**This document is a step-by-step guide created to assist in creating an independent safety program led by the Safety and Risk Management Committee.**

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| *Task* | *Actions and Activities* | *Implementation Steps* | *Resource Links* |
| *Safety Committee* | Create an independent safety committee  or  Combine efforts with the current safe schools committee | 1. Identify individuals to serve on the committee 2. Review committee best practices and sample agenda 3. Keep record of meeting dates and attendance | [Creating a Safety Committee – Schools](https://www.compsourcemutual.com/resources/safety-library/creating-a-safety-committee-schools/) |
| *Written Safety Program* | Develop and maintain a written occupational safety and health program | 1. Download the sample school safety manual 2. Provide the sample manual to the safety committee members and task the group to review it in detail and provide feedback at the next committee meeting 3. Once edited and approved, share the manual with current employees and all new hires for review and acknowledgement | [School Sample Safety Manual](https://www.compsourcemutual.com/resources/safety-library/school-sample-safety-manual/) |
| *Safety Training* | Provide regular safety training to all staff on applicable safety topics per Public Employee Occupational Safety and Health (PEOSH) | 1. The safety committee should review and provide departmental training resource links to Principals and Staff Managers 2. Principals and Staff Managers will lead their groups with safety training handouts | Monthly safety training handouts:  [MTA - Bus Barn](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-bus-barn/)  [MTA - Bus Drivers](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-schools-bus-drivers/)  [MTA - Custodian](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-custodian/)  [MTA - Kitchen Staff](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-kitchen/)  [MTA - Maintenance and Groundskeeping](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-maintenance-and-groundskeeping/)  [MTA - Paraprofessionals](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-paraprofessionals/)  [MTA - Teachers and Administrative Staff](https://www.compsourcemutual.com/resources/safety-library/monthly-safety-training-agenda-school-teachers-and-administrative-staff/)  Safety video library registration:  [Safety Training Videos](https://www.compsourcemutual.com/resources/safety-library/safety-video-services/) |
| *Safety Inspections* | Perform routine safety inspections to proactively identify unsafe workplace conditions and unsafe employee behavior | 1. Provide a copy of the school inspection checklist to the safety committee to perform inspections 2. Findings should be reviewed by the committee and corrective actions should be determined 3. Items to be corrected should be left on the agenda until resolved | [Self - Inspection Checklist: Schools](https://www.compsourcemutual.com/resources/safety-library/self-inspection-checklist-schools/) |
| *Claims Management* | Create a comprehensive claims management process | 1. Through management of the safety committee, implement a formal accident reporting and investigation process; claims trends will be assessed by the committee 2. Determine approved medical providers to be used through CSM preferred vendor list 3. Ensure appropriate PEOSH reporting forms and processes are in place 4. Utilize CSM’s claims management information for reporting, post injury instruction, and light duty information | [Accident Investigation Form](https://www.compsourcemutual.com/resources/safety-library/accident-investigation-form/)  [Provider Search](https://www.talispoint.com/firsthealth/?AE=997291691&CAID=WCALL&)  [Forms and Publications (oklahoma.gov)](https://oklahoma.gov/labor/safety-and-health/workplace-safety/peosh/forms-and-publications.html)  [Claims Process Information](https://www.compsourcemutual.com/claims/claims-process/) |