

Keeping our children and staff safe is a high priority for Teachers On Call. It is the policy of this company, therefore, to provide and maintain safe working conditions and follow operating practices that will safeguard all employees. To ensure that the established safety policy of Teachers On Call and our schools and centers are worthwhile it is imperative that each employee comply with safety procedures, work safely and notify management when procedures are not followed or with suggestions on improving safety procedures, or instituting new ones. It is the unalterable policy of Teachers On Call to be in strict compliance with all governmental regulations including OSHA, Workers Compensation laws and all state or local laws. Every school has a specific safety policy they must follow and OSHA provides guidance as well.

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## **1. Legal Rights Under OSHA Standards**

As an employee you have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSHA Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training, and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards. Workers have the right to:

- Ask OSHA to inspect their workplace
- Use their rights under the law without retaliation and discrimination
- Receive information and training about hazards, methods to prevent harm, and the OSHA standards that apply to their workplace
- Training materials done in a language that they can understand
- Get copies of test results done to find hazards in the workplace
- Review records of work-related injuries and illnesses. Get copies of their medical records

If you have questions in regards to OSHA and your rights you can visit their website at <https://www.osha.gov/>

## **2. Substitute Job Duties:**

As a substitute teacher or paraprofessional you will be asked to report to a variety of classrooms. It is important that you are aware of the potential risks of being in a classroom setting and the potential situations you may encounter.

The basic job duty of a substitute is to:

- Carry out lesson plans left by the classroom teacher or assist the main teacher with varying tasks
- Guide the learning process and provide students with objectives for the day
- Ensure that students are never left unattended in the classroom
- Maintain a neat and orderly classroom
- Perform additional duties such as lunchroom duty, hall monitoring, and recess duty
- Know where you can access the safety guidelines and procedures for each school and how to follow emergency evacuation routes for assigned classrooms

### 3. Determine Common Health and Safety Hazards

#### *Slips, trips and falls*

- Common causes of slips include:
  - Sloped walking surfaces
  - Loose, unanchored rugs or mats
  - Wets product or spills on floors or walking surfaces
  - Changes in elevation or levels
  - Irregularities in walking surfaces
  
- Common impacts on the body include:
  - Sprains and strains
  - Bruises and contusions
  - Fractures
  - Abrasion and lacerations
  
- Typical injury sites include:
  - Knee, ankle and/or foot
  - Wrist and/or elbow
  - Back and/or shoulder
  - Hip
  - Head

***Workplace Violence*** – violence or the threat of violence against workers ranging from threats and verbal abuse to physical assaults and homicide.

***Hazardous chemicals*** – toxic substances that pose a wide range of health hazards. There could be an occupational exposure to hazardous chemicals in laboratories.

***Classroom machinery*** – a variety of machines used in classes like art or shop. There is a possibility you may encounter instances where you are asked to utilize and supervise students using various machines. There is a possibility of injury caused by improper use of equipment. Know the procedure of the school in emergency situations.

***Bloodborne pathogens*** – are infectious microorganisms in the human blood that can cause disease. Common bloodborne diseases that can be transmitted in the workplace are HIV, Hepatitis B and C. If you ever encounter blood, do not touch it. Make sure to follow school procedures for cleaning. Have access to soap, water, and personal protective equipment.

#### **4. Reducing/Preventing Hazards**

Over eighty percent of accidents can be directly attributed to human error. Many of these cases of human error could have been prevented by complying with the safety guidelines.

##### ***School procedures***

All schools/centers have their own specific safety policy. Any questions regarding the school/center's safety policy should be directed to the main office. Basic elements of the school/center's safety policy include information on:

- First aid
  - All job sites will have a basic first aid equipment in most cases housed in the office or nurse's office
- Emergency preparedness
  - A written emergency program
  - An alarm system
  - Evacuation plans
  - Emergency drills
  - Other emergency instances, including but not limited to:
    - Weather related emergencies such as floods, tornadoes and winter storms
    - Non-weather related emergencies
    - Fires
    - Medical emergencies

Know what exit routes, emergency action plans, and fire prevention plans are in each school that you work in.

##### ***Slips, trips and falls***

You can prevent slips, trips and falls by paying close attention to what you are doing and where you are going. To further prevent slips, trips and falls you should:

- Wear proper clothing
- Wear shoes with nonskid soles and make sure laces are tied
- Carefully inspect stairs and walkways
- Avoid obstacles on stairs and walkways such as:
  - Trash
  - Equipment
  - Liquids
  - Uneven floor surface or rough terrain
- Do not stand on boxes, equipment or chairs
- Keep away from edges

- Do not let objects you carry block your vision
- Make sure you have adequate lighting
- Use steps – do not jump
- Walk around obstructions if you cannot remove them

#### ***Winter weather tips***

- Check the weather prior to your work assignment
- Be aware of the changes that may occur throughout the day and come dressed accordingly
- Allow time for yourself to get to your work assignment on time by leaving early and checking traffic reports online
- Walk slowly and carefully on icy or snowy walkways
  - Take small and short steps
- Make sure your full attention is on walking avoiding:
  - Carrying objects
  - Hands in pockets
  - Poor lighting
  - Icy areas if possible

#### ***Workplace violence prevention methods:***

- Learn to recognize, avoid, or diffuse potentially violent situations
- Utilize techniques learned from training and previous experience for classroom management
- Alert supervisors to any concerns about safety or security and report all incidents immediately
- Avoid traveling alone into unfamiliar locations or situations whenever possible

#### ***Hazardous chemical exposure prevention methods:***

- Know where chemicals are located in the classroom
- Ensure that everything is secured and locked away unless it is being used during classroom instruction
- Always wearing personal protective equipment when using chemicals.

#### ***Classroom machinery injury prevention methods:***

- Be aware of where machinery is located and how to properly operate and utilize equipment

- Make sure that machinery is always turned off when not being used during classroom instruction
- Do not operate without personal protective equipment

***Bloodborne pathogens exposure prevention methods:***

- Universal precautions
- Follow workplace practice controls including:
  - Proper disposal of sharp devices and soiled material
  - Personal protective equipment
  - Housekeeping and decontamination

**5. Reporting an injury**

Contact Teachers On Call if your life is not in immediate danger. All work related injuries should be reported within 24 hours to a Teachers On Call staff member. If you require immediate assistance dial 911 or contact the nearest school staff member for assistance.

- Angel Graves – HR Generalist, processes all workers compensation claims and the *First Report of Injury* can be reported to her via:
  - Mail – Attn: Angel Graves 3001 Metro Dr. Suite 480 Bloomington, MN 55425
  - Email – [agraves@teachersoncall.com](mailto:agraves@teachersoncall.com)
  - Fax – 800-713-3299
  - Phone – you can call the main TOC number and ask for Angel

Ask for the Human Resource Generalist – Angel Graves and inform her of your injury. If you are in immediate danger, dial 911 or contact the school secretary or nearest teacher for help.

**6. Employee/ Employer Responsibilities**

*Role of TOC employee*

- Report all accidents promptly
- Observe safety rules
- Report unsafe conditions

*Roles of TOC as your employer*

- Report all accidents promptly to our workers compensation carrier and provide all documentation requested
- Create a comfortable work environment
- Identify all job related hazards
- Provide safe work procedures

- Provide learning resources