laboratory Safety	Safety Showers and Eye Washers
Laboratory Flammable and Explosives	The OSHA Formaldehyde Standard
Electrical Safety in the Laboratory	Laboratory Experiments
Material Safety Data Sheets	Laboratory Safety Data Sheet
Laboratory Hoods	Preventing Contamination in the Laboratory
Handling Compressed Gas Cylinders	Planning for Laboratory Emergencies
Safe Handling of Laboratory Glass	

Training on VHS

This set of training materials also includes an assessment instrument.

Eye Protection	Ladder Protection
Scaffold Safety	House Keeping on Job Site
Backhoe / Loader Operations	Construction Forklift Safety
Fire Extinguisher Training	Hazard Communications Right to Know
Safe Handling of Compressed Gas Cylinders	Portable Grinders and Abrasive Wheels
Vehicle Safety (Driving on the Road)	Personal Protective Equipment in Construction
Tuberculosis Awareness	Ladder Safety in Construction
Heat Stress	Hand and Power Tool Safety
Eye Protection	Hearing Conservation

Training Available on Computer Software

This software program contains 100 already-designed training programs including script, outline and ready-to-use, PowerPoint Presentations.

Risk Management Written Safety Plans: Coordinator – Renee Treadwell

The Risk Management Administrative Team shall meet annually in July with the Written Safety Plans Coordinator and shall recommend specific areas that should be addressed with written plans. The Safety Plans Coordinator shall assign appropriate co-op personnel to write specific plans, which shall meet all appropriate Risk Management

Requirements. The Safety Plans Coordinator shall provide the administrative supervision to insure that all written safety plans appropriately address all appropriate risk management needs and that the plans are written in a simple and common framework that can be understood by all employees.

Safety Inspections: Coordinator – Adam Cameron

The Safety Inspections Coordinator shall review all Risk Management Requirements and shall insure that all appropriate safety inspections are occurring at the SEARK Education Service Cooperative. The Safety Inspections Coordinator shall meet annually in July with the Risk Management Administrative Team and review all safety inspection findings.

The Safety Inspections Coordinator shall coordinate with the Safety Inspections Team and make sure that the team is complying with all Risk Management Safety Inspection Requirements. Records of all inspections shall be kept in the Recordkeeping Department, and the Safety Inspections Coordinator shall insure that the appropriate records are on file.

Risk Management Safety Inspections Team: Supervisor – Adam Cameron

The Safety Inspections Team shall meet monthly and carryout all appropriate safety inspection responsibilities. This shall include but not be limited to the following: checking the fire extinguishers each month, checking co-op office and workplace areas for fire hazards, checking to make sure that all chemicals are included in the MSDS administrative list, checking to make sure that the required safety posters are posted in plain view, and checking the floors for hazards related to employee footing. The team shall complete a form each month verifying that the building has been inspected, and a copy of the form shall be kept in the Recordkeeping Department.

Employee Procedure for reporting Unsafe Conditions

All employees have the responsibility to report workplace conditions that they think might be a workplace hazard. A form is provided for this purpose and is kept at the front desk. When the need arises the employee should complete the form and submit the completed form to the director. The director or designee of the director will investigate the condition. A copy of the form and the actions taken will be given to the safety inspection coordinator. The Safety Inspections Coordinator may make recommendations to the director if it is felt that the problem needs additional corrective steps.

Audits

In the event of any type of audit related to risk management, any member of the administrative team will be able to provide all requested recordkeeping documents, but the director would be the person who would normally be responsible to coordinate such requests. In the absence of the director, the designee of the director in charge at that particular time, would either take care of the requests, or find someone on the administrative team to appropriately handle the auditor's recordkeeping requests.

Health & Safety Record Keeping Coordination: Pam Barnett / Joy Cooper

The Health and Safety Recordkeeping Coordinators shall review all health and safety record keeping requirements and shall develop a process to ensure that all required records are kept on file.

MSDS (Material Safety Data Sheet) Chemical Coordination: Coordinator – Karen Roberts

The MSDS Chemical Coordinator shall be responsible to develop a reporting process that will insure all chemicals are reported to the coordinator and that an appropriate MSDS is secured for chemicals that might be hazardous to the health and safety of employees.

SEARK Co-op Written Safety Plans Coordinators

Blood borne Pathogens – Lisa England
Emergency Planning and Evacuation – Joyce Brannen
Fire Prevention – Adam Cameron
Hazard Communication – Karen Roberts
Ergonomics – Georgina Fivecoat
Workplace Violence – Allison Kelley
First Aid – Lisa England

Exposure Control Plan (ECP) for Blood borne Pathogens

Purpose

The Southeast Arkansas Education Service Cooperative is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens."

The ECP is a key document to assist our staff in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding and exposure incident.

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

Administrative Duties

Lisa England is responsible for the implementation of the ECP. Lisa England will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Those employees who are determined to have potential exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. Contact location/phone number: 1022 Scogin Drive, Monticello, Arkansas (870) 367-6848.

Lisa England will maintain and provide all necessary personal protective equipment (PPE) and proper materials for disposal as required by the standard. Lisa England will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: 1022 Scogin Drive, Monticello, Arkansas (870) 367-6848.

Pam Barnett will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: 1022 Scogin Drive, Monticello, Arkansas (870)367-6848.

Lisa England will be responsible for training, documentation of training, and making written ECP available to employees, OSHA, and NIOSH representatives.

Employee Exposure Determination

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

- Janitorial Staff
- First Aid Responders

Part-time, temporary, contract, and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees is described in this ECP, if applicable.

Methods of Implementation and Control

Work Practice Controls:

The following work practice controls will be utilized to eliminate or minimize exposure to employees at this facility.

1. Hand-washing

Hand-washing facilities are readily accessible to employees who may incur exposure to blood or other potentially infectious materials in the restrooms and employee lounge.

- a. Employees are required to wash their hands with soap and water immediately or as soon as feasible after removal of gloves or other protective equipment contaminated with blood or body fluids.
- b. Employees are required to wash their hands and other skin exposed with soap and water immediately or as soon as feasible after contact with blood or other potentially infectious materials. Flush mucus membranes with water immediately or as soon as feasible after contact with blood or body fluids.

2. Personal Protective Equipment

Employees will use Universal Precautions and PPE when dealing with possible exposure to blood and body fluids. PPE is to be used based on anticipated exposure to employee's clothing, skin, eyes, mouth, or other mucus membranes. PPE is accessible to all employees at no cost to them for use when the risk of blood borne pathogen exists. PPE is located at the front desk and is also stored with the first aid kits in the kitchen area. This equipment may also be obtained through Lisa England. Lisa England will inventory PPE supplies monthly to assure an adequate supply is always available. The types of PPE available to employees are as follows: CPR Mask, Non-latex gloves, and eye protection. All employees using PPE must observe universal precautions and dispose of PPE as directed with disposal of any potentially biohazardous waste as describe under Housekeeping.

3. Housekeeping

Universal Precautions are always used when the possible exposure to blood or body fluids exists.

- a. All equipment and contaminated surfaces will be decontaminated after completion of first aid procedures and immediately or as soon as feasible after any blood or OPIM spill. In this facility a 1:10 solution of bleach and water, mixed fresh will be used to clean and decontaminate surfaces and equipment contaminated.
- b. Contaminated waste and PPE will be properly disposed of according to the following procedure:
 - i. Using protective eyewear and non-latex impervious gloves, place all blood or OPIM contaminated waste in a leak proof plastic bag.
 - ii. Completely cover waste in the bag with 1:10 solution of bleach and water.
 - iii. Let contaminated waste sit in bleach for at least 10 minutes.
 - iv. Pour the bleach down the drain while retaining waste material in the bag.
 - v. Close and secure the opening of the bag containing the waste material.
 - vi. With the aid of a second coworker, place the bag containing the waste in a second leak proof bag.
 - vii. Close and secure the opening of the second bag.
 - viii. Dispose of the bag in the regular waste.

Exposure Control Plan

Employees covered by the blood borne pathogens standard receive and explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting Lisa England. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request. Lisa England is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to blood borne pathogens;
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. Lisa England documents all devices considered.

The following table lists the safer devices Lisa England has identified as candidates in our last annual review, which took place 08/10.

Device:	Methods used to evaluate device:	Decision whether or not to implement:	Justification for decision:
CPR Mask	Effectiveness of Protection	Yes	To prevent exposure
Non-Latex Gloves	Effectiveness of Protection	Yes	To prevent exposure and allergic reaction
Blood and Body Fluid Spill Kits	Effectiveness of Protection	Yes	To prevent exposure

Post-exposure Evaluation and Follow-Up

Should an exposure incident occur, contact Pam Barnett at the following telephone number (870) 367-6848. An immediately available confidential medical evaluation and follow-up will be conducted by Dr. Jay Connelley at Monticello Medical Clinic, 906 Roberts Drive, Monticello, Arkansas (870) 367-6867.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

Lisa England will review the circumstances of all exposure incidents to determine if revisions in the ECP are indicated. If it is determined that revisions need to be made, she will ensure that appropriate changes are made to this ECP.

Employee Training

All employees who have potential exposure to blood borne pathogens receive training conducted by Lisa England, RN, BSN. Our instructor(s) has the following qualifications: Registered Nurse. All employees who have potential exposure to blood borne pathogens receive training on epidemiology, symptoms, and transmission of blood borne pathogen diseases. Training materials for this facility are available on site.

Recordkeeping

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Southeast Arkansas Education Service Cooperative. The training records include: Description of training content, date training successfully completed. Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Rhonda Mullikin, Health and Safety Training Coordinator.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." Dr. Jay Connelley is responsible for maintenance of the required medical records. The Southeast Arkansas Education Service Cooperative will maintain only a report of the exposure and follow up treatment. These confidential records are kept for at least the duration of

employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Pam Barnett.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination is made by Lisa England and the recording activities are conducted by Pam Barnett.

Emergency Action Plan

Purpose

The Southeast Arkansas Education Service Cooperative is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements, found at 39 CFR 1910.38 require Southeast Arkansas Education Service Cooperative to have a written Emergency Action Plan (EAP). This plan applies to all operations in our company where employees may encounter an emergency situation.

The EAP communicates to employee's policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Karen Eoff (or designee) is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hour work conditions
- Notifying the proper rescue in law enforcement authorities in the event of an emergency affecting the facility
- Taking security measures to protect employees
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee
- Deciding which emergency response to initiate (evacuate or not)
- Maintaining records and property as necessary
- Ensuring that the facility meets all local fire codes, building codes, and regulations

Joyce Brannen is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from the front desk.

All employees have full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP: Fire, Tornado.

Contact Procedures

The following personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan:

Karen Eoff
Renee Treadwell

Joyce Brannen
Kathy Cameron

Key management personnel home telephone numbers are kept at the front desk of the Cooperative and all employees housed at the co-op have a print out of employees' cell phone numbers for use in the event of an emergency. These telephone numbers include:

Name	Home Phone Number	Cell Phone Number
Karen Eoff	(870) 367-8301	(870) 723-2074
Rhonda Mullikin	(870) 628-5942	(870) 224-1337

If after reading this plan you find that improvements can be made please contact the Plan Administrator, Joyce Brannen. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior and the involvement in the program from every level of the co-op personnel.

Warning System

The Southeast Arkansas Education Service Cooperative uses the intercom/telephone and or the fire alarm system to warn employees of emergencies. When appropriate, an announcement will be made over the intercom warning employees of fire or tornadoes and the emergency response required for each situation. If time does not permit for intercom/telephone alert or if the telephone is out of order, then all employees may activate the alarm system by pulling the fire alarm system levers located at each exit door.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards for use when telephones serve as means of reporting emergencies:

Fire Department: 911 or 367-5433

Police Department: 911 or 367-3411

Drew Memorial Hospital: 367-2411

When employees detect an emergency that requires an evacuation, such as a fire or tornado, they should contact the front desk. Personnel at the front desk will notify the appropriate agency and use the intercom system or alarm system to warn employees. Specific instructions shall be relayed by the telephone or by word of mouth if the alarm system is utilized.

Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Listed below are our emergency responses for each situation.

Fire

If an employee spots a fire he/she is to report it to the front desk noting the size and severity of the fire. If the fire can be extinguished with a fire extinguisher, all employees are authorized to use the fire extinguisher. The front desk will announce on the intercom that a fire has been reported and the location of that fire. If an exit is not deemed safe at this time, it will be reported. All personnel will be instructed to evacuate at the nearest exit at this time. As employees evacuate they should verbally warn other coworkers in other offices and stop and call a warning to meeting rooms and computer labs in case someone is working in that area. The fire department will be notified by cell phone as the building is being exited. Safety is the primary concern of the Southeast Arkansas Education Service Cooperative. Once employees have evacuated they are to go to the back parking lot where the administrator in charge will perform a head count. No one is to reenter the building until it is deemed safe. The Fire Department will make the determination that the building is safe to reenter.

If the phone system is not working, then personnel working at the front desk will activate the fire alarm and all personnel will evacuate to their nearest exit. As they pass by an office they should verbally warn other office members to evacuate immediately.

Tornado

When severe weather threatens, the front desk will turn on the weather radio to monitor the conditions. No warning will be announced for a tornado watch. When a tornado warning is issued an announcement will be made from the front desk on the intercom /telephone system. Personnel will be asked to go to the center hallway of the original co-op building and remain there until it is deemed safe to return to the workstations.

Fire Prevention Plan

Purpose

OSHA's Fire Prevention Plan regulation, found at 29 CFR 1910.39, requires the Southeast Arkansas Education Service Cooperative, to have a written Fire Prevention Plan (FPP). This plan applies to all operations in our company where employees may encounter a fire.

This Fire Prevention Plan (FPP) is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and proper handling and storage procedures for hazardous materials.
- Potential ignition sources and their control.
- The type of fire protection equipment necessary to control each major hazard.
- Procedures to control accumulations of flammable and combustible waste materials.
- Procedure for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
- The name of job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- The name of job title of employees responsible for the control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our Emergency Action Plan where procedures are described for emergency evacuation procedures and exit route assignments, procedures to account for all employees after emergency evacuation has been completed, and rescue and medical duties for those employees who perform them. Please see the Emergency Action Plan for this information.

Janell Harris is the Plan Coordinator, acting as the representative of the Facility Manager, who has overall responsibility for the plan. The written plan is kept in the Risk Management Manual. The Director and Risk Management Committee will review and update the plan as necessary. Copies of this plan may be obtained from the Director, Risk Management Committee, at the front desk or in the Director's office.

The FPP communicates to employees, policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

If after reading this plan, you find that improvements can be made, please contact the Plan Coordinator, Adam Cameron. We encourage all suggestions because we are committed to the success of our Fire Prevention Plan. We strive for clear understanding, safe behavior, and involvement in the plan from every level of the company.

Plan Coordinator Responsibilities

Here at the Southeast Arkansas Education Service Cooperative, the Plan Coordinator is responsible for the following activities. He or she must:

1. Develop a written Fire Protection Plan for regular and after-hours work conditions.
2. Immediately notify the Monticello Fire Department or Police Department, and the building administrator in charge in the event of a fire affecting the facility.
3. Integrate the FPP with the existing general emergency plan covering the building occupied.
4. Distribute procedures for reporting a fire, the location of fire exits, and exit routes to each employee.
5. Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.
6. Satisfy all local fire codes and regulations as specified.
7. Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.
8. Keep key management personnel home telephone numbers in a safe place in the facility for immediate use.

THE FOLLOWING PEOPLE SHOULD USE EXIT #1

RENEE HOLLAND	LORI CINGOLANI	CAMILE LENDERMAN
ALLISON KELLEY	JOSEPHINE BUFFINGTON	JACKIE ROWLETTE
RHONDA MULLIKIN	CATHY COKER	CAROLYN HOGUE
KAREN ROBERTS	KATHY CAMERON	BOARD ROOM
KAREN EOFF	RENEE TREADWELL	LADONNA SPAIN
ACCOUNTING	SCOTTY HOLDERFIELD	HIPPY
NORMAN HILL	CHRISTELLE HADDOX	FOSTER GRANDPARENTS
COPY/MAIL ROOM	MARION PHARR	

THE FOLLOWING PEOPLE SHOULD USE EXIT #2

LITERACY	CLEANING STORAGE
AMERICORPS	RESTROOMS
OLD LAB	

THE FOLLOWING PEOPLE SHOULD USE EXIT #3

EVAN PATRICK	MELANIE ADAIR	ROSE WHITEHURST
AMANDA SAYRE	LYNDA BURT	MEDIA
ALLEN DUNN	JEANIE DONALDSON	DELL LAB
MITS		

THE FOLLOWING PEOPLE SHOULD USE EXIT #4

MATH ROOM	EARLY CHILDHOOD
EARLY COLLEGE HIGH SCHOOL	

THE FOLLOWING PEOPLE SHOULD USE EXIT #5

EARLY COLLEGE HIGH SCHOOL	LIT ROOM
ELLORA HICKS	

THE FOLLOWING PEOPLE SHOULD USE EXIT #6

CIV I	CONFERENCE ROOM B
RESTROOMS	EARLY CHILDHOOD
INSIDE STORAGE	

THE FOLLOWING PEOPLE SHOULD USE EXIT #7

CONFERENCE ROOM A

THE FOLLOWING PEOPLE SHOULD USE EXIT #8

CONFERENCE ROOM C

THE FOLLOWING PEOPLE SHOULD USE EXIT #9

KITCHEN	LAN ROOM
MULTI-PURPOSE ROOM	

Hazard Communication Plan

Purpose

This program is designed to inform employees that the Southeast Arkansas Education Service Cooperative is complying with the Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemical list, by using MSDSs, by ensuring all chemical containers are labeled, and by providing our employees with training and information availability. This program applies to any employee that may be exposed to hazardous substances under normal working conditions or during an emergency.

Karen Roberts is the program coordinator for Hazard Communication. She will review, organize, and update this program, as necessary. Copies of the written program may be obtained from Karen at the OSHA Materials Safety Center.

Hazard Evaluation Procedures

A description of all chemicals utilized in the building are located at the OSHA Safety Materials Center. Information on each chemical will describe how employees are to protect themselves and what to do if an employee comes into contact with a chemical.

Karen also updates the inventory as necessary. She keeps the chemical inventory list, along with related work practices used in our facility at the OSHA Materials Safety Center where it is accessible during, before, and after work hours.

After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS must be maintained.

Materials Safety Data Sheet

Karen is responsible for obtaining/maintaining the MSDS at our facility. She will contact the chemical manufacturer or vendor if additional research is necessary to ensure that appropriate safety measures are taken.

The MSDSs are kept at the front desk. Employees can obtain access to them by asking Candace or visiting the OSHA Safety Materials Center in the receptionist area.

The procedures followed if the MSDSs are not received at time of first shipment are:

- The product must not be used until MSDS(s) is received.
- Immediately contact provider and request MSDS(s).

Karen gets MSDSs from either the provider (ex: Unisource) or off of an MSDS internet site.

Labels and Other Forms of Warning

Labels list the following:

- Chemical identity
- Hazard warnings
- Name and address of the manufacturer, or other responsible party

The labels must be legible and prominently displayed. They may vary in size and color.

Karen is responsible for ensuring that all hazardous chemicals on Co-op property are labeled properly and updated, as necessary. She also ensures that the newly purchased materials are checked for labels prior to use.

A poster is displayed to inform employees about the hazardous communication standard. It is located on the cleaning supply closet door.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced: Chemicals will be checked during routine safety inspections. Karen, once notified, will re-label the chemical(s), and she will ensure there will be no use of the chemical until it is properly relabeled.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard, and the safe use of those hazardous chemicals. Whenever a new hazard is introduced or an old hazard changes, additional training is provided. All employees receive training for hazard communication. The training plan emphasizes the elements required by 29 CFR 1910.1200(h).

Multi-Employer Facility

When contractors or any other employers' workers (painters, electricians, or plumbers) will be working at this workplace, Karen will:

- Provide the other employer(s) with MSDSs for any of our chemicals which their employees may be exposed
- Relay necessary label and/or emergency precautionary information to the other employer(s)

Each contractor bringing chemicals on-site must provide the appropriate hazard information on these substances, including the MSDSs, the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from Karen or OSHA Safety Materials Center.

Ergonomics Plan of Action

Annual Ergonomic Assessment

An annual assessment shall be conducted by the Ergonomics Coordinator, throughout the Cooperative to spot and correct potential risk hazards thereby eliminating or reducing ergonomic injuries.

Education

To help avoid ergonomic injuries, Cooperative employees should be educated on ergonomic safety requirements. The Ergonomics Coordinator will distribute instructional material to inform employees of ergonomic safety requirements to bear in mind in relation to their work stations and/or duties. Along with this instructional material in evaluation check list will also be distributed. Instructional videos will be kept on file in the media department for personnel instruction. All employees needing this training will be required to view these videos during a training session. New employees, where applicable, shall be required to view the instructional videos as a part of their coop overview.

These are the ergonomic elements that will be covered in the videos:

- How to recognize workplace risk factors associated with work-related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
- The signs and symptoms of work related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures and the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
- The process Southeast Arkansas Education Service Cooperative is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods which apply to the job.

All employees should complete the evaluation check list in relation to their individual work stations and/or duties to identify risk factors.

Implementation of Evaluation Check List

If any item is checked "no" on the evaluation check list, a problem area may exist. The evaluation check list, bearing the name of the employee and their work station, should be submitted to the Ergonomics Coordinator who will inspect the potential hazard and make recommendations to correct the problem.

Remediation

Recommendations will be approved by the immediate supervisor for that work station.

Injuries from Ergonomic Hazards

Any injury resulting from a hazardous work environment should be immediately reported to the personnel manager in the business office and all appropriate paperwork is to be completed and filed. Employees may apply for workman's compensation, and if such need should arise, the personnel business office manager will coordinate the process.

Follow-Up

The Ergonomics Coordinator will complete a report on all reported problems, and will record measures taken to alleviate the problem. This report form will be kept in the record keeping department by the business personnel management coordinator. Adjustments to the employees' workstation may be needed before the employee can return to their station. If such need should arise, the Ergonomics Coordinator shall make such recommendation to the director.

Workplace Violence and Security Plan

General Philosophy

The Southeast Arkansas Education Service Cooperative is committed to maintaining a safe, healthful, and efficient working environment where employees, educators, and company assets are free from the threat of violence, regardless of source or type.

Allison Kelley is the Plan Coordinator, acting as the representative of the Facility Director, who has overall responsibility for the plan. The written plan is kept in the Risk Management Manual located at the front desk, or the plan may be viewed on the company website.

Under this plan, all areas of the physical facility will be covered. The hours of operation for the Southeast Arkansas Education Service Cooperative are Monday – Friday from 8:00am until 4:00pm. This plan may also apply to employees required to complete job requirements during irregular business hours.

It is the company's policy to require employee adherence to the procedures outlined in this plan. All employees must oblige to a zero-tolerance policy toward workplace violence and adhere to all Cooperative policies and procedures. Every employee will be expected to recognize and avoid violent situations, alert supervisors (verbally and in writing) of any safety/security concerns, and avoid traveling alone whenever possible, especially when traveling to an unfamiliar school district or meeting location. Also, employees are encouraged to use the buddy system when working after dark; escorting each other to their vehicles in the parking lot. Employees should park in well-lit areas, located near the building; avoiding the back parking lot after dark.

The Southeast Arkansas Education Service Cooperative will establish a threat assessment/crisis management team that will, along with other duties, help to implement this policy, oversee company response to, and evaluate any instance of, reported workplace violence. The team will consist of: Pam Barnett, Joyce Bennett, Joy Cooper, Karen Roberts, Lisa England, Georgina Fivecoat, Judy Gibson, Allison Kelley, Rhonda Mullikin, Karen Eoff, and Renee Treadwell. The team will review and update the plan as necessary.

During the summers, employees will attend safety training sessions that relate to their particular job assignment. Employees participating in the Workplace Violence and Security session will learn what conduct is not acceptable, what to do if they witness or are subjected to workplace violence, and how to protect themselves.

This plan will be reviewed by the Risk Management Committee to determine specific training needs and make recommendations for training processes.

Prohibited Behavior

In keeping with this policy, the Southeast Arkansas Education Service Cooperative prohibits any employee from engaging in any act either on company premises or during the performance of work-related duties that:

- Threatens the safety of an employee and/or customer
- Affects the health, life, or well-being of an employee and/or customer
- Results in damage to company, employee, or customer property

Responsibility

The Plan Coordinator has overall administrative responsibility for these security programs.

Karen Eoff, Director, and Rhonda Mullikin, Health and Safety Training Coordinator, are responsible for ensuring that their employees abide by all security policies and procedures, as well as notifying the Plan Coordinator of any security-related problems.

Employees are responsible for complying with all security policies and procedures, and notifying their immediate supervisor and Plan Coordinator of any security-related problems.

Physical Access

An alarm system is intact to limit general access to the facility and its assets.

Employees working in the Cooperative building after hours are required to sign in and out in the after-hours book, located at the front desk.

Computer Access

In order to limit employee and outside personnel access to the company computer system and to computer-related areas, each employee is provided with their own individual account and log-on name. Any user identified as a security risk may be denied access to the SEAESC computer network.

Background Checks

The Southeast Arkansas Education Service Cooperative screens all applicants for a history of violence, including convictions for criminal offenses. It is the company's policy to check the backgrounds of all job applicants, in an objective and fair manner, for criminal record and evidence of violent behavior.

All new employees will be responsible for the expense of criminal background checks in compliance with Act 1313 and Act 1314. Act 1173 of 2009 requires child maltreatment central registry checks by Department of Human Services under certain circumstances for licensed teachers and classified employees.

Safety Training

Safety training is mandated under this policy. Job safety training sessions will be held each summer. Employees will attend the sessions that relate to their particular job assignments.

Reporting and Investigation Procedures

All reported incidents will be investigated. An employee who engages in prohibited conduct is subject to appropriate disciplinary action, as determined by the findings of a fair and impartial investigation. Such discipline may include warnings, reprimand, suspension, or immediate termination. In addition, certain actions may cause the employee to be held legally liable under state and/or federal laws.

It is the responsibility of all employees to report all incidents involving theft, destruction, and misuse of company assets, resource, and property and/or employees' personal belonging. Reports are to be made directly to Karen Eoff, Director, within a 24 hour period.

The Southeast Arkansas Education Service Cooperative encourages all employees to promptly report all incidents and threats of workplace violence. Incidents of misconduct will be investigated by the Director and Assistant Director of the Cooperative. Incidents involving illegal or dangerous behavior will be reported to the local police.

Employee Disciplinary Policy and Procedures

While workplace violence is unacceptable to the cooperative, a fair and impartial policy is in place to assure employees of fair and equitable treatment when accused of found in violation of this policy.

Violations of the coop workplace security policy can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

The coop procedure for disciplining an employee for violations of this policy may include a warning, reprimand, suspension, or immediate termination.

The laws of the State of Arkansas will be followed in all matters dealing with the termination of certified or classified employees.

Retaliation

To encourage employees to come forward without the fear of retaliation, the company promises to promptly investigate all complaints of retaliation and impose appropriate disciplinary action, up to and including termination.

Liability from Victims of Violence Incurred at the Workplace

It is the coop's policy to take every reasonable measure to prevent violence from occurring here. The policy will be enforced and regularly reviewed to keep its measures relevant and its procedures in compliance with any applicable federal and state laws and legal decisions.

Sexual Harassment Policy

Sexual Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with the work effectiveness of its victims and their co-workers. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them and that the misconduct must stop. If the misconduct continues after the warning, the employee has the option to file a written complaint and the process should proceed through the normal chain of command. The employee should file a written complaint with his/her immediate supervisor, unless the complaint is being filed in reference to the employee's immediate supervisor, then the employee has the right to continue the complaint process through all channels of the chain of command, culminating with the Board of Directors.

In fulfilling our obligation to maintain a positive and productive work environment, the Board and Cooperative officials will make every attempt to halt any harassment of which they became aware by calling attention to this policy or by direct disciplinary action, if necessary.

First Aid Program

Purpose

The Southeast Arkansas Education Service Cooperative is dedicated to the protection of its employees from on-the-job injuries, and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

This written First Aid Program is intended to ensure that the Southeast Arkansas Education Service Cooperative meets the requirements of 29 CFR 1910.151, Medical Service and First Aid.

Administrative Duties

Lisa England, First Aid Program Administrator, is responsible for establishing and implementing the written First Aid Program, and has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained at the front desk. If after reading this program, you find that improvements can be made, please contact Lisa England. We encourage all suggestions because we are committed to the success of this written program.

First Aid Personnel

Lisa England is readily available for advice and consultation on matters of workplace health.

The National EMS Education and Practice Blueprint list the following first aid designations:

First Aid Provider: Occupationally required to be trained in first aid even though they may not be specifically obligated by law to perform first aid. Responds as a, "Good Samaritan." Uses a limited amount of equipment to perform initial assessment and provide immediate life support and care while awaiting arrival of emergency medical service (EMS).

First Responder: Uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS.

Emergency Medical Technician (EMT)-Basic: The 2nd level of professional emergency medical care provider. Qualified to function as the minimum staff for an ambulance.

EMT-Intermediate: The 3rd level of professional emergency medical care provider. Can perform essential advanced techniques and administer a limited number of medications.

Paramedic: The 4th level of professional emergency medical care provider. Can administer additional interventions and medications.

SEARK Education Service Cooperative personnel trained to render first aid:

Name/Title and first aid designation: Department and telephone #:

Karen Eoff, Director (870) 367-4801 – First Responder

Rhonda Mullikin, Assistant Director (870) 367-4810 – First Responder

Karen Roberts, Receptionist (870) 367-4800 – First Responder

Hazard and Medical Service Assessment

Lisa England assessed the SEARK Education Service Cooperative for hazards to determine whether any pose the risk of a life-threatening or permanently disabling injury or illness.

It was determined that no risk of a life-threatening or permanently disabling injury or illness is posed. The following injuries or illnesses are likely:

Injury/Illness type: Injury/Illness: Department affected:

The nearest hospital, clinic, or infirmary, Drew Memorial Hospital, is located on Scogin Drive.

That means that Drew Memorial Hospital is considered in near proximity because it is within fifteen minutes away.

When hazards or locations change, Lisa England re-assesses our risk and determines whether or not we are required to train an on-site employee in first aid.

First Aid Supplies and Equipment

It is important that our first aid supplies and equipment meet the specific needs of our workplace. Lisa England has ensured that adequate first aid supplies are readily available, including: bandages, protective equipment, band-aids, first aid cream, triangular bandage, gauze pads, alcohol swabs, CPR mouth barrier, dressings, cohesive bandage wrap, instant cold compress.

We provide these supplies in clearly labeled first aid kits located in the kitchen cabinet and at the front desk.

Lisa England checks the first aid supplies monthly. Supplies are replaced promptly when expended.

In addition to first aid supplies, we use the Drew County 911 Emergency Response System.

An employee will contact the Emergency Response System by dialing 911 on the telephone.

Because it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while rendering first aid, we provide the following personal protective equipment: latex gloves, protective eye equipment, CPR mouth barrier. See our written Exposure Control Program for further details.

Training

Training is the heart of our First Aid Program. Employees should NOT attempt to rescue or treat an injured or ill employee unless they are qualified to do so. Instead, they should contact someone who is qualified. Employees who are qualified to render first aid have completed the SEARK Education Service Cooperative first aid training program. Lisa England is responsible for conducting training. His/Her qualifications include: American Heart Association Instructor Training.

CPR/First Aid Instructor

First aid training is done in house. We include video presentations, lecture, practice sessions, and skill tests. Our training ensures that trainees are knowledgeable in: general principles of first aid, medical emergencies, injury emergencies, CPR, AED, environmental emergencies.

Training Certification

After an employee has completed our training program, the trainer will determine whether the employee can safely perform first aid. Rhonda Mullikin is responsible for keeping records verifying certification of each employee who has successfully completed training. Each certificate is a valid certificate in first aid training and American Heart Association CPR Training, and includes the name of the employee, the date(s) of the training, and the signature of the person who performed the training and evaluation.

Retraining

Trained employees are retrained every two years to keep their knowledge and skills current.

Accident Reporting

After the immediate needs of an injury or illness emergency have been met, all employees are required to report the event to their supervisor. Extremely minor injuries, like a small bruise do not need to be reported. However, those injuries and illnesses involving professional treatment, time away from work, or a near miss of a more

serious accident, must be reported to an employee's supervisor. Even injuries that do not become apparent until after the cause must be reported. For example, back pain that develops over a period of time must be reported.

Accident reports are found in the media center and at the front desk and are to be completed immediately after first aid is rendered.

Recordkeeping

The business office personnel manager is responsible for maintaining the following records and documentation relating to first aid, injuries, illnesses, and accidents:

Program Evaluation

By having Lisa England thoroughly evaluate and, as necessary, revise our program, we ensure our program's effectiveness and prevent or eliminate any problems. Program evaluation is performed every two years. Program evaluation involves the following: curriculum evaluation, instructor evaluation, and procedure evaluation.

SEARK Coop Risk Management Monthly Inspection

Date	Inspector
Y or N	Fire extinguishers are in place by all exit doors and are accessible for quick emergency use.
Y or N	Fire extinguishers are appropriately charged and ready for use.
Y or N	Extension cords are being utilized in an appropriate manner. All extension cords being used have been listed and approved for use by the director.
Y or N	All flammable materials are stored in an appropriate location marked as FLAMMABLE.
Y or N	Candles are not being utilized in the Co-op.
Y or N	All electrical appliances that are not part of the building infrastructure have been listed and approved by the director for use.
Y or N	Evacuation routes are clearly posted in appropriate locations.
Y or N	Water hoses are available close to each exit door.
Y or N	All walkways and halls are clutter free.
Y or N	All walking routes within the building are hazard free.
Y or N	All equipment and tools are properly stored.
Y or N	There is no visible furniture that is damaged and in need of repair.
Y or N	The building's heated furnaces are located in a safe locked area free from combustible materials.
Y or N	All ceiling light fixtures are in good working condition.
Y or N	Appropriate maintenance records are on file verifying that vehicles are in good working condition.
Y or N	The emergency alarm system is in proper working condition.
Y or N	The weather radio located at the front desk is in proper working condition.
Y or N	The building's First Aid Kits are adequately supplied and are accessible.
Y or N	The storage rooms are properly managed by assigned personnel and materials, supplies, and equipment are stored in appropriate areas.
Y or N	The building intercom system is in proper working condition.
Y or N	Outside night lights are in proper working condition.
Y or N	The afterhours sign in/out sheet is in place and there is evidence of appropriate usage.

- Y or N The building alarm system is in proper working condition.
- Y or N The offices and cubicles are well organized and are clutter free.
- Y or N All chemicals have been properly labeled with MSDSs and are on file at the Chemical Right to Know Center.
- Y or N Protective equipment is available for use to protect against the transmission of blood borne pathogens.
- Y or N Exit lights are in proper working condition.
- Y or N Emergency phone numbers are posted in appropriate locations.
- Y or N Annual electrical inspection is performed and appropriate records are kept.
- Y or N The oil in all company vehicles is checked and changed every 3,000 miles.
- Y or N The tires are rotated every 5,000 miles and are checked regularly for safety.
- Y or N Fan belts are checked and are in good working condition.
- Y or N All vehicle lights are in proper working condition.
- Y or N The windshield wipers are in good working condition.

SEARK Coop Risk Management Quarterly Inspection

Date	Inspector
Y or N	Monthly inspections have been performed and appropriate records are kept on file.
Y or N	Quarterly inspections provide evidence that monthly inspections are accurate and appropriate.
Y or N	The Chemical Right to Know Center contains up to date records and is in full compliance with all risk management guidelines.
Y or N	When appropriate, training records are on file and provide evidence of appropriate employee training.
Y or N	Evidence exists to verify that all employees are aware of the risk management plan and are involved in the decision making process.
Y or N	Appropriate records are kept on file for all employee related accidents, illness, and accident investigations.
Y or N	“POSTING REQUIREMENTS” are adhered to and all posters are in clear view and accessible to all employees.
Y or N	All OSHA violations have been properly addressed.
Y or N	The fire alarm system is tested and is in appropriate working attention.
Y or N	The fire alarm system is returned to normal operating condition after each test.
Y or N	Fire extinguishers are serviced and inspected annually.
Y or N	Wrist supports are available for employees use.
Y or N	Annual electrical inspection is performed and appropriate records are kept.

SEARK Coop Risk Management Annual Fire / Electrical Safety Checklist

_____ Date

_____ Inspector

- All fire detection devices are approved for use.
- All cord and cable connections are intact and secure.
- All disconnecting switches and circuit breakers are labeled to indicate their use or equipment served.
- Electrical raceways and enclosures are securely fastened in place.
- Circuit breakers are accessible to personnel, protected from physical damage, and located away from ignitable material.
- We specify compliance with OSHA for all electrical work.
- Sufficient access and working space is provided and maintained around all electrical equipment to permit ready and safe operations and maintenance.
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conduit.

Authorized Signature of Inspector: _____

Credentials of Inspector: _____

**SEARK Coop Risk Management
Unsafe Working Conditions Form**

Date: _____

Name (person reporting unsafe condition): _____

Location of unsafe condition: _____

What is the unsafe condition: _____

Signature: _____

Director's Signature: _____

**SEARK Coop Risk Management
Unsafe Working Conditions Form**

Date: _____

Name (person reporting unsafe condition): _____

Location of unsafe condition: _____

What is the unsafe condition: _____

Signature: _____

Director's Signature: _____

Job Hazard Analysis

Job Title:	Date:
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Location:

Job Duties	Possible Hazards	Probable Cause	Preventative Measures	Recommended Training Video

