



STOP



THINK



WORK SAFELY

The Health Management & Safety Committee, comprised of classified, certificated and management employees, meet monthly to address employee safety concerns, and to promote awareness of habits which can improve health and wellbeing in our work place.

The committee reviews accident reports, and the results of safety inspections.

The committee sponsors the following:

- ⇒ Health & Fitness Challenge drawing
- ⇒ “Caught In the Act” drawing
- ⇒ SIPE Monthly Safety quiz drawing
- ⇒ Online Safety Module drawing
- ⇒ Safety Incentive Award for departments
- ⇒ Annual Blood Drive.

Your vigilance and care can help to save our organization many thousands of dollars each year, funds which we all would prefer to have available for students, programs and staff. Injuries can be permanent and devastating to employees, their families, and co-workers. There is no doubt that a healthier organization is better able to provide the services that are vital to all.

Your members of the Health Management & Safety Committee appreciate your efforts to learn and practice safety.

From all of us, best wishes for a safe and productive school year!

2019-20 Health Management & Safety Committee

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San Luis Obispo County Office of Education

Injury & Illness Prevention

James J. Brescia, Ed.D
Superintendent

Health Management & Safety Committee

Statement of Purpose and Objectives:

The Health Management and Safety Committee will assist all employees in sustaining a climate of safety awareness. This requires open lines of communication where employees have the opportunity and are eager to participate in safety programs. Employees are encouraged to voice concerns about hazards or potential hazards with full support of the San Luis Obispo County Office of Education.

Committee Goal:

Our goal for 2019-20 is to facilitate a continued reduction in accidents, injuries at SLOCOE, increase self responsibility of safe practice, create and maintain safe environments. And to see an overall increase in employee participation in the Safety Incentive Program



Health and safety have huge impacts on our wellbeing and productivity, yet how often do we take our health and safety for granted? All of us are vulnerable to accidents, and all of us are capable of learning safe habits to protect ourselves and each other from avoidable injuries and medical expenses.

It is each employee's responsibility to:

1. Attend department safety meetings each month. These meetings provide timely tips and reminders, with topics provided by SIPE (Schools Insurance Program for Employees).
2. Practice safe work habits learned from the safety meetings, online safety modules at www.getsafetytrained.com and notices posted on employee bulletin boards.
3. Keep work areas free from safety concerns (perform self-inspections annually). Safety inspections completed and submitted by December 1st, will earn your department a Safety Incentive Award.
4. Report all safety concerns to supervisors.

Employees not following safety practices can receive disciplinary notices & deficiencies in their evaluations.



Did you know that many of the most expensive and frequent injuries occur from slips, trips and falls during the normal course of a work day in environments we know well?

These happen when we are in a hurry, fail to pay attention to walking surfaces, or take shortcuts across unpaved and uncertain terrain.

Sometimes we fail to report unsafe conditions, such as liquid spills, slick surfaces, or broken equipment.

Use the following forms to request safety equipment that can be used to eliminate hazards, or to report "near miss" accidents/safety concerns to your supervisor, the Safety Coordinator, and the Health & Safety Management Committee

- ◇ **Request to Fund or Correct a Safety Hazard**
- ◇ **Near Miss Accident Reporting Form**
- ◇ **Self-Inspection Form for a work group or site.**

Listed forms can be located at:

<https://www.slococ.org/divisions/operational-services/operational-services-resources/>



SAFETY INCENTIVES

Caught In the Act

- * Catch a colleague in the act of being safe.
- * The "Perpetrator" wins a **\$25 GC**
- * "Agent At Large" wins a **\$10 Starbucks GC**.
- * Complete the online Caught In the Act Form

<https://www.slococ.org/divisions/operational-services/operational-services-resources/>



Complete a Safety Module **\$25 GC**

1. www.getsafetytrained.com
2. Submit the certificate of completion to the committee for the monthly random draw

Health & Fitness Challenge **\$25 GC**

Complete and fill out a log sheet showing at least 15 minutes of exercise for at least 10 days each month, form can be located at <https://www.slococ.org/divisions/operational-services/operational-services-resources/>



SIPE Monthly Safety Online Quiz **\$50 GC**

- ◇ Attend your work group's monthly safety meetings
- ◇ Watch for an emailed link to the online quiz on each month's topic.
- ◇ Satisfactory completion of each quiz automatically enters you into the monthly drawing.

icurto@slococ.org , or a committee member before the third Thursday of each month. Submissions will be for the prior month. The submission pool will be renewed monthly.

WINNERS OF THE \$25 or \$50 gift cards will be eligible to win no more than once within 90 days