



Wisconsin Association of School Business Officials

SAFETY, SECURITY & WELLNESS AWARD

APPLICATION FORM / NOMINATION CHECKLIST

The purpose of the Safety, Security & Wellness Award is to recognize and promotes Wisconsin school districts for their efforts in creating safe and healthy learning environments for students and staff.

Nominated District: Sparta Area School District
 Nominator: Leah Hauser
 Nominator Address: 201 E. Franklin Street, Sparta, WI 54656
 Nominator Email: lhauser@spartan.org

Please use the charts below to assist you in organizing your nomination materials.

ELIGIBILITY CRITERIA	YES	NO
Submitted by employee of the nominated district?	✓	

SELECTION CRITERIA – Ideas must fall into one of the following risk management categories*	YES	NO
General Safety	✓	
Building Security	✓	
Wellness Programs	✓	
Ergonomics	✓	

* See the WASBO Professional Recognition Program brochure, or www.wasbo.com/awards, for more details on the criteria being used to evaluate nominations.

The nomination should focus on successful program development and implementation (i.e. signage, equipment, tools, etc.) and not policy creation.

The award application should include

- ✓ Executive summary explaining the problem/challenge the district faced with a description of the solution and how it was implemented;
- ✓ Explanation of how this idea benefitted students and staff;
- ✓ Additional exhibits to support the nomination
 - Cost of implementation
 - Photo of solution
 - Results
- ✓ Statement explaining how the award will be utilized to meet district needs.

January 13, 2020

Dear WASBO Selection Committee,

I would like to nominate the Sparta Area School District's (SASD) Safety Committee for the Safety, Security & Wellness Award.

In 2016, SASD was presented with a significant challenge; a worker's compensation mod of 1.31, up from 1.23 the year before. The District was at risk of losing our worker's compensation coverage and being subject to the state pool. In addition, several employees were missing work due to workplace injury and workplace safety was rarely discussed. The District needed to take action and turned to the Safety Committee, a group that had previously focused most of its attention on intruder/emergency safety.

The Safety Committee worked tirelessly to learn, develop, and implement the necessary ingredients to create a true **culture of safety** for the students and staff of the Sparta Area. The Safety Committee has been diligent in reviewing injury data for both students and staff and using that data to inform **safety communications, programming, and best practices**.

The Safety Committee, comprised of the Superintendent, Director of Business Services, Director of Buildings & Grounds, Secretary to the Business Office, District Nurse, High School Athletic Director, and a representative from each school in the district, meets at least once every other month. The meetings consist of reviewing injury data, discussing near misses, analyzing trends, and talking about best practices to implement.

The initial programs implemented by the safety committee included creating a return-to-work program, revising employee handbook language regarding the expectation of reporting injuries, implementing a nurse triage line, and creating a district-wide slip, trip, and fall campaign. Many of these initiatives were done with the close help and guidance of our insurance partners RAS and MMA. These efforts resulted in a decreased mod the following year of 1.05.

The two following years, the Safety Committee kept the momentum going via a "Get Caught" campaign in which an employee could take a picture of another employee doing a safe practice. The picture was then shared in the all staff weekly newsletter with a caption of the activity and recognition of those involved. Those staff also received a coffee mug with the saying "Sparta SAFE".

This past year, the Safety Committee wanted to take the culture of safety further, so we set goals with the intent of being proactive instead of reactive. The goals over the past year have included the following topics:

- Continue to regularly review student and staff injury data
- Reduce student caused injuries
- Continue the Slip/Trip/Fall Campaign
- Inform staff of safe practices and encourage a culture of safety
- Hold quarterly safety programs to encourage and promote safety district-wide
- See it... Own it! (if you see something not safe, act on it and notify/take care of it)

In an effort to better analyze student injury data in a timely manner, the District Nurse spent significant time transitioning the district's paper injury forms into electronic forms through Skyward. This change allowed injuries to be monitored in real time and also for the data to be exported to better analyze trends over time. The District Nurse has done an excellent job of reviewing this data and looking for injuries that could have been avoided and prompting a fix; for example, adding wood chips to the playground and not using certain playground equipment during the winter months.

The District Nurse then goes to the building where the injury occurred and talks to administrators and staff about how the injury could have been avoided and measures that we will take going forward to help avoid similar injuries in the future. The District Nurse also works closely with the Director of Buildings & Grounds regarding any facility concerns that may have contributed to a given injury. Any injury that rises to the level of potentially needing to seek medical attention also is sent to the Director of Business Services for review and follow-up as needed. All of this injury data and response is shared with the Safety Committee at each of their scheduled meetings. (An example of a memo documenting an investigation done this year is included in **ATTACHMENT A**).

The Safety Committee analyzes staff injury data by using reports provided by the District's Worker's Compensation insurance carrier and agent. The agent sends monthly reports created in partnership with the District to provide relevant and usable data regarding recent injuries as well as trends over time. The Safety Committee, in partnership with the Business Services Office has worked diligently to inform staff that all injuries must be reported within 24 hours of occurrence, whether or not medical attention is needed. As a result, these reports are truly representative of the actual staff injuries in the district due to the Safety Committee's repeated message that "no injury is too small." The District's workers' compensation carrier has been instrumental in supporting district efforts via the use of a nurse triage line, systems to ease reporting back to the district, and various signage to help promote the message.

The expectation of "no injury is too small" is communicated at the all-staff in-service, part of the required annual staff paperwork, included in weekly communications to staff, and posted in staff break rooms. Staff who do not report an injury within the 24 hour window are held accountable via a written letter of expectation. Once an employee makes an injury report, per the District's request, the Director of Business Services, the Director of Buildings & Grounds, and the Secretary to the Business Office all receive an email with the details of the injury. The purpose of the instant notification is so that, similar to student injuries, the injury can be analyzed immediately to determine avoidability due to buildings and/or grounds conditions, reminder of best safety practices, etc. If the injury was deemed to be caused by a buildings and/or grounds condition, the appropriate building custodian is contacted immediately to address the concern. If the injury was caused due to slippery conditions, and all staff email is sent to remind staff of winter safety precautions such as walking like a penguin, wearing appropriate footwear, taking a hand-held salt shaker (district provides them), and staying on the maintained sidewalks.

The Secretary to the Business Office also follows up with all employees who report an injury with an email and a survey about how the injury occurred and if it could have been prevented. If an employee's injury results in the potential for missed time from work, the District has implemented a high-functioning return-to-work program, and we have been able to find work for 100% of those employees for which light duty was possible. The District has been creative and

flexible in getting all employees back to meaningful work in some fashion, even if it is not in the employee's work area. For example, it is common to see injured custodial workers reading to young children, helping in the district's copy center, and performing light clerical tasks in the district office.

The Safety Committee receives a regular report of the employee injury data and uses the information to create messaging and programming for the future). A big topic of conversation has been the need to reduce student caused injuries to staff. Although there is not a simple fix to this ever-increasing trend, the Safety Committee, in cooperation with the Superintendent, have committed two different in-service days to having a representative from the workers' compensation carrier present to talk to all staff about student behaviors, adverse childhood experiences, student sensory, and how all of those variables can be proactively managed to help control injury. In addition, the District's Director of Pupil Services has been passionate about drastically reducing the use of seclusion and restraint, teaching CPI techniques, and other staff professional development.

Another common type of injury identified by the Safety Committee was those caused by slips, trips, and falls. Therefore, the majority of the messaging and programming provided by the Safety Committee revolves around this topic. The Safety Committee has done the following:

- Purchased and promoted the use of 4' fiberglass step ladders to be used for climbing, reaching, and hanging (discourages the use of furniture).
- Purchased and promoted the use of collapsible orange spill cones so that employees have quick and easy access to notify custodians of wet floors and spills.
- Analyzed and replaced several entry walk-off mats.
- Purchased water bottles, filled them with ice-melt, and distributed them to staff to use on icy spots on the sidewalk and parking lots. In addition, an extra supply is located by each main entrance along with buckets of ice-melt to refill the bottles.
- A variety of signage and email blasts (with the help of RAS) reminding staff of winter weather safety including "walk like a penguin".
- Recognition in weekly all staff email of employees are "caught" being safe.

The third way in which the Safety Committee receives data is via a Safety Walk-Through of each building that is performed by the Director of Buildings & Grounds and the Secretary to the Business Office. These two employees walk through a different school building before each of the Safety Committee meetings. They take notes and pictures to document their findings (both positive and areas for improvement) and they share these findings both with the building administration and the Safety Committee (**ATTACHMENT B and C**).

The final (and largest) goal this year of the Safety Committee was to find new fun ways to engage our staff in recognizing and participating in safe practices. We began the year with a "Safety Scavenger Hunt" (**ATTACHMENT D and E**) in which staff were encouraged to upload a picture of a SAFE activity that was listed on the scavenger hunt sheet. Those who participated were then eligible for a prize. This activity brought awareness to different types of safe practices, encouraged employees to keep their eyes open for safe behavior, and recognized those who participated. The second activity for this year, which is currently still occurring, is "Safety Memes" (**ATTACHMENT F**) in which staff are encouraged to share a safety meme, or create their own. The memes are then linked to the all staff weekly notes for all to view (and laugh at) The two upcoming activities to round out this year are Safety Bingo and a Safety Showdown between schools.

As you can see, developing a culture of safety does not happen by accident. Instead, it is created by clear expectations, consistent messaging, and recognition of successes. The financial investment by the district has been quite small, the real investment has been in committing to regular safety committee meetings with a group of staff who are passionate about workplace safety. The results of these actions is most evident in reviewing the district's workers' compensation mod which we are proud to say has reached an all time low for SASD of 0.76!. The Sparta Area School District is extremely proud of our successes regarding safety and have used what we have learned from the Safety Committee to help create other programming and models in our district.

The Sparta Area School District Safety Committee would be thrilled to win this grant and would use the funds to create more (and bigger!) safety programs in our district.

Thank you for your time and consideration,

Leah Hauser
Director of Business Services
Sparta Area School District



SAFETY SCAVENGER HUNT

Now through November 15th: Upload a picture of any of the SAFE activities listed below (or come up with your own) and receive a prize! In addition, all participants will go into a drawing for a \$10 gift card at the end of each week!

SPOT staff doing one or more of these SAFE activities:

1. Using a 4 ft step ladder (THINK reaching, hanging items, decorating).
2. Bringing a change of shoes, for those inclement weather days (THINK rain, snow, ice).
3. Monitoring the playground and outdoor activities (THINK wearing a safety vest, using zones, teaching students safe play, monitoring equipment that it wet/slippy).
4. Using a wet floor orange safety cone (THINK spills, wet feet, sticky stuff).
5. Asking building custodians for help moving (THINK furniture, boxes, rugs)
6. Making multiple trips, asking for help, or using a cart, when carrying multiple items and/or heavy items (THINK to/from vehicle, to/from storage, to/from a different room).
7. Having students line up in straight lines (THINK busing, lunch, recess, school activities).
8. Making "safety changes" in their room/office (THINK declutter, storage below shoulder height, removing trip hazards).
9. Stepping on a school bus to remind students how to be safe during their ride (THINK sitting safe, appropriate noise level, hands to selves).
10. Informing a custodian of a safety concern (THINK uneven sidewalk, sharp corner, faulty furniture).

...and upload your picture [here!](#)

Playground Equipment Deemed "Unsafe" Discussion

Lawrence-Lawson has a piece of playground equipment known as the Spider Web.

A student was injured (sprained ankle- student's foot got stuck in the equipment) on it recently and Leah asked for some inquiry to be done to make sure that we have safe equipment for our students to play on.

Angie had this to say about the equipment:

There was only one major injury this school year.

But in year's past there were quite a few minor injuries, and most playground injuries that occur over there are because of the spider web.

It is circular in shape and has a lot of ropes in the middle (looking like a web).

The metal on the outside gets slippery and the ropes are fairly small which would make it very easy for a student to lose their balance and their grip on that piece of equipment.

There really isn't a good way to hang on or climb on it.

As far as the spider web specifically I don't think that it's the safest piece of equipment to have. I'm sure there are much safer things to have available to play on.

Other concerns regarding playgrounds:

- A few monkey bar and slide related injuries
- A lot of winter weather related injuries from recess.
- When the snow and winter weather goes away I think we should definitely be checking out the playgrounds to see if anything needs spruced up or fixed.
- Also making sure that there are adequate wood chips or padding of whatever kind of material there is underneath equipment pieces.

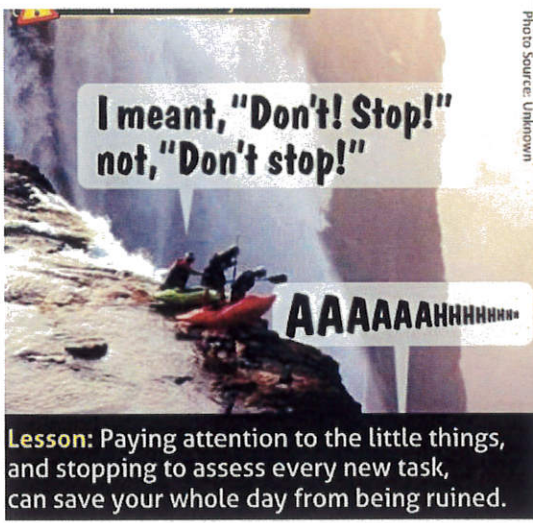


Safety Memes - January 2019







Every entry wins a candy bar and your name goes into a drawing for gift card to be held at the end of February!

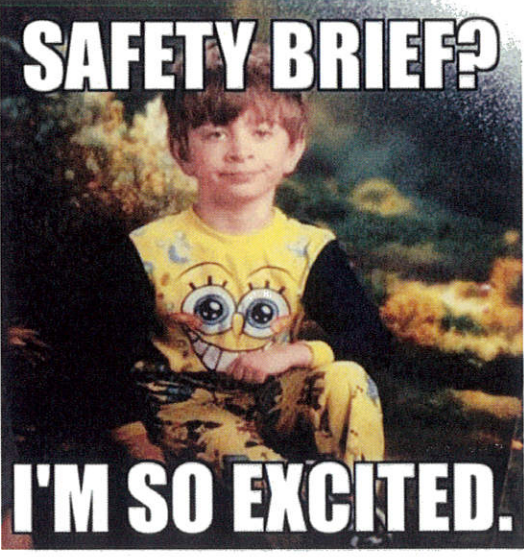
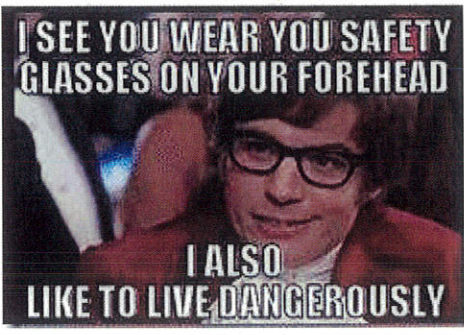

Please submit your favorite meme below that encourages safe behavior. BONUS: Get an extra entry for creating your own!

Name	Building	Safety Meme
SAMPLE ENTRY	AEC	
Sara Jarvis	CAT.	

Jenna M	LL	 <p>Lesson: Paying attention to the little things, and stopping to assess every new task, can save your whole day from being ruined.</p>
Beth Mickelson	AEC	
Holly Larson	Cataract	

Holly Larson	Cataract	<div><p>SAW UNSAFE CONDITION</p><p>CORRECTED IT</p><p>94+ 42 Most Funny Safety Meme Pictures That Will Make You Laugh ...</p></div>
Jackie Gerl	AEC	<div><p>HOW STUPID CAN THEY BE</p><p>NEITHER OF THEM ARE WEARING GOGGLES</p><p>The future of humor FUNsubstance.com</p></div>
Holly Larson & Kim Callahan	Cataract	<div><div><p>There is a water spill in the hallway!</p></div><div><p>Use an orange safety cone Karen!</p></div><div></div></div>
Kim Callahan	Cataract	<div><p>SAFETY NATE SAYS:</p><p>SAFETY MEMES YOU!</p></div>

Kim Callahan	Cataract	
Kim Callahan	Cataract	
Kim Callahan	Cataract	
Kim Callahan	Cataract	

Christi Bender	Southside	 <p>SAFETY BRIEF?</p> <p>I'M SO EXCITED.</p>
Brigitte Steinhoff	Southside	 <p>I SEE YOU WEAR YOU SAFETY GLASSES ON YOUR FOREHEAD</p> <p>I ALSO LIKE TO LIVE DANGEROUSLY</p>
Jenny Arnold	Southside	 <p>REMEMBER TO FOLLOW</p> <p>LAB SAFETY</p>
Christi Bender	Southside	 <p>COMMON SENSE</p> <p>Just because you can, doesn't mean you should.</p>

Arlene Quinones	Southside	<p>WINTER IS COMING</p> <p>MAKE SURE YOU DRIVE SAFE.</p> <p>DIYLOL.COM</p>
Christi Bender	Southside	<p>NO SAFETY SMOKING FIRST</p> <p>No Smoking Safety First</p> <p>No Safety Smoking First</p> <p>f /Sarcasmlol</p>
Trevor Tripp	Cataract and Southside	<p>YOUR FRIENDS AREN'T SAFE AND IF THEY AREN'T SAFE</p> <p>WELL THEY'RE NO FRIENDS OF MINE</p> <p>memes.com</p>

Lawrence-Lawson Safety Walk-Thru

By: Lowell Fromm/Gary Isensee/Heidi Parr

Date: September 10, 2019

Lawrence-Lawson had a safety walk-thru in May of 2019. This walk-thru was a compliance walk-thru and all items from the last walk were completed. There were no safety violations for Lawrence-Lawson.



- A. The oil based paint was move to the appropriate safety closet for storage.**
- B. Door to Pipechase was closed and locked.**



- C. There is NO storage in the hallways whatsoever!**



- D. The Kiln room was cleaned and there were no fire hazards to report.**

Way to go Lawrence-Lawson - A+ on your safety walk-thru!

Southside Safety Walk Through

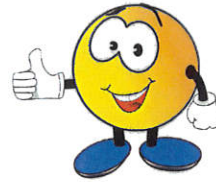
By: Lowell Fromm/Heidi Parr

Date: November 25, 2019

A. Music/Boiler Room - Existing Building

- a. Lowell/Helen will talk to teachers to remove items from top shelves in classroom/music room.
- b. Lowell/Helen will remove items from the top of cabinet in boiler room.





B. Hallways, in existing building are clutterfree!







C. Breakroom/Storage room in new addition

- a. Lowell/Julie/Rokell to work with staff to remove the items from the top shelves.



Safety Scavenger Hunt

Name	Building	Safe Behavior	Picture
SAMPLE ENTRY	AEC	I SAW THE SPARTAN MAN USE AN ORANGE CONE WHEN HE SAW A SPILL!	(INSERT/ATTACH A PICTURE HERE)
Teresa Lakowske	STEM - MVM	The students lined up in an orderly fashion for the fire alarm that occurred yesterday.	
Autumn Bender	AEC/SAILS	There was a spill on the floor in our main hallway and Autumn placed the safety cone to keep people away from the area.	

<p>Laurie Rappa</p>	<p>MVMS</p>	<p>A student reported a water spill and Laurie put out a safety cone.</p>	 <p>A photograph of two women standing in a school hallway. The woman on the left is wearing a grey sweatshirt and black pants, and the woman on the right is wearing a white dress. They are standing next to an orange safety cone that has 'CAUTION' and 'WET FLOOR' written on it. The hallway has lockers on the left and is decorated with Halloween-themed items like pumpkins and a ghost.</p>
<p>Kyla Manske</p>	<p>LL</p>	<p>Kyla noticed a students Gatorade leaked in the hallway so she placed the safety cone.</p>	 <p>A close-up photograph of an orange safety cone on a speckled floor. The cone has 'CAUTION' and 'WET FLOOR' written on it, along with a graphic of a person slipping. The floor is a light-colored speckled tile.</p>

Kristin
Pulham

Southside

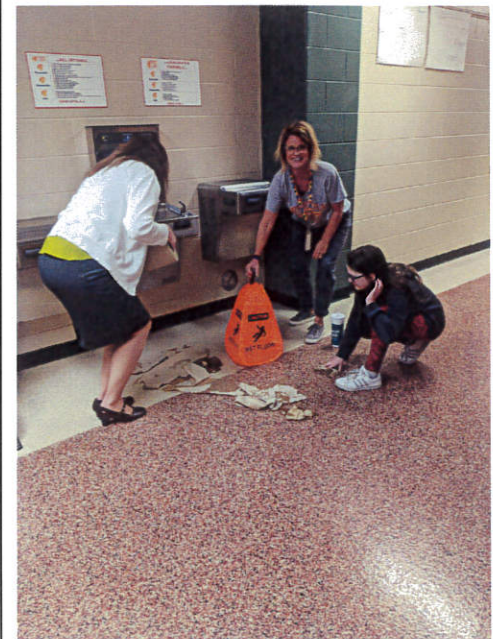
Kristin used a cart to deliver heavy boxes to classrooms.





Britni Walz

MVMS

Britni saw Julie Revels putting up an orange caution wet floor sign up and Megan Witt helping clean up after a student dropped her water bottle.



Holly Larson	CAT	Holly saw Kim Callahan using a cart to move boxes instead of carrying them all at once.	
Holly Larson	CAT	Holly saw a first responder volunteer using a ladder to put the haunted house together for the Cataract Halloween Party.	

Holly Larson

CAT

While on recess duty, Holly (with the help of a couple of students) snapped a few pics of the uneven blacktop on the playground.



<p>Deb Rybarczyk</p>	<p>PreK/ Southside</p>	<p>Deb noticed a couple of small patches of ice where kids load into vehicles. She put down some ice melt.</p>	