

**HARLINGEN CONS. INDEPENDENT SCHOOL DISTRICT
SAFETY COMMITTEE MEETING AGENDA
OCTOBER 13, 2011**

I. WELCOME

II. NEW BUSINESS

- A. SCHEDULE OF MEETINGS
- B. TASB GRANT
- C. REVIEW DUTIES AND RESPONSIBILITIES OF SAFETY COMMITTEE MEMBERS
- D. UNSAFE ACT/UNSAFE CONDITION FORM
- E. CLAIM HISTORY BY CAMPUS/DEPT
- F. TOTAL WORKER'S COMPENSATION INCURRED COST FOR LAST 5 YEARS
- G. MONTHLY SAFETY TOPIC (ELECTRICAL SAFETY)

III. QUESTIONS/COMMENTS

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HARLINGEN CISD
SAFETY COMMITTEE MEETINGS
20011-2012

- October 13, 2011
- December 8, 2011
- February 9, 2012
- April 12, 2012

All meetings will be held in Room 503, in the Administration building. Meetings start promptly at 4pm.

**HARLINGEN CONS. INDEPENDENT SCHOOL DISTRICT
SAFETY COMMITTEE REPRESENTATIVES
DUTIES AND RESPONSIBILITIES FOR
SCHOOL YEAR 2011-2012**

- 1) Attend all Safety Committee meetings.
- 2) If unable to attend safety meeting, please send an alternate.
- 3) Serve as a communication link with fellow employees on safety issues.
- 4) Present brief safety presentations that can be included as part of a regular faculty or departmental meeting using the monthly safety topic.
- 5) Ensure monthly safety posters are distributed and posted accordingly.
- 6) Assist Supervisors, Directors and Principals in conducting safety inspections and evaluating safety suggestions.
- 7) Report any unsafe acts and/or unsafe conditions to appropriate personnel by completing and submitting the required form.

HARLINGEN CONS. INDEPENDENT SCHOOL DISTRICT
RISK MANAGEMENT DEPARTMENT
UNSAFE ACT/UNSAFE CONDITION FORM
PHONE: 956.430.9553 FAX: 956.430.9705

UNSAFE ACT(S): _____

RECOMMENDATION(S): _____

UNSAFE CONDITION(S): _____

RECOMMENDATION(S): _____

SUBMITTED BY: _____
NAME DATE

CAMPUS/DEPARTMENT: _____

For Risk Mgt. use only:

Contact information: _____

Work Order Information: _____

Comments: _____

HARLINGEN C.I.S.D.
WORKERS' COMPENSATION INCURRED COSTS
AS OF August 31, 2011

<u>Plan Year</u>	<u>Claims</u>	<u>Total Incurred</u>	<u>Total Paid</u>
SEPTEMBER 2005 – AUGUST 2006	406	\$524,943	\$501,630
SEPTEMBER 2006 - AUGUST 2007	405	\$407,743	\$399,158
SEPTEMBER 2007 - AUGUST 2008	389	\$357,399	\$357,399
SEPTEMBER 2008- AUGUST 2009	364	\$212,983	\$211,265
SEPTEMBER 2009 – AUGUST 2010	409	\$263,416	\$239,884
SEPTEMBER 2010 – AUGUST 2011	479	\$505,549	\$285,763

**CROCKETT WORKERS COMPENSATION REPORT
AS OF AUGUST 31, 2011**

DATE	RECORD ONLY CLAIMS	MEDICAL ONLY CLAIMS	MEDICAL CLAIMS WITH LOSS TIME	TOTAL MEDICAL CLAIMS PAID	TOTAL LOSS TIME PAID	TOTAL AMOUNT PENDING
YEAR ENDED 08-31-2008	2	2	0	\$358	\$0	\$0
YEAR ENDED 08-31-2009	3	2	3	\$2,592	\$3	\$322
YEAR ENDED 08-31-2010	1	0	0	\$0	\$0	\$0
September 30, 2010	1	0	0	\$0	\$0	\$0
October 31, 2010	0	0	0	0	0	0
November 30, 2010	0	0	0	0	0	0
December 31, 2010	5	0	0	0	0	0
January 31, 2011	0	0	0	0	0	0
February 28, 2011	0	0	0	0	0	0
March 31, 2011	0	0	0	0	0	0
April 30, 2011	0	0	0	0	0	0
May 31, 2011	0	0	0	0	0	0
June 30, 2011	0	0	0	0	0	0
July 31, 2011	0	0	0	0	0	0
August 31, 2011	0	0	0	0	0	0
YEAR ENDED 08-31-2011	6	0	0	\$0	\$0	\$0

Meeting Guidelines

GOALS:

This safety session should teach employees to know what precautions to take to avoid electrical accidents and to understand that only specific, qualified employees may perform certain tasks with exposure to live power.

1. Electricity has the power to shock, burn, and cause fires or explosions.

Most electrical equipment has insulated conductors and is grounded to prevent accidents.

- If you touch equipment that isn't grounded or has defective insulation, your body may conduct the electricity. That can result in shock, which may cause pain, loss of muscle control, internal damage, cardiac arrest, death, or burns to internal body tissue. Electrical equipment also can burn your skin and cause fires or explosions if exposed to flammable substances.

2. Protect yourself from shock.

- Inspect electrical equipment before use to be sure insulation is in good condition.
- Check that plugs have a good, tight connection.
- Never bend a 3-pronged plug or force it into a two-pronged outlet.
- Use only wiring that is approved for use in outdoor or wet areas and plug into ground fault circuit interrupters (GFCIs).
- Don't touch anything electrical with wet hands or while in a wet area. Wear rubber gloves and rubber boots as protection.
- Don't contact anything electrical with anything metal. Don't wear metal jewelry or a metal hard hat around electricity. Don't use metal tools, including ladders, around electricity.
- Use insulated, nonconductive tools around power sources.
- Do not overload the plugs, circuits, or motors.
- Do not let grease, dust, or dirt accumulate in machines.
- Quickly dispose of paper, rags with oil, or sawdust, etc. Do not leave where it can come in contact with lights or electrical equipment.

3. Prevent electrical fires.

- In areas with flammable liquids, vapors, or combustible dust, use only electrical equipment identified as safe for that use. Be sure equipment doesn't spark or get hot enough to ignite the flammables.
- Don't overload outlets, circuits, or motors.
- Don't let grease, dust, or dirt build up on machinery.
- Dispose promptly of oily rags, paper, sawdust, etc. Don't let them contact electric lights or equipment.

4. Obey restrictions on electrical circuit access.

Control panels and circuit breaker/fuse boxes for live electrical parts of 50 volts or more must be in separate rooms, behind partitions, or at least eight feet above ground. Obey warning signs and locks; keep out unless authorized.

5. Treat electrical equipment with care and respect.

- Don't use cords to raise or lower equipment.
- Don't fasten cords with staples, nails, or anything that could damage insulation.
- Prevent damage by untangling cords and not running them along the floor or in aisles.
- Use extension cords only if necessary and when rated high enough for the job.
- Use only waterproof cords outdoors.
- Keep machines and tools properly lubricated.
- Don't reach blindly into a space that may contain energized equipment.

6. Work on energized electrical equipment only if trained and qualified.

A qualified worker is trained to identify exposed live parts and their voltage and to know the safety procedures to use with them.

- Electrical circuits and equipment are usually de-energized and locked or tagged out before being worked on.
- Only qualified workers can perform tests or other work on "live" parts.
- If you're **not** a qualified worker:
 - Stay away from energized equipment, and at least 10 feet from power lines.
 - Don't try to remove a lock or work on locked out equipment.

Discussion Point:

Ask participants what specific tasks involving electricity they can do themselves and which ones should be left for qualified employees.

Conclusion: Your Actions Can Help You Avoid Electrical Accidents

Avoid direct contact and take proper precautions to prevent shock, burns, and fires.

Test Your Knowledge:

Have your employees take the electrical safety quiz. By testing their knowledge, you can judge their ability to prevent or identify injury occurrence and whether they need to review this important topic again.

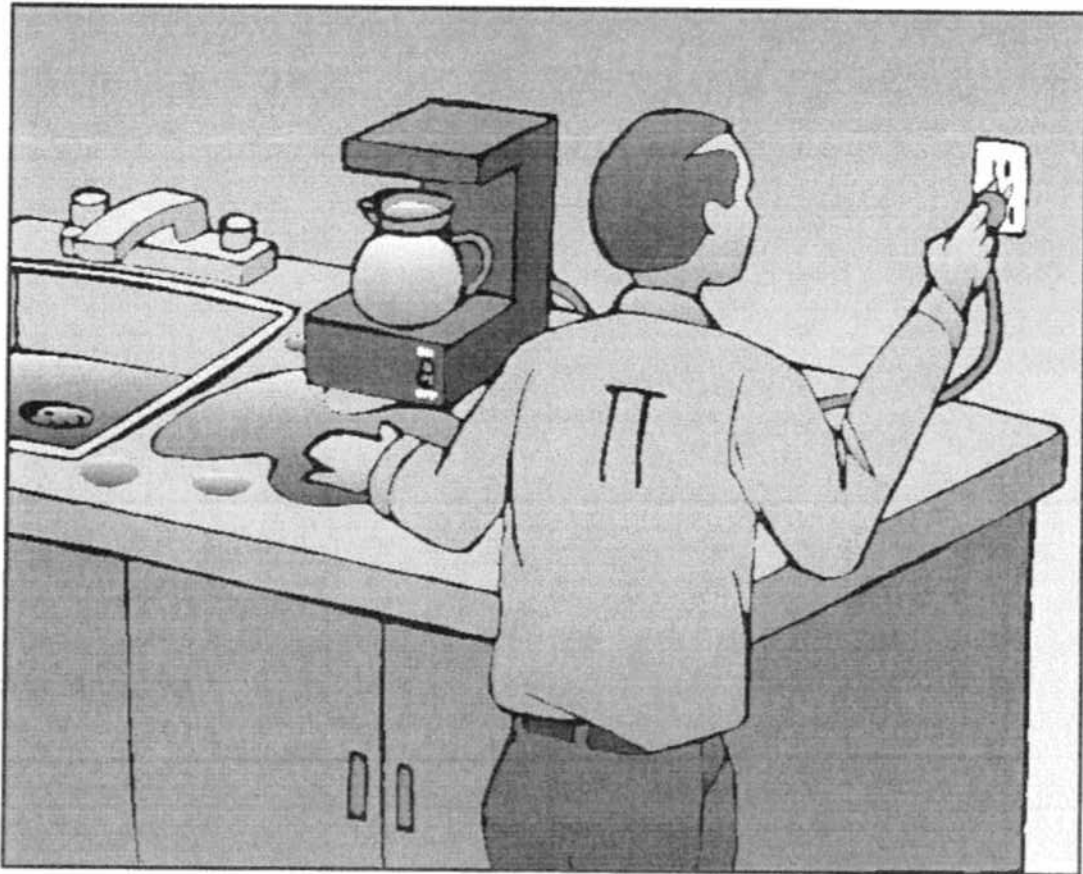
Quiz

1. **One of the most serious dangers of electrical accidents is:**
 - a. Blowing a fuse
 - b. Losing a lockout lock
 - c. Electrical shock
2. **To help prevent accidents caused by faulty cord insulation, you should:**
 - a. Stock a lot of electrical tape
 - b. Avoid stapling or tangling cords
 - c. Check for tight plug connections
3. **Wet hands or floors make electrical shock:**
 - a. More likely
 - b. Less likely
 - c. Less painful
4. **Wearing metal jewelry around electricity can make you into a conductor.**
 - a. True
 - b. False
5. **Ground fault circuit interrupters (GFCIs) are used outdoors or in wet areas:**
 - a. True
 - b. False
6. **One way to prevent electrical fires is to:**
 - a. Let machines warm up before use
 - b. Wear rubber gloves
 - c. Keep materials that could burn away from electrical equipment
7. **All circuit breaker and fuse boxes can be placed wherever it's most convenient.**
 - a. True
 - b. False
8. **A qualified worker is defined as a worker with at least 10 years of experience.**
 - a. True
 - b. False
9. **Qualified workers are the only ones permitted near exposed energized parts.**
 - a. True
 - b. False
10. **If you're an unqualified worker, the closest you can get to a live power line is:**
 - a. 10 feet
 - b. 100 feet
 - c. 2 feet

Answers to Quiz

1. c. Electrical shock
2. b. Avoid stapling or tangling cords
3. a. More likely
4. a. True
5. a. True
6. c. Keep paper or other materials that could burn away from electrical equipment
7. b. False. If they're 50 volts or more, they must be in separate rooms, behind partitions, or at least eight feet above ground
8. b. False. They've had special training so they can identify exposed live parts and their voltage and know what safety procedures to follow
9. a. True
10. a. 10 feet

ELECTRICAL SAFETY



**Water conducts electricity.
Be aware!**

An Electrical Safety Checklist

Follow the Rules

Do's

- ✓ Do obey signs, locks, and other electrical hazard warnings.
- ✓ Do stay at least 10 feet from power lines.

Don'ts

- ⊗ Don't work on live electrical parts or equipment unless you're qualified.
- ⊗ Don't perform lockout/tagout unless you're trained and assigned.
- ⊗ Don't try to turn on locked-out equipment.

Prevent Electrical Shock

Do's

- ✓ Do check that cord insulation is in good condition.
- ✓ Do prevent insulation damage by not:
 - Tangling or twisting cords
 - Running cords along the floor
 - Using cords to raise or lower items
 - Fastening cords with nails, staples, or other sharp fasteners
- ✓ Do match plugs and outlets—three-pronged to three-pronged—and get a tight connection.
- ✓ Do choose and use protective equipment such as rubber gloves and boots and insulated nonconductive tools.

Don'ts

- ⊗ Don't touch anything electrical while:
 - Standing in a wet area or with wet hands
 - Wearing metal jewelry or a metal hard hat
 - Holding or touching a metal ladder or uninsulated tool
- ⊗ Don't reach blindly into an area that could contain electrical equipment.

Prevent Electrical Fires

Do's

- ✓ Do use only approved equipment and cords in areas with flammables.
- ✓ Do keep the work area clean and dispose of burnable trash (paper, sawdust, oily rags, etc.)

Don'ts

- ⊗ Don't overload motors, outlets, or circuits.
- ⊗ Don't let combustible materials (like paper) contact electrical equipment.