



Coordinator Name:

Larry Thompson, Director of Facilities and Operations

Planning Team:

Principals, Assistant Principals, School Safety Committees, Injury Review Committee Department Heads, Facilities Planning Committee, Loss Prevention Consultants, Program Directors, Architects, Engineering Consultants, Environmental Specialists, State and Local Public Works and Cabinet Members.

Description of the Program (2011 – 2012):

Program ensures that appropriate safety personnel periodically inspect facilities and grounds and make corrections. Staff verify District compliance with all local, state or federal public safety codes/requirements. The Program confirms that all MSIP-required safety and emergency procedures are in place and properly documented. The Program ensures that the district maintains proper documentation for the disposal of hazardous materials and has a current comprehensive plan for crisis management and emergency preparedness. The Safety Committee reviews all employee accident reports and identifies safety concerns or trends to reduce the number of incidents/cost in Worker’s Compensation claims. The Safety Committee is also responsible for meeting the goals established in the District’s CSIP Plan for safety

Description of How the Program’s Services are Developed and Delivered:

In addition to ongoing safety inspections conducted by the Facilities Department and each building’s Safety Committee, outside agencies inspect district buildings annually. Inspections from agencies such as the St. Louis County Public Works Department, local Fire Departments, Insurance Carriers, and Environmental/Occupational Safety and Health Agencies make-sure the District is in compliance with all federal, state and local laws and identify any safety violations. Recommendations received from annual building inspections, regulatory agencies, consultants and district staff help determine actions needed to ensure safe and healthy environments. The accumulation of this data assists in creating safety training programs, identifies areas of concern, and informs District policies associated with safety, security, emergency preparedness and safe school legislation.

Key Program Stakeholder Groups

- | | |
|--|---|
| <input checked="" type="checkbox"/> Students | <input type="checkbox"/> Board of Education |
| <input checked="" type="checkbox"/> Parents | <input type="checkbox"/> Taxpayers |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Other (Outside Regulatory Agencies) |
| <input checked="" type="checkbox"/> Administrators | |

Student and/or Stakeholder Needs Addressed by the Program

A planned safety program is an important factor to the success of students and staff. Providing students and staff with safe environments that are conducive to growth and learning is essential. Therefore, the emphasis of the Department and this plan is to provide buildings that are safe, code compliant, healthful and support the success of our students.

<u>Overall Goals of the Program</u>	<u>Expected Measurable Outcomes</u>
Goal 1: To reduce the costs associated with Worker's Compensation Claims.	1.1 Reduction in the overall cost associated with the Worker's Compensation Program at SSD. 1.2 Identify the top five causes for frequent injury to employees 1.3 Identify the top five causes for severe injury to employees. 1.4 Reduction in average time for filing Workers Compensation claims.
Goal 2: To improve and expand building safety and security.	2.1 Installation of building access control systems in all of the Special Education schools. 2.2 Installation of surveillance camera systems in all of the Special Education schools. 2.3 Establish a standardized district-wide crisis management and emergency plan for all SSD buildings.

Evaluation Questions

- What is the status of the program's progress toward achieving the goals?
- What do students and other stakeholders consider being the strengths and weaknesses of the program?
- What does staff consider to be the strengths and weaknesses of the program?
- How does the program's actual implementation compare with the program's design?
- How should priorities be changed to put more focus on achieving the goals?
- How should goals be changed? Any added or removed?

Data Collection Methods

- Surveys and questionnaires
- Interviews with building administrators, District administrators and department heads
- Document reviews
- Inspection Reports
- Feedback from maintenance staff
- Assessments by outside agencies and consultants
- Other (Long-Range Facilities Plan)

Facilities Safety Program Evaluation Report

2012-2013 Program Evaluation Report

Special School District



Evaluation Results

What is the status of the program's progress toward achieving the goals?

Goal 1: To reduce the costs associated with Worker's Compensation Claims.

Measurable Objective 1.1	Reduction in the overall cost associated with the Worker's Compensation Program at SSD.	
<p>Results: Total costs incurred in policy year 2010-2011 for worker's compensation claims were \$2,152,892. Total costs incurred in policy year 2011-2012 for worker's compensation claims were \$1,822,599. The average cost per claim was also reduced from \$5,478 in policy year 2010-2011 to \$4,161 for policy year 2011-2012. It is expected that this decrease will continue because the Employee Injury Review Committee is exploring other cost reduction measures such as expanding the Light Duty Work Program, increasing safety awareness and additional training programs for staff.</p>		
	Workers Compensation	
	2010-2011	2011-2012
	Total Costs Incurred	\$2,152,892.00
	Average Cost per Claim	\$5,478.00
		\$1,822,599.00
		\$4,161.00

Measurable Objective 1.2	Identify the top five causes for frequent injury to employees.		
<p>Results: The top five causes for frequent injuries to employees in the year 2012-2013 to date are as follows:</p>			
Cause	Incidents	Percent of claims filed	YTD Cost
Struck or injured by student	89	61%	\$160,324.00
Slips and falls	11	8%	\$18,005.00
Strains by lifting/twisting/pulling/reaching	17	12%	\$36,887.00
Struck/injured by falling/flying object	6	4%	\$39,850.00
Cuts and scrapes	4	Less than 3%	\$6,600.00

Measurable Objective 1.3	Identify the top five causes of severe injury to employees.												
Results: The top five causes of severe injuries to employees as indicated by cost are as follows:													
<table border="1"> <thead> <tr> <th>Cause</th> <th>Average Cost per Claim</th> </tr> </thead> <tbody> <tr> <td>Head injuries or severe injury to a major extremity</td> <td>\$10,075.00</td> </tr> <tr> <td>Other bodily injuries by falling or struck by object</td> <td>\$6,642.00</td> </tr> <tr> <td>Strains from pushing/pulling</td> <td>\$3,445.00</td> </tr> <tr> <td>Carpal tunnel/repetitive motion</td> <td>\$2,500.00</td> </tr> <tr> <td>Striking, hitting or running into an object</td> <td>\$2,281.00</td> </tr> </tbody> </table>		Cause	Average Cost per Claim	Head injuries or severe injury to a major extremity	\$10,075.00	Other bodily injuries by falling or struck by object	\$6,642.00	Strains from pushing/pulling	\$3,445.00	Carpal tunnel/repetitive motion	\$2,500.00	Striking, hitting or running into an object	\$2,281.00
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Measurable Objective 1.4	Reduction in average time for filing Worker’s Compensation claims.															
Results: By law, the District has specific timelines established by which to report employee injuries. Failure to meet these deadlines could result in penalties for non-compliance with the law, less control over direction of medical care, employee frustration that may lead to hiring an attorney, and loss of self-insured status. To-date, SSD has achieved full compliance with filing timelines during 2012-13.																
<table border="1"> <thead> <tr> <th colspan="5">Timeliness of filling worker compensation claims</th> </tr> <tr> <th>Year</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>YTD 2012-13</th> </tr> </thead> <tbody> <tr> <td>Percent</td> <td>91.43%</td> <td>97.78%</td> <td>98.27%</td> <td>100%</td> </tr> </tbody> </table>		Timeliness of filling worker compensation claims					Year	2009	2010	2011	YTD 2012-13	Percent	91.43%	97.78%	98.27%	100%
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Goal 2: To improve and expand building safety and security.

Measurable Objective 2.1	Installation of building access control systems in all of the Special Education Schools.
Results: All Special Education Schools have been furnished with building access control systems equipped with both camera and two-way communications to screen visitors prior to entering the building. Visitors are required to press a button that alerts the front office before admission to the building.	

Measurable Objective 2.2	Installation of surveillance camera systems in all of the Special Education Schools.
Results: All Special Education Schools have been outfitted with state of the art surveillance camera systems. The new systems increased both building coverage and recording capacity.	

Measurable Objective 2.3	Establish a standardized district-wide crisis management and emergency plan for all SSD buildings.
Results: All SSD buildings now have a standardized comprehensive plan for crisis management and emergency preparedness. The computer-based program/plan developed by the Missouri Office of Homeland Security is available to school staff and emergency responders with building-specific information and procedures. The program, Emergency Response Information Plan (ERIP), allows first responders access to critical information such as floor plans, building photos and utility locations.	

What do key staff and stakeholders consider to be the strengths and opportunities for improvement/weaknesses of the program?

<p>Strengths</p> <ul style="list-style-type: none"> • <i>All school/building administrators place safety as a top priority in managing their facility.</i> • <i>Buildings have established Safety Teams that meet regularly to review, discuss and make recommendations on safety related issues.</i> • <i>The District buildings are annually inspected by a wide variety of internal and external sources. These include District staff, County Public Works, local fire departments, Public Health agencies, Loss Control Consultants and Environmental Specialists.</i> • <i>Noted safety violations/concerns in District buildings continue to be minimal. No serious violations were noted from any regulatory agency for the reporting period.</i> • <i>The District now has in place a standardized district-wide crisis management and emergency plan for all SSD buildings.</i> • <i>Very active/involved Employee Injury Review Committee.</i> • <i>To-date, the district has met filing timelines for 2012-13 for 100% of claims.</i> • <i>Mandatory Safe Schools Training for Allergies, bloodborne pathogens</i>
<p>Opportunities/Weaknesses</p> <ul style="list-style-type: none"> • <i>The overall Safety Program for the District still remains fragmented. Responsibilities are spread over several committees, departments and individuals with no clear direction, conformity or consistency.</i> • <i>No established process for information sharing between various groups or stakeholders responsible for District related safety issues.</i> • <i>Little utilization of technology to educate, share and encourage participation from all levels of staff concerning safety related topics.</i> • <i>Lack of comprehensive safety training in for staff and students for common hazards.</i> • <i>Injuries caused by students are high.</i>

How well aligned are the programs priorities and processes with the goals of the program?

The programs priorities are aligned well with the overall goal to provide a safe physical environment for students and staff. The process towards meeting this goal is being achieved by appropriate personnel identifying potential safety hazards through periodic and routine inspections of our facilities and grounds. The program has a process for reviewing all employee accident reports to identify safety concerns and seek ways to reduce the number of incidents and reduce compensation costs. The program also ensures that all proper documentation is received and on file.

Deployment Level of Program Services: Services are well deployed, but there are various committees, departments and individuals that work on safety related issues throughout the District. There is no one person, department or committee that oversees all of these efforts. This lack of oversight results in duplication of effort, lack of process consistency and valuable information sharing between groups.

Should priorities be changed to put more focus on achieving the goals? Yes No
If yes describe change in priorities.

Would not change any priorities now, but there needs to be some focus directed on unifying all of the efforts.

Should goals be changed, added or removed? Yes No
If yes describe the changes to goals listed.

Current goals will remain the same.

Evaluation Implications

General Recommendation Resulting from the Evaluation

Select from the following possible recommendations resulting from the evaluation:

- Continue the program as is. It is meeting or exceeding all expected outcomes.
- Expand the program, replicating effective components.
- Streamline, refine, or consolidate elements of the program.
- Redesign the program.
- Reevaluate the purpose and/or goals of the program.
- Discontinue ineffective or nonessential program components.
- Discontinue the program.
- Other (Specify.)

Action Plan

- Identify areas of duplication where efforts can be consolidated into a coherent whole.
- Establish a process for sharing and distributing information among various groups, stakeholders and staff responsible for District related safety issues.
- Consider restructuring the program so all of the efforts are unified under the direction and control of one entity.
- Develop a program including training to reduce the number of injuries caused by the top three categories: struck by student, strains, and falls.
- Explore methods of analyzing student caused injuries to increase safety.

Cost and Funding Source

If a decision is made to hire an individual to oversee the program, a salary will have to be determined as well as hours worked per week.

Prior Recommendations and Status

Explore the possibility of hiring a District Safety Coordinator to oversee the District's safety program.

A Job Description outlining duties/responsibilities, qualifications and educational requirements were submitted to Human Resources along with a salary schedule. The position was not approved.

Continue to review and analyze data and reports for worker compensations claims in an effort to reduce frequency and cost.

The Incident Review Committee continues to meet monthly to analyze worker compensation claims and employee injuries. The committee is actively involved in developing and implementing plans/programs in an effort to reduce the costs associated with employee injuries. Summary reports are generated and distributed to administrative staff in an effort to identify causes and possible trends regarding employee injuries. Recent actions included equipment purchases that aid in the transfer and lifting of non-ambulatory or heavy students. Wheelchair transfer lifts and automatic height adjusting changing tables are now in service in an effort to reduce the number of back strain injuries. The committee also schedules quarterly worker compensation meetings with specific District Administrators, consultants and legal council to explore possible cost reduction measures. A light duty work program is currently being developed in an effort to get injured employees back to work sooner.

Gather information related to the identification and assessment of specific safety-related risk factors in SSD facilities and develop a long-range plan for safety related improvements.

With the passing of Proposition S, a Facility Committee will be formed for the purpose of determining priorities for facility improvements and a subsequent timeline for completion. This committee will also be responsible for identifying and scheduling safety-related improvements and incorporating these into the overall long-range facility plan.

Expand access control systems and surveillance camera systems in schools.

All of the Special Education Schools have been equipped with entry door control systems that provide an additional means of safety and security for both students and staff. An access control door lock was also installed on the employee entry door at Central Office to help control unauthorized entry into the building. The schools mentioned above were also equipped with state-of-the-art surveillance camera systems that provide expanded coverage both inside and outside of the buildings.

Expand online/website safety programs to increase staff awareness of safety and health risks and their effect on District performance.

Discussions are taking place on how to increase awareness of safety related topics and information utilizing the District's Safe Schools website and SSD Life. No decisions have been made yet.