



CATAWBA COUNTY SCHOOLS
SAFETY CONNECTION
 AUGUST 2010



The Safety Committee of the Catawba County Schools welcomes you back for the 2010-2011 school year. In an effort to keep a safe working environment for our students and employees, we will be publishing periodic newsletters with information such as: what to do in case of an accident, how to prevent accidents through using proper equipment, and how to operate safety equipment such as fire extinguishers. In this first newsletter, you will find information concerning accidents in the workplace.

WHAT CAN YOU DO TO PROMOTE SAFETY?

As we begin this new year, we ask that each of you work toward an accident free year. While many accidents cannot be avoided, simple safety precautions can often prevent unnecessary injuries. Please be aware of your surroundings and use only proper equipment (not chairs or desks) when reaching high areas in your classroom.

Using proper safety precautions not only helps to insure that each of you is not physically injured, but it helps to reduce the amount of cost that the Catawba County Schools will pay toward Workman’s Compensation Insurance. If we are able to lower our accidents and the cost of these accidents, we are able to reduce our insurance payments; therefore, giving us additional dollars for other projects needed throughout the system.

WHAT SHOULD YOU DO WHEN AN ACCIDENT HAPPENS?

1. Report the accident ***IMMEDIATELY*** so that we can begin the process of filing the correct paperwork and begin treatment if necessary. By law, we must report these accidents within (5) *five days* of the occurrence.

If you work at.....	Report the accident to...
A school location, maintenance department, transportation department	The individual in your office or department that handles the filing of these forms
The Central Office/Annex	Deborah Wright in the Human Resource office

2. If treatment by a physician is necessary, you should be referred to the Occupational Health Office at Catawba Valley Medical Center. Do **NOT** seek treatment elsewhere unless referred by the Occupational Health staff. This will help us in the follow-up of the accident.

3. During an investigative follow up of the accident, you will be asked several questions as to how the accident occurred, witnesses to the accident, etc. A report will then be submitted to the Safety Director (Craig Garner) within (10) ten days of the accident to be filed with the original paperwork. This information will help us to determine what action we may need to take to prevent future accidents.

Work location	Person Responsible for Investigative Report
School location	Principal, Assistant Principal
Child Nutrition	Angel Helms
Maintenance, Transportation	Director, Assistant Director
Central Office, Annex	Craig Garner

IT IS IMPORTANT THAT EACH OF THESE STEPS IS COMPLETED IN ORDER TO INSURE THAT YOU RECEIVE ANY NEEDED MEDICAL TREATMENT OR COMPENSATION.

