

ROLLING PLAINS MANAGEMENT CORPORATION

SAFETY AWARENESS PROGRAM

# ROLLING PLAINS MANAGEMENT CORPORATION

## SAFETY AWARENESS PROGRAM

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**ROLLING PLAINS MANAGEMENT CORPORATION OF  
BAYLOR, COTTLE, FOARD, HARDEMAN, & WILBARGER COUNTIES**

**SAFETY AWARENESS PROGRAM**

**I. Authority**

Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman, & Wilbarger Counties

**II. Purpose**

It is the purpose of this program to establish an effective Safety Awareness Program which is dedicated to providing a safe and healthy environment, safe and proper equipment and material and safe working practices and methods.

**III. Policy**

It is the policy of RPMC that every employee is furnished a safe and healthy environment in which to work, and each visitor/guest a safe and pleasant environment for the duration of his or her visit. To this end, safety will be recognized as an integral function of all activities associated with the operation of the facility. Every effort will be made to achieve the goals of injury prevention, fire prevention and protection, and health preservation. The safety and health of employees and visitors/guests will be given priority over all other activities as nothing is more important than human life.

**IV. Responsibilities**

**A. Executive Director**

1. The Executive Director of RPMC is ultimately responsible for the safety of all employees and visitors/guests at RPMC. The Executive Director will enforce the provisions of this Safety Awareness Program through the Fire and Safety Office.

**B. Fire and Safety Officer**

1. The Fire and Safety Officer will identify high accident rate categories and recommend positive measures to reduce injuries resulting therefrom to the Executive Director and/or Safety Committee as appropriate.
2. The Fire and Safety Officer will serve on the agency's Safety Committee in an advisory capacity.
3. The Fire and Safety Officer will assist with the development and presentation of training programs relevant to fire and safety.
4. The Fire and Safety Officer will assist with the Safety Committee in developing, maintaining, and reviewing the Emergency Preparedness Plan.

5. The Fire and Safety Officer will assist the Safety Committee in conducting at least two (2) Emergency Preparedness Drills during each calendar year.
6. The Fire and Safety Officer will strive to generate and maintain interest in safety matters among all employees and visitors/guests.
7. The Fire and Safety Officer will furnish assistance as needed to the Department Heads and units in all matters related to safety.

### **C. Supervisors**

1. Supervisors are responsible for ensuring that employees under their supervision follow all safety rules, regulations, and practices as prescribed and that all unsafe conditions are immediately reported to their immediate supervisor and/or the Fire and Safety Officer.
2. Supervisors must realize that their attitude toward accident/injury prevention is reflected in the attitude of those they supervise. Therefore, they will promote safety in every way possible.
3. Supervisors will conduct safety orientation and training for each new employee.
4. Supervisors will promptly investigate all accidents/injuries involving employees under their supervision to determine causes and contributing factors. The supervisor is responsible for completing the Supervisor's Investigative Report of Employee Accident and for taking necessary corrective action to prevent recurrence.

### **D. Employees**

1. Each employee will become familiar with, involved in, and fully participate in RPMC's Safety Awareness Program.
2. Each employee will attend all training sessions relative to fire and safety when scheduled.
3. Each employee will be alert for safety hazards and will report them to their supervisor or the Fire and Safety Officer immediately upon discovery.
4. Each employee will report all work related accidents/injuries immediately to the supervisor.
5. Each employee will comply with all established safety rules, regulations, and procedures.

### **E. Safety Committee**

1. The primary function of the Safety Committee will be to promote and maintain the interest of all individuals in regard to safety matters and serve as a focal point for the discussion and resolution of safety related matters.

2. The Safety Committee chairperson and members will be appointed by the Executive Director.
3. The Safety Committee will recommend to the Executive Director policies and procedures designed to improve the safety program within the facility.
4. The Safety Committee will meet on a quarterly basis.

#### **F. Safety Committee Chairperson**

1. The Chairperson will assume the responsibility of leadership for the committee and direct meetings according to parliamentary procedure.
2. The Chairperson will work with the members of the committee to prepare an agenda for each scheduled meeting.
3. The Chairperson will provide a means of recording minutes and attendance records for each meeting and ensuring proper distribution of completed minutes is accomplished.
4. The Chairperson will initiate and encourage discussion of safety related problems within the membership.

#### **G. Safety Committee Members**

1. Personnel selected by the Executive Director to serve on the Safety Committee will be upper echelon management from Head Start, Weatherization, CEAP, CSBG, and Transportation. (Exhibit A)
2. Each Safety Committee member will attend all Safety Committee meetings when scheduled or ensure a suitable replacement attends to represent their work center.
3. Each Safety Committee member will ensure that information flows freely between the committee and the group of employees which he/she represents.
4. Each Safety Committee member will actively participate in committee meetings through the presentation of safety related problems, ideas, and/or suggestions.
5. Each Safety Committee member will promote and actively encourage safety awareness in his/her work area and throughout the corporation as a whole in order to further reduce and eliminate accidents/injuries.

#### **H. Accident Review Board**

1. The purpose of RPMC's Accident Review Board will be to review selected accidents/injuries which appear suspicious in nature, occurred under special circumstances, or that are referred to the board by the Fire and Safety Officer and the Program Director.
2. The Accident Review Board will be chaired by the Executive Director or designee and will have a minimum of three other members. Personnel selected by the

Executive Director to serve on the board will be RPMC's Board Chairman and two Program Directors from Head Start, Weatherization, CEAP, CSBG, CCAS, or Transportation. The Fire and Safety Officer will serve in an ex-officio capacity on the board.

3. The Accident Review Board will meet on a semi-annual basis, at a time and date selected by the chairperson.
  - a. The board will review accidents/injuries as referred from the Program Director or Fire and Safety Officer.
  - b. When an accident/injury is referred to the board or is selected by the Fire and Safety Officer for review, the employee involved or injured and the employee's immediate supervisor will appear before the board for an interview concerning the incident.
  - c. The board will consider and review each accident/injury presented to determine if:
    1. the injured employee had been trained to recognize the specific accident cause factor, i.e. the unsafe act or unsafe condition which caused the accident;
    2. the injured employee failed to comply with instructions previously received during a training session;
    3. a safety rule or regulation had been violated;
    4. the injured employee had been instructed to disregard a specific safety rule or regulation;
    5. supervisory failure to act caused or contributed to the accident/injury occurrence;
    6. training of the employee, either initial, refresher, or remedial is required;
    7. existing safety rules or regulations are inadequate and in need of revision;
    8. a physical hazard or unsafe condition caused or contributed to the accident/injury;
    9. the cause(s) have been sufficiently identified and specific corrective action taken or planned; and
    10. administrative or other action against the injured employee or supervisor is necessary (because of disregard for safety rules, regulations, previous instructions, and/or supervisory failure to act.)
  - d. Upon completion of the interview and review of all facts presented, the board will deliberate in closed session and render a decision as to whether the

accident/injury was chargeable, preventable, or non-preventable. The decision will be reached using the following criteria:

1. Chargeable – The employee violated a safety rule or other policy, or the employee was at fault or contributed to the cause of the accident/injury through neglect.
  2. Preventable – The employee failed to exercise every reasonable precaution to prevent the accident/injury.
  3. Non-preventable – The employee did everything possible to prevent or avoid the accident/injury, or an unavoidable environmental factor was contributory.
- e. Each accident/injury will be reviewed independently on its own merit and in accordance with the facts presented.
  - f. Recommendations for specific actions from the review board will be acted upon promptly. Copies of the board proceedings and recommendations will be prepared and forwarded to the Program Directors as appropriate, who will decide the most expedient means for employees and supervisors to comply with the specific recommendations.
  - g. Failure of any employee and/or supervisor to appear before the board when notified will be grounds for disciplinary action.
  - h. The Fire and Safety Officer will prepare copies of the accident/injury reports for each board member and the chairperson prior to the board convening of those accidents/injuries selected for review.
  - i. The chairperson will provide a recorder who will be responsible for documenting the minutes of each board session. The minutes will be kept on file for three (3) years.
  - j. The chairperson will ensure that copies of the minutes are provided to each board member and Safety Committee member.

#### **I. Building Fire and Safety Coordinators**

1. A Building Fire and Safety Coordinator will be appointed for each occupied building of RPMC. (Exhibit B)
2. The Building Fire and Safety Coordinators will be responsible for:
  - a. scheduling and conducting quarterly fire exit drills.
  - b. conducting quarterly fire and safety self-surveys of their areas(s).
  - c. accompanying and assisting the Fire and Safety Officer in conducting annual fire and safety surveys of their area(s).

- d. ensuring corrective action is initiated and completed for discrepancies identified during surveys.
- e. maintaining close liaison and working with the Fire and Safety Officer.
- f. initiating safety-related work orders.
- g. preparing and maintaining correspondence and files relative to fire and safety.
- h. taking appropriate action, as necessary, concerning hazards reported to them and/or identified by them.

## **J. Safety Rules**

### **A. General Safety Rules**

1. RPMC's General Safety Rules (Exhibit C) will be applicable to all services and departments of the corporation.
2. These General Safety Rules, in combination with any other safety rules that the department head has established, will help ensure that the goals of RPMC's Safety Awareness Program of promoting safety consciousness and achieving an accident/injury-free operation are met.

## **V. Maintenance of a Safe Environment**

### **A. Electrical Safety**

1. All electrical equipment used at RPMC, including personal electrical appliances such as coffee pots and radios, will be inspected by the Building Fire and Safety Coordinator and approved prior to its initial use and annually thereafter.

### **B. Smoking Regulations**

1. Employees and visitors/guests will smoke only in properly designated smoking areas. Smoking in areas other than the designated areas is prohibited.
2. The use of all tobacco products are prohibited in RPMC's offices, Head Start centers, and while riding in or driving RPMC's vehicles.

### **C. Hazard Surveillance Reporting**

1. Each employee of RPMC, regardless of position, is charged with the responsibility for identifying and reporting any safety hazard which they may encounter related to visitors/guests and employees.
2. A safety hazard is defined as "A condition or changing set of circumstances that presents a potential for injury, illness, or property damage.



#### **D. Hazard Communication**

1. It is the policy of RPMC that all hazardous materials, chemicals, and wastes, to include infectious wastes, will be identified as such in accordance with the Texas Hazard Communication Act, Texas Civil Statutes, rules promulgated by the Texas Department of Health, and the Occupational Safety and Health Administration (OSHA) Hazard Communications Regulations, as applicable.
2. Hazardous materials are defined as “any materials which are in use and represent threat to human life or health.”
3. Hazardous wastes are those materials which are no longer in use which represent threat to human life or health.
4. All hazardous materials and hazardous waste used and generated by RPMC will be identified through physical surveys, safety inspections, hazard surveillance activities, or purchasing activities by Personnel. Material Safety Data Sheets (MSDS) for each hazardous material identified in the facility will be collected and a master file maintained by the facility Fire and Safety Officer.
5. All containers which contain hazardous materials will be labeled as to their contents with appropriate warnings attached if necessary. This labeling requirement will apply to small containers such as spray bottles into which small quantities of the material may be placed. The original manufacturer’s label on a container is usually adequate if it meets the OSHA and Department of Transportation (DOT) requirements. The labels must be legible and will be replaced if they become damaged, defaced, or missing.
6. Employees who in the course of their duties are required to use hazardous materials, chemicals, or compounds will use appropriate protective gear such as gloves, masks, eye protection, etc., at all times when handling the hazardous items. They should also take the necessary precautions to prevent spills or other incidents which could cause harm to other employees. Spills should be cleaned up immediately using the prescribed procedures appropriate for the material spilled.

#### **E. Fire and Safety**

##### **1. Fire Exit Drills**

- a. Fire exit drills will be conducted in all occupied buildings of RPMC in accordance with the RPMC Fire Exit Drill Procedures.
- b. All employees of RPMC will be aware of their responsibilities relative to the proper execution of the fire exit drills and their participation therein.

##### **2. Fire Reporting**

- a. All fires which occur at RPMC will be reported by utilizing the appropriate emergency telephone number.

- b. All fires, regardless of how small or insignificant, will be reported immediately to the Fire and Safety Officer.
- c. The Fire and Safety Officer will report all fires which occur at RPMC to the Executive Director and the Safety Committee as necessary.

## VI. Incident Reporting

### A. Employee Injury

1. In order to comply with the Rules of Workers Compensation Commission, all employee injuries are to be reported using the Supervisor's Investigative Report of Employee Accident, (Exhibit D) and Employee Report of Accident (Exhibit E). These forms will be completed by the immediate supervisor and the injured employee. Should medical attention be necessary, medical examiner will complete the applicable portions of the form.
2. When all applicable portions of the form have been completed, it will be forwarded to the Fire and Safety Officer immediately (not to exceed one (1) work day from the date of injury).

### B. Visitor/Guest Injury

1. All incidents involving personal injury to visitors or guests, regardless of severity, will be investigated and reported by the supervisor of the area where the injury occurred using the Supervisor's Investigative Report of Employee Accident (Exhibit D). The words "Visitor Injury" will be entered on the Facility line at the upper left hand corner of the form to distinguish this report from an Employee's Report of Accident (Exhibit E). When all applicable portions of the form have been completed, the form will be forwarded to the Fire and Safety Officer.

### C. Transportation

1. Motor vehicle accidents are the largest single cause of accidental deaths, both on and off the job, and a major cause of serious injuries.
2. Always wear safety belts whenever you are in a moving vehicle.
3. When driving, always keep your eyes on the road and your mind on driving.
4. Stay at least two seconds behind the vehicle in front of you.
5. Pass on the left, but only where it is permitted and where you can see enough clear space to pass comfortably.
6. Be especially alert in heavy traffic. Watch for sudden stops, cars passing or moving in and out of lanes, debris, construction or potholes.
7. Constantly check rear view and side mirrors for approaching traffic.
8. Come to a complete stop at stop signs and obey all other traffic signs and signals.

9. Always obey the speed limits and all other rules of the road.
10. Always yield the right-of-way.
11. Use windshield wipers, lights, and defroster when driving in the rain.
12. Turn on headlights as soon as it starts to get dark.
13. Always expect the other driver to do the unexpected.
14. If you are a passenger, do nothing to distract the driver.
15. Do not overload vehicles with goods or passengers.
16. Make sure tires, lights, belts, brakes, and shock absorbers are in good working order before operating the vehicles.
17. Always check oil and coolant levels before operating the vehicle.
18. Never drink alcoholic beverages or take drugs before or while driving.
19. RPMC transportation system requires that all drivers must obtain training for CPR and First Aid. Drivers must also obtain any additional training that might be required as a result of the expansion of the transportation department.
20. All owned or leased vehicles will be operated only by the person or persons authorized to operate it. This means no family members or spouses unless authorized by the Transportation Director.
21. No unauthorized drivers, passengers, or hitchhikers are allowed in company owned vehicles.
22. No high heels are allowed. Flat heels or one inch or less boot heels are allowed. sandals are allowed.

#### **D. First Aid**

1. In an emergency, such as a serious accident, you must act quickly and call for medical assistance right away.
2. Unless it is absolutely necessary, do not move a seriously injured victim. Apply first aid at the site in accordance with your training and wait for Emergency Medical Services to transport.

#### **E. Specific Information**

1. Always know the location of a First Aid kit. Use CPR breathing barriers and no latex gloves when performing CPR. Wear non-latex gloves before contacting a blood or body fluid. Make sure that CPR breathing barriers and non-latex gloves are properly discarded after use by double bagging and labeling as **"BIOHAZARDOUS WASTE"**. Do not put potentially hazardous waste in garbage.

cans. Request replacement supplies when CPR breathing barriers and non-latex gloves have been depleted.

2. If injury appears to be serious, call 911 or your local emergency medical services number.
3. To stop minor bleeding, press the wound with a clean cloth. Federal safety regulations require that a protective barrier must always be used between a bleeding wound and the person who is providing first aid. Personnel can be provided with non-latex gloves, antiseptic hand gel, CPR breathing barrier, etc.
4. In case of chemical splashes, flush eyes or skin with plenty of water for at least 15 minutes.
5. If someone should swallow a dangerous substance, call the poison control center or the closest hospital immediately.
6. All employees must be trained to be able to perform the Heimlich maneuver proficiently to clear an obstructed airway in a conscious choking victim.

#### **F. Medical Treatment for Injuries**

1. Employees who are injured in the performance of their official duties will be offered medical treatment by the insurance provided by RPMC.
2. Visitors or guests injured at this facility are entitled to emergency first aid pending referral to outside physicians or facilities of their choice if such a referral is necessary.

#### **G. Motor Vehicle Accidents**

1. Injury without regard to severity to any person, the death of any person, or any property damage, which is the result of an automobile accident involving a vehicle owned by RPMC or any vehicle operated by an employee of RPMC in the course of his official duties will be reported on the Supervisor's Investigative Report of Employee Accident (Exhibit D), Employee's Report of Accident (Exhibit E), and Vehicle / Property Damage Report (Exhibit F) as soon as possible by the department supervisor and employee. The original report will be sent to the Program Director and the Executive Director for review.

#### **H. Housekeeping**

1. Each place of employment must be kept clean and sanitary. To accomplish this, the employer must develop and implement a cleaning schedule that includes appropriate methods of decontamination on tasks or procedures to be performed. This schedule must be based on the location within the facility, the type of surfaces to be cleaned, the type of contamination present, the tasks or procedures to be performed, and their location within the facility. The employer must ensure that the following housekeeping procedures are followed:
  - a. Decontaminate work surfaces with an appropriate disinfectant.

- b. Remove and replace protective coverings such as plastic wrap and aluminum foil when contaminated.
- c. Inspect and decontaminate, on a regular basis, reusable receptacles such as buckets, pails, and cans that have a likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, as soon as is feasible.
- d. Always use mechanical means such as brushes or a dust pan to pick up broken glass. Never pick up glass with hands even if gloves are worn.
- e. Always wear a hair net and a smock when preparing meals.

## I. General Information

1. A large percentage of accidents and injuries in agencies involve office workers in buildings.
2. The common causes of office accidents are:
  - a. slipping, tripping and falling
  - b. improper lifting and handling of equipment, materials, supplies, objects, etc.
  - c. being unobservant, inattentive, or unaware of surroundings
  - d. caught on, in or between stationary or moving objects
  - e. struck by or against an object
  - f. improper layout or arrangement of furniture, equipment, materials, and supplies
  - g. burns from hot liquids or chemicals
  - h. contact with an electric source
  - i. horseplay
  - j. overexposure to toxic substances
  - k. other miscellaneous causes

## J. Specific Requirements

1. The following actions will be taken to prevent accidents/injuries in RPMC's office:
  - a. Layout – Office furniture will be arranged in a manner so as to provide an unobstructed traffic path for employees.

**b. Stairways:**

1. Stairways will be kept clear of obstructions that cause tripping and falling accidents.
2. Steps will be maintained in a safe condition.
3. Employees will not run up or down stairs and will use handrails when ascending or descending.
4. Loads that obstruct vision should not be carried up or down stairs.

**c. Specific electrical requirements are:**

1. Extension cords will not be used as permanent wiring.
2. All wiring, appliances, cords, and electrical objects will be inspected frequently and hazards will be corrected immediately.
3. Only qualified workers using approved materials and equipment will work on electrical installations, apparatus, and wiring.
4. All electrical appliances, heating devices, etc., when not in use, will be disconnected, especially after normal working hours.

**d. Waste Basket/Containers and Other Obstacles:**

1. Waste baskets and other obstacles that could create tripping will not be placed or left in walkways.
2. Waste baskets will be emptied daily or when full.

**e. Aisles:**

1. Aisles should be kept free of obstacles that cause tripping, slipping, or falling accidents.
2. File drawers should not be opened into aisles.

**f. File Cabinets:**

1. File cabinets that are not weighted at the bottom should be secured to the wall or bolted together to prevent toppling when top drawers are opened.
2. File cabinet drawers should have safety stops to prevent the drawer from being pulled clear of the cabinet.
3. Heavy materials will not be stored or placed on top of file cabinets.

4. Hazardous materials, chemicals, or objects will not be placed in office file cabinets.
5. Drawers will not be left open when not in use.

**g. Desks:**

1. Desks will be maintained in a safe condition, free of sharp edges, nails, burrs, file runners, etc., and will not block exits or exit paths.
2. Glass top desks will be free of sharp edges.
3. Desks will be inspected daily by users to ensure they are safe. Hazard will be corrected or will be reported to the supervisor for correction.
4. Desk tops will not be used in lieu of ladders.
5. Drawers will not be left open when not in use.

**h. Hazardous Objects:**

1. Open knives, unprotected razor blades, scissors, and other hazardous objects will be kept in desk drawers unless they are placed or stored in a manner that will not cause a hazard to employees.
2. Hazardous chemicals, explosives, and other dangerous items will not be kept in desk drawers.

**i. Office Supplies and Equipment:**

1. When possible, heavy office supplies, equipment, and materials will be stored on lower shelves below eye level.
2. Hazardous chemicals, materials, and substances will not be stored in offices.

**j. Chairs:**

1. Chairs will be maintained in a safe condition.
2. Unsafe chairs will not be used.
3. Employees will be instructed not to lean back in non-swivel chairs.
4. Chairs will not be used as ladders.
5. Before sitting in a chair, care will be exercised to ensure it is properly placed. The sliding chair causes many accidents.

**k. Ladders:**

1. When necessary to reach above extended arm height, approved ladders will be provided.
2. Employees will be instructed not to use any device such as a box, desk top, chair, table, etc., as a substitute for an approved ladder or step stool.

**l. Envelopes:**

1. An approved liquid-type dispenser, not the tongue, will be used for sealing envelopes.

**m. Office Machines with Moving Parts:**

1. Office machines will be guarded to prevent accidental contact with moving parts.
2. Guards will not be removed from hand-operated paper cutters. When paper cutters are not in use, the blades will be secured in the down position.

**n. Exits:**

1. Exit doors and the way to exits will be clearly identified.

**o. Extension Cords and Other Obstacles:**

1. Wires, extension cords, pipes, and other tripping hazards will not be placed or located in daily traffic patterns.
2. No extension cord is to be overloaded.

**p. Emergency Plans:**

1. An emergency evacuation plan is posted at each of RPMC's sites..
2. All employees must follow emergency evacuation plans to the letter.

**q. Lifting and Handling of Objects:**

1. All employees will be instructed on proper lifting procedures. These include the following:
  - a. Lift with the legs, not the back.
  - b. Do not twist the back while lifting or holding a load. Turn the body by moving the feet.
  - c. Hold the load as close to the body as possible.

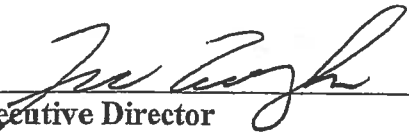


- d. If possible, use a mechanical lifting device.
- e. Do not attempt to lift a load beyond ones' capability to lift safely. Get help when necessary.

r. **Training:**

- 1. Employees will be trained in procedures to prevent office accidents/injuries.

The Safety Awareness Program was revised on September 22, 2006.

  
\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**SAFETY COMMITTEE MEMBERS**

Ann Sparkman – Fire and Safety Officer, Community Services Block Grant  
Genell Brown, Head Start  
Mary Jo Tole, Head Start  
Lezlie Carroll, Transportation  
Mark Halsell, Weatherization  
Marsha Anderson, Comprehensive Energy Assistance Program

**BUILDING FIRE AND SAFETY COORDINATORS**

Ann Sparkman, CSBG – Central Office in Crowell  
Mary Hardin, CCAS – CCAS Office in Wichita Falls  
LeeAnn Reaves, CEAP – North Beverly Office in Wichita Falls  
Linda Whitaker, Head Start – Archer City Child Development Center in Archer City  
Tina Hardin, Head Start – Seymour Day Care Center in Seymour  
Brenda Brown, Head Start – Dunbar Activity Center in Paducah  
Alberta Hernandez, Head Start – Foard County Neighborhood Center in Crowell  
Susan Robertson, Head Start – Chillicothe Child Development Center in Chillicothe  
Becky Barker, Head Start – Turner Child Development Center in Quanah  
Sherry Ellis, Head Start – Knox City Child Development Center in Knox City  
Irene Arismendez, Head Start – Munday Child Development Center in Munday  
Gracie Favors, Head Start – Wilbarger County Preschool in Vernon  
Margaret Slater, Head Start – Graham Child Development Center in Graham  
Christi Robinson, Head Start – Olney Child Development Center in Olney

ROLLING PLAINS MANAGEMENT CORPORATION

SUPERVISOR'S INVESTIGATIVE REPORT OF EMPLOYEE ACCIDENT

GENERAL DATA:

Facility \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Today's Date \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

EMPLOYEE DATA:

Name \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_

Department \_\_\_\_\_ Job Duty \_\_\_\_\_

ACCIDENT DATA:

Date of Accident \_\_\_/\_\_\_/\_\_\_ Date Reported by Employee \_\_\_/\_\_\_/\_\_\_

Time of Accident \_\_\_\_\_ a.m./p.m. Time Workday Began \_\_\_\_\_ a.m./p.m.

Accident Location: Building \_\_\_\_\_ Floor \_\_\_\_\_ Location \_\_\_\_\_

Witnesses: \_\_\_\_\_

INJURY DATA:

Injury classifications: No Injury \_\_\_\_\_ First Aid \_\_\_\_\_ Medical \_\_\_\_\_ Injury \_\_\_\_\_

Description: \_\_\_\_\_

Property Damage: \_\_\_\_\_

NARRATIVE OF INCIDENT: (state facts and circumstances)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notified \_\_\_/\_\_\_/\_\_\_ Employee Report \_\_\_/\_\_\_/\_\_\_

cc: \_\_\_\_\_ Supervisor

\_\_\_\_\_ Executive Director

ROLLING PLAINS MANAGEMENT CORPORATION

EMPLOYEE'S REPORT OF ACCIDENT

Facility \_\_\_\_\_ Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Job Duty \_\_\_\_\_

Details of Physical Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date first noticed \_\_\_\_\_ Time of day \_\_\_\_\_ a.m./p.m.

What were you doing? \_\_\_\_\_

How did you feel then? \_\_\_\_\_

How do you feel now? \_\_\_\_\_

Did you report this to anyone? \_\_\_ Yes \_\_\_ No Reported to: \_\_\_\_\_

Have you had medical care for this condition? \_\_\_ Yes \_\_\_ No If so, provide: Doctor \_\_\_\_\_  
Phone # or address \_\_\_\_\_ Date treated \_\_\_\_\_

Have you had a similar condition before? \_\_\_ Yes \_\_\_ No If so, when? \_\_\_\_\_

Treated by a doctor? \_\_\_ Yes \_\_\_ No Name of Employer at that time? \_\_\_\_\_

Were you disabled from work? \_\_\_ Yes \_\_\_ No Last day worked? \_\_\_\_\_

Date to return to or expect to return to work? \_\_\_\_\_

Have you ever previously filed a claim for or received a pension or other payment based on disability or illness? \_\_\_ Yes \_\_\_ No If so, explain when, where, and benefits received: \_\_\_\_\_

Family Physician's address: \_\_\_\_\_

I HAVE READ THIS STATEMENT AND IT IS TRUE TO THE BEST OF MY KNOWLEDGE.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**ROLLING PLAINS MANAGEMENT CORPORATION  
SHARP Lines Rural Public Transportation**

**Vehicle / Property Damage Report**

This report is to be completed immediately and forwarded to the main office. Please give as many details as possible.

**General Information:**

Employee: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Age: \_\_\_\_\_

**Accident Information:**

Date of Accident: \_\_\_\_\_ Accident Time: \_\_\_\_\_ AM P.

Day of Week: \_\_\_\_\_ County: \_\_\_\_\_ Estimated Total Damage: \_\_\_\_\_

Bus #: \_\_\_\_\_ Mileage: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Place of Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the equipment fail to operate properly? \_\_\_\_\_

Was the agency vehicle totaled: \_\_\_\_\_

Was agency vehicle towed from the scene? \_\_\_\_\_

I have received and read the Safety Awareness Program and will follow the directions of this policy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date