

RENTON SCHOOL DISTRICT #403  
300 S.W. 7<sup>th</sup> St

# ACCIDENT PREVENTION PROGRAM



Revised 2004  
For additional copies of this handbook, contact Risk Management.

## TABLE OF CONTENTS

Safety and Health

Responsibilities

Accident Investigation and Reporting

First Aid Requirements

Safety Committee

Safety Bulletin Boards

Occupational Injury and Illness Recordkeeping

Hazard Communications

Lockout/Tagout Program

Personal Protective Equipment

Confined Space Entry Program

Horseplay

Bloodborne Pathogens Exposure Control Plan

Compliance/Recordkeeping

Respiratory Protection Procedure

Respiratory Protection Requirements for Asbestos Work

Harassment-Free Environment and Prohibition of Discrimination of or by Employees

## **A message from the Superintendent.....**

Renton School District places a high value on the safety of its employees.

Renton School District is committed to providing a safe workplace for all employees and has developed this program for accident prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this district that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resource necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort-Let us all work together to keep this a safe and healthy workplace.

## STAFF HEALTH AND SAFETY POLICY

The Board of Directors of Renton School District is committed to the operation of the District to assure compliance with state and federal safety and health requirements. Proper surveillance and supervision are the key factors in accident prevention. While a supervisor cannot prevent all accidents from happening, identifying and minimizing potential hazards is a major function of District supervisors.

### **Board Policy 4175 states as follows:**

Through its overall safety program and various policies pertaining to school personnel, the Board will seek to assure the safety of employees during working hours and assist them in the maintenance of good health.

The Board will be vigorous in maintaining safe working conditions for employees, and it will expect employees to follow all established safety rules and regulations, including those pertaining to the use of safety equipment and the wearing of safety clothing and protective eye devices.

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel and subsequently, the District.

## SAFETY AND HEALTH ORIENTATION

Orientation of new employees, re-hires, part time employees, and those transferred from another location within the District will begin the first day of employment on the new job. This orientation will provide an introduction of District policies and rules and will include a thorough safety briefing. The orientation should include a tour of the facilities to acquaint the employee with the entire operation. The immediate supervisor of the employee will thoroughly instruct him or her in job safety and health requirements.

Sample: Place your card here

The location of first-aid facilities for  
Renton School District is:

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## **Basic Safety Rules**

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted off school district property.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

## EMPLOYEE RESPONSIBILITIES

1. Observe all District safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Know and comply with all safety rules and procedures.
3. Cooperate with co-workers, supervisors, and the safety committee to assist in eliminating accidents.
4. Identify and report potential hazards to my supervisor.
5. Observe all hazard warning and no smoking signs.
6. Immediately report all accidents to immediate supervisor regardless of severity or type. (Note: Failure to report an industrial injury, occupational illness, vehicle accident or equipment damage, as prescribed, may be grounds for disciplinary action.)
7. Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
8. Serve on safety committees when elected or selected.
9. Maintain all personal protective equipment in a safe and usable condition, and wear such equipment when task dictates.
10. Know the location of fire/safety exits and evacuation procedures.
11. Not report to work under the influence of alcoholic beverages or drugs, nor to consume them while on District property.
12. Refrain from fighting, horseplay, or distracting my fellow employees.
13. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
14. Follow proper lifting procedures at all times.
15. Perform all assigned tasks in a manner that does not endanger my co-workers or myself.
16. Not wear frayed, torn, or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
17. Not use non-conforming internal fixed wall ladders with “out of service” signs on them for roof access, but instead access the roof by use of external extension ladders.

## **MANAGER RESPONSIBILITIES**

1. Ensure that a District wide safety committee is formed and is implementing its responsibilities as listed in that section of this program.
2. Ensure that adequate resources in terms of employee time, funds for safety equipment and training, and program commitment from management are available to implement the safety program.
3. Evaluate supervisors annually to ensure that they are implementing their responsibilities as defined in this program.
4. Ensure that accidents are fully investigated and corrective action taken to prevent recurrence of the hazardous conditions or behaviors.
5. Ensure a record of injuries and illnesses is maintained and posted as described required training.
6. Report any unsafe practices or conditions observed to the supervisor of the area where the hazard was observed.

## **SUPERVISOR RESPONSIBILITIES**

1. Ensure that each employee supervised has received an initial orientation before beginning work and that the orientation is documented.
2. Ensure that each employee supervised is competent and receives training on safe operation of specific equipment or tasks before starting work on that project or equipment.
3. Ensure that each employee has been issued required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Periodically observe work performance of employees supervised for compliance with safety rules contained in or referenced by this program. Provide training and take corrective action as necessary. Document employee evaluations.
5. Set a good example for employees by following established safety rules and attending required training.
6. Complete a preliminary investigation of all accidents and report findings to management and the Safety Committee.
7. Provide information to management suggesting changes to work practices or equipment that will improve employee safety.

## ACCIDENT INVESTIGATION AND REPORTING

**A. Purpose:** Since every accident includes a sequence of contributing causes, it is possible to prevent a recurrence by recognizing and eliminating those causes. The removal of just a single cause can prevent a recurrence of an accident/incident. During the supervisor's investigation they must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e., investigate, report, correct, etc.)

**B. Medical Emergency Procedure:** An aid car will be called in the case where the employee needs immediate medical attention. The telephone number is **9-911**. A district official should accompany the employee to the doctor or hospital.

**C. Documentation Procedures:**

1. All accidents/incidents involving minor injuries and near misses are to be reported to the immediate supervisor as soon as possible, after the accident, on the On the Job Injury form, Employees Report. The supervisor will investigate and submit a properly completed Supervisors Injury Report form.
2. Minor injuries: (Requiring doctor/outpatient care) After the emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor in conjunction with any witnesses to the accident, to determine the cause. The findings of the investigation shall be documented on an accident investigation form, Supervisor Injury Report form. Distribution of the form will be disbursed by the Workers Compensation Coordinator as identified on the report form.

The District's Superintendent, Executive Director of Employee Relations, and the Safety Committee Chair are to be notified immediately by the immediate supervisor or other administrator. An investigation will be conducted under the direction of the Superintendent, and will include the immediate supervisor, a representative from the safety committee, and others as appropriate.

In the case of a fatality, or if two or more employees are hospitalized for the same injury or illness, the district Risk Manager and supervisor are to be notified immediately by the person in charge and an investigation under the direction of the district will be conducted. The Risk Manager will immediately report the accident to the nearest office of the Department of Labor and Industries within 8 hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is: 1-800-321-6742. The notification must be a verbal conversation with a representative of the department. Fax and answering machine

notifications are not acceptable. The notification must report: the company name, location and time of the accident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

In addition to the district, the inspection party will include the Workers Compensation Coordinator, supervisor of the injured person(s), a representative from the safety committee (supervisor-staff) and an employee representative.

**Near misses:** (Likelihood of personal injury or property damage)  
To the greatest extent possible, all “near-miss” accidents shall be investigated, with documentation made on the Supervisors Report form. A near-miss accident is defined as an unplanned event in which damage resulted to equipment but there was no personal injury to employees, or in which damage did not result but the likelihood of personal injury to the employee was great. Conditions, which permitted the near miss or close call, must be examined closely in order to prevent similar accidents, which could eventually result in personal injury to the employee.

## **FIRST AID REQUIREMENTS**

It is the district's belief that all employees have the right to receive first aid medical attention immediately following an injury.

To ensure this right, the district will provide first aid training to a sufficient number of employees to assure the presence of at least one first aid certified individual at/or near any location where employees are working.

First aid training, kits, and procedures will be in accordance with the requirements of the general safety and health standards (WAC 296-24). There is a first aid kit located at each worksite in the District. The person providing your new employee orientation will identify the location of the first aid kits at your site. Supervisors should identify these locations.

You will be provided with the location of the school nurses' office and the hours it is normally staffed, if appropriate.

Posters listing emergency numbers, procedures, etc., will be located in areas where the employees have easy access.

Additionally, a listing of all valid first aid cardholders and CPR certified personnel should be located on the safety bulletin board. Most safety bulletin boards are located in the staff lounge. If it is in a different area, please show the location.

## **FIRST AID PART 2**

A. Purpose: To ensure that each district employee is afforded quick and effective first aid treatment in the event of an on-the-job injury.

B. Procedure:

1. First aid training

First aid training and certification is required for all supervisors or persons in direct charge of others. A sufficient number of employees will be trained to ensure that a first aid certified individual is present at or near any location where employees are working. Other school employees required to have first aid training and a card include:

All P.E. and health teachers: per S.P.I.

All lab science teachers: per WISHA

All school bus drivers: per S.P.I.

All day care workers: per Dept. of Health

All coaches: per WIAA.

It is the employee's responsibility to attend first aid certification training if selected by the supervisor.

2. First Aid Kits

First aid kits will be maintained at each facility and their locations will be posted on the Safety Bulletin Board and shown to each employee during safety orientations. If first aid kits are not clearly visible, a sign shall be posted indicating their location. All kits shall be "readily accessible".

Except in those instances where some other person is designated, the building principal or building supervisor is designated to ensure that the first aid kits are properly maintained and stocked.

## **SAFETY COMMITTEE**

### **A. Purpose:**

To help in the detection and elimination of unsafe conditions and work procedures, a safety committee has been established with representatives from employees and management.

### **B. Procedure:**

The following guidelines will be followed:

1. Employees shall elect fellow employees to represent them on the committee. Each employee group shall determine its method of election.
2. The terms of employee-elected members shall be a maximum of one year. Should a vacancy occur on the committee, a new member shall be elected.
3. The safety committee shall elect the chairperson.
4. The committee shall determine the frequency of meetings.
5. The committee shall determine the date, hour, and location of meetings.
6. The length of each meeting shall not exceed one hour except by majority vote of the committee.
7. The attendance and subjects discussed shall be documented and maintained on file for a period of one year. Copies of the minutes shall be provided to employees by posting them on bulletin boards at work sites.

### **C. Scope of Activities:**

1. Conduct in-house safety inspections with appropriate supervisor(s).
2. Assist in accident investigation to uncover trends.
3. Review accident reports to determine means of elimination.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

## SAFETY BULLETIN BOARD

A. Purpose:

To communicate safety related information to employees. Non-safety items will not be placed on the Safety Bulletin Board.

B. Show the employee the location, point out the following:

1. Names of the Safety Committee members.
2. Names of the First Aid Certified personnel.
3. Emergency telephone numbers. Required
4. WISHA required posters. (pink "Notice to Employee") Required
5. Hazard Reporting Forms Required
6. Minutes of most current meeting
7. OSHS 300 summary. Required (February)
8. Citation and Notice. If appropriate

## OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING

### A. Purpose:

In accordance with applicable requirements of the WISHA standards, the Renton School District will ensure the appropriate records are kept as follows:

1. Maintain a log and summary of occupational injuries and illnesses on OSHA form 300, 300A. Recordable cases include:
  - a. Every occupational death
  - b. Every occupational illness
  - c. Every occupational injury that involves:
    - (1) Unconsciousness
    - (2) Inability to perform all phases of the regular job
    - (3) Inability to work full time on a regular job
    - (4) Temporary assignment(s) to another job
    - (5) Medical treatment other than first aid
2. Keep copies of all reports generated when an employee is injured on the job.
3. During the month of February and March, post the completed summary portion of the OSHA 300A form for the previous year.
4. Maintain records for five years following the year to which they relate.
5. Enter each recordable injury and illness on the job as early as practicable, but no later than six working days after receiving the information that a recordable case has occurred.
6. In addition to the OSHA 300, a supplementary record for each occupational injury and illness (OSHA 300A) will be maintained. Other reports, such as worker compensation forms, are acceptable alternatives for the OSHA 300 if they contain the information required by the OSHA 300.

### B. Responsibility

The individual responsible for maintaining records and ensuring proper posting is Edie Bottemiller, Workers' Compensation Coordinator, Business Office.

## HAZARD COMMUNICATIONS

The purpose of these procedures is to bring the Renton School District in compliance with OSHA Hazard Communication Standard 29 CFR 1910.1200 (WAC 296-800-180) which directs the evaluation for hazards of any materials (mostly chemicals) which are either used or created in the workplace. The purpose of this program is to inform employees of known chemical hazards that may exist in the workplace.

As per OSHA requirements, the Renton School District has instituted a Hazard Communications Program to comply with OSHA regulations. This OSHA requirement is commonly referred to as “The Right to Know” training and will be conducted as follows:

- Chemical labels and all forms of warning labels. Renton School District will use the international pictorial chemical labels.
- Material Safety Data Sheets (MSDS). All chemicals present in the workplace will have MSDS. Each employee will be given instruction on how to access and read MSDS's. Employees will be instructed how to read the Chemical Inventory Sheet.
- Notification. Employees will be instructed on the importance of notifying a supervisor if a chemical is not listed in the chemical inventory.
- All new hire employees will receive initial training in hazard communications as outlined. The new employee will show a complete understanding and comprehension of the Renton School District's policies as they relate to hazard communication before commencing his/her duties.
- When the new hire employee completes training, the Risk Manager or their designee and the employee will sign the Certificate of Completion. One copy of the Certificate of Completion will be entered into the employee's permanent file.
- Recurrent training will be conducted annually. An employee hired between annual recurrent training classes will participate in the next available class. All employees will attend recurrent training.

Employees must be made aware of where hazardous chemicals are used in their work areas. They also must be informed of the requirements of the Hazard Communications Standard, the availability and location of the written program, the list of hazardous chemicals, and the material safety data sheets.

The code specifically requires employers to train employees in the protective practices implemented in their workplace, the labeling system used, how to obtain and use MSDS's, the physical and health hazards of the chemicals and the recognition, avoidance, and prevention of accidental entrance of hazardous chemicals into the work environment.

## **APPLICATION**

This program applies to chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions, non-routine tasks, or foreseeable emergencies.

This hazard communications program relies on MSDS from supplies for the purposes of hazard determination.

### **PROGRAM SUMMARY**

The major elements of this program are as follows:

- Labels and other forms of warning
- Material Safety Data Sheets (MSDS) from supplies
- Employee information and training
- List of hazardous chemicals known to be present in the workplace
- Methods for informing employees of hazards of non-routine tasks
- Methods for informing contractor employers of hazards their employees may be exposed to while working at Renton School District facilities or of materials brought on site.

### **LABELS AND OTHER FORMS OF WARNING**

Material, which is not properly labeled upon receipt, must not be put in use until proper labeling has been applied. The following are standards for the labeling system to be used:

Each container of hazardous chemicals shall be labeled, tagged, or otherwise marked with:

- The identity of the hazardous chemical(s) contained in the product with appropriate warnings, including specific product hazards and cautions, target organs, and proper protective clothing.
- Appropriate hazard warnings are readily identified and the information is readily accessible, or operating procedures may be used in lieu of affixed labels.

Labels and other forms of warning will be legible and in English, and will be prominently displayed or readily available in the work area during each shift.

### **REVISIONS**

This program will be amended as changes in work operations, new materials or processes, or new information dictate.

## **LOCKOUT/TAGOUT PROGRAM**

The Renton School District will provide training in lockout/tagout to all employees who may be in an area where energy control procedures are used. This training will make sure that the purpose and function of the energy control program are understood and that employees gain the needed knowledge and skills to safely apply, use, and remove energy controls. At a minimum, training will include:

- Authorized employees will be able to recognize: hazardous energy sources, type and magnitude of energy in the workplace, and methods and means necessary to isolate and control the energy.
- Affected employees must be able to recognize: purpose and use of energy control procedures.
- Other employees must be able to recognize: procedures and prohibitions of the energy control program.

### **Training Tagout Devices**

Further training on tagout systems need to emphasize that:

- Tags are warning devices only and do not provide a physical restraint that lockout devices provide.
- Tags must not be removed without the authorized employee's approval, and should never be bypassed, ignored or otherwise defeated.
- Tags must be legible, and understandable by all employees.
- Tags must be able to withstand environmental conditions in the workplace.
- Tags may give employees a false sense of security.
- Tags must be securely attached to prevent being accidentally detached during use.

### **Retraining**

Employees will be retrained at the following times:

- Initial assignment
- Change in job assignment
- Change in machinery, or equipment, or
- Change in operating procedures

## **Inspections**

An authorized employee other than the one(s) using the control procedure being inspected will conduct an annual inspection on lockout/tagout procedures.

- The purpose of the inspection is to correct any deviations or inadequacies in the procedures.
- The inspector and authorized employee must review responsibilities under the energy control procedure.
- The Renton School District will certify that the inspection was conducted. Elements of certification include:
  - a. Identification of equipment or machinery
  - b. Date of inspection
  - c. Employees included in the inspection
  - d. Person performing the inspection

## **LOCK-OUT PROCEDURES**

Unexpected operation of powered or pressurized equipment can cause serious injury or death to persons working on it. Therefore, positive controls must be established and enforced to assure safe work around such equipment.

The two energy sources that are of most concern to the District are electricity and steam. Lockout procedures for these sources follow:

### **Electrical**

1. Advise the operator of the equipment of the shutdown.
2. Identify all power sources (e.g., 110 and 440 lines, two drive motors, etc.)
3. Turn off all power sources.
4. Lock the control or master switch.
5. Place sign at the switch stating the work being done.
6. When the job is finished, remove all signs and the lock.

### **Pressurized Lines**

1. Advise users of the line of the shutdown.
2. Close and lock out the main steam valve.
3. Bleed the line.
4. Open the line and insert a blank flange between the power source and the job.
5. Place a sign at the main steam valve identifying the work being done.
6. When the job is finished, remove the blank flange, the lock, and the sign.

## PERSONAL PROTECTIVE EQUIPMENT

Protective equipment, including personal protective equipment for eyes, face, head and extremities, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition where it is necessary by reason of hazards of processes or environment, chemical hazards, mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The Renton School District has conducted a survey to assess the requirement for Personal Protective Equipment (PPE). The survey consisted of an evaluation of machines, equipment and operations to assess the potential hazards associated with each, and the PPE required to provide protection against such hazards.

Attached is a list of PPE by department and an additional list of PPE by equipment is provided for the bus garage, grounds maintenance and auto/wood shop.

**Always refer to specific MSDS for chemical information.**

## **PERSONAL PROTECTIVE EQUIPMENT**

### **All Staff**

**Vinyl gloves**

When confronted with a bloodborne pathogens incident or any potential body fluids exposure

**CPR shield**

When performing mouth-to-mouth resuscitation

**Leather gloves**

When handling live animals

**Hearing protection**

When feasible, and whenever noise levels reach 115 dB or exceed an 8-hour time-weighted average (TWA) of 85 dB

**Safety glasses**

Safety glasses with side shields when working with hazardous liquids



**PERSONAL PROTECTIVE EQUIPMENT**  
**Science Department**

<b>Goggles</b>	When performing any lab experiments
<b>Face shield</b>	When mixing hazardous chemicals, a face Shield should always be used in partnership with goggles
<b>Gloves</b>	Any work with hazardous chemicals
<b>Fire-retardant lab coats</b>	Any work with hazardous chemicals
<b>Leather gloves</b>	When handling live animals

**Always refer to specific MSDS for chemical information.**

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Music Department**

#### **Hearing protection**

When feasible, and whenever noise levels reach 115 dB or exceed an 8 hour time-weighted average (TWA) of 85 dB

**Always refer to specific MSDS for chemical information.**

**PERSONAL PROTECTIVE EQUIPMENT**  
**Photography Department**

<b>Gloves</b>	When handling processing chemicals
<b>Goggles/safety glasses w/side shields</b>	When working with liquids
<b>Face shield</b>	When mixing hazardous chemicals- a face shield should always be used in partnership with goggles

**PERSONAL PROTECTIVE EQUIPMENT**  
**Art Department**

**Goggles/safety glasses**

When spraying paint, shellac, or any  
other aerosol product

**Always refer to specific MSDS for chemical information.**

**PERSONAL PROTECTIVE EQUIPMENT**  
**Vocational Education Department**

**Leather gloves**

When handling sharp or jagged objects, wood or similar hazard producing items

**Goggles and face shield**

When working with grinders, welding, or spraying paint, when work produces flying objects, dust vapors and/or splashing

**Hearing protection**

When working near noise producing equipment, i.e., grinders, planers, etc.

**Safety shoes**

When working with heavy objects

**Always refer to specific MSDS for chemical information.**

**PERSONAL PROTECTIVE EQUIPMENT**  
**Vocational Education Department**

Minimum personal protective equipment to operate the equipment listed below.

<b>Eye protection</b>	Goggles or approved safety glasses with side guards.
<b>Hearing protection</b>	Muffs or plugs
<b>Face shield</b>	Full face shield will only be used in conjunction with eye protection
<b>Hand protection</b>	Welding gloves
<b>Burn protection</b>	Welding apron and long sleeve shirt
<b>Foot protection</b>	Sturdy leather shoes/boots

**Equipment and corresponding required PPE**

<b>Wheel sander</b>	Eye protection
<b>Table saw</b>	Eye protection, hearing protection
<b>Grinder</b>	Eye protection, face shield
<b>Wood shaper</b>	Eye protection, hearing protection
<b>Planer</b>	Eye protection, hearing protection
<b>Radial arm saw</b>	Eye protection, hearing protection
<b>Routers</b>	Eye protection, hearing protection
<b>Band saw</b>	Eye protection, hearing protection
<b>Floor mounted sander</b>	Eye protection
<b>Portable power tools</b>	Eye protection, hearing protection, respiratory protection (if job dictates)
<b>Welding</b>	Eye protection, hand protection, burn protection, foot protection
<b>Drop saw</b>	Eye protection, hearing protection

Note: Eye protection, goggles or safety glasses with side guards will be worn at all times when performing overhead work.

## PERSONAL PROTECTIVE EQUIPMENT

### Custodial Services

<b>Rubber gloves</b>	When mixing, dispensing or using cleaning liquids
<b>Goggles/safety glasses</b>	When mixing cleaning liquids, or when changing light bulbs overhead, during all overhead work, any pressure washing operation
<b>Full face shields</b>	Will be used in conjunction with goggles safety glasses with side guards when mixing cleaning liquids and when work produces flying objects, dust, vapors an/or splashing
<b>Leather gloves</b>	When handling sharp or jagged objects or hazard producing items
<b>Safety shoes</b>	When working with heavy objects or when sharp objects may be underfoot
<b>Natural rubber chemical gloves</b>	When handling acids, alkalis and solvents
<b>Plastic or synthetic rubber gloves</b>	When handling chlorinated solvents
<b>Always refer to specific MSDS for chemical information.</b>	

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Facilities Maintenance**

<b>Goggles/safety glasses with side shields</b>	When work produces flying objects, dust, vapors, pressure washing operations
<b>Face shield</b>	Face shields will always be used in conjunction with goggles/safety glasses with side guards. When work produces splashing
<b>Safety shoes</b>	When working with heavy objects or when sharp objects may be underfoot
<b>Respiratory protection</b>	When working in a dusty environment
<b>Natural rubber chemical gloves</b>	When handling acids, alkalis and solvents
<b>Plastic or synthetic rubber gloves</b>	When handling petroleum products or chlorinated solvents
<b>Hearing protection</b>	Around noise producing equipment i.e., lawnmowers, weed eaters, power saws, blowers
<b>Rubber boots</b>	When spraying herbicides/insecticides

**Always refer to specific MSDS for chemical information.**

**PERSONAL PROTECTIVE EQUIPMENT**  
**Facilities Maintenance**

Minimum personal protective equipment required for operation of listed equipment.

<b>Eye protection</b>	Goggles or safety glasses with side guards which Meet or exceed ANSI standard Z87.1-1989
<b>Face protection</b>	Face shields will only be used in conjunction with goggles or safety glasses with side guards
<b>Hearing protection</b>	Ear muffs or plugs
<b>Respiratory protection</b>	Respirator NIOSH certified for use to protect against contaminant of concern
<b>Foot protection</b>	Steel toes shoes
<b>Head protection</b>	Hard hat that meets or exceeds ANSI standard Z89.1-1986
<b>Arm protection</b>	Long sleeve shirt
<b>Leg protection</b>	Leggings or long pants

**Equipment and corresponding required PPE**

<b>Weed eaters</b>	Eye protection, hearing protection, foot protection
<b>Power walk behind mowers, airefier, sod, cutter, sweeper</b>	Eye protection, hearing protection, foot protection
<b>Riding mower, trencher, hammer knife, tractor, lawn turf sweeper, rotary deck mower, seeder, back hoe, tractor/loader, sweeper fertilizer spreader</b>	Eye protection, hearing protection, foot protection
<b>Chain saws</b>	Eye protection, hearing protection, hand protection, foot protection, head protection, arm protection, leg protection

**PPE**  
**Facilities Maintenance**

**Power edger**

Foot protection, eye protection, hearing protection

**Chippers**

Eye protection, hearing protection, foot protection,  
Hand protection

**Mixing herbicides/  
insecticides**

Hand protection (rubber gloves) eye protection,  
face protection

## CONFINED SPACE ENTRY PROGRAM

This program is established to protect the safety and health of all Renton School District employees, and contract employees working for the district, who may have an official duty to enter a confined space. Confined space entry is governed by Washington Administrative Code (WAC) 296-62 Part M, which provides standards for acceptable conditions for entry into, working in and egress from confined spaces. The Director of Maintenance is responsible for the implementation of all elements of this program, and evaluation of its effectiveness.

### Definitions:

- 1) Confined Space: A confined space is any area that meets the following criteria:
  - a) Large enough to allow a person to bodily enter it and
  - b) That has a limited entry and exit and
  - c) Was not designated for continuous human occupancy. Examples are crawl spaces under building and attics, boilers, utility tunnels. Septic tanks and underground utility vaults.
  
- 2) Hazardous Atmospheres: An atmosphere that exposes personnel to the risk of death, incapacitation, injury, acute illness or impairment of unaided egress. These conditions may be the result when any one or more of the following situations exist, or potential for them exists:
  - a) Flammable gas, vapors or mist in excess of 10% of its flammable limit.
  - b) Airborne combustible dusts at a concentration equal to or greater than its lower flammable limit.
  - c) Atmospheric oxygen concentration below 19.5%, or above 23.5% by volume.
  - d) Atmospheric concentration of any substance for which a permissible exposure limit has been established.
  
- 3) Hazardous conditions: Non-atmospheric conditions which expose personnel to the risk of death, incapacitation, injury, acute illness, or impairment of unaided egress. These conditions include but are not limited to:
  - a) Electrical hazards
  - b) Thermal hazards
  - c) Engulfment, entrapment or collapse hazard
  - d) Mechanical hazards (moving parts, belts, pulleys, etc.)
  - e) Chemical contact hazards (corrosives, eye/skin irritation)
  - f) Physical hazards (slippery surfaces, falls, tight spaces)

### TYPES OF CONFINED SPACE

- 1) "Permit Required" confined space. A "Permit Required" confined space is one in which one or more of the conditions listed in definition 2 or 3 exist, and the condition can not be corrected prior to entry. **Renton School District personnel will not enter Permit Required areas.**

## **Confined Space Entry**

- 2) “Permit Required” (Controllable hazards) confined space. This type of confined space is one in which one or more of the conditions listed in definition 2 or 3 exist, but the condition can be eliminated prior to entry. For example a toxic atmospheric hazard that can be eliminated or controlled by the use of continuous mechanical ventilation using an uncontaminated source of fresh air, or an electrical hazard that can be controlled with lockout/tagout procedures. Tests will be conducted on all Controllable Hazard confined spaces to ensure that the measures taken in fact eliminate the hazards. All “controllable hazard” confined spaces are considered “Permit Required” confined spaces until such time as the hazards have been removed or eliminated. After the control procedures have been completed and documented, the space may be temporarily reclassified as non-permit required until the completion of the job. If there is an interruption in the job, all re-entry procedures must be reaccomplished prior to entry each day.

### **ENTRY TO CONTROL THE HAZARD IS NOT PERMITTED.**

- 3) “Non-Permit Required” confined space. A non-permit required confined space is an area that meets all three criteria of a confined space, however, it does not contain nor potentially contain any hazardous conditions.

Note: All changes in use or configuration that may increase the potential hazards shall be monitored to identify any changes in that would change its classification.

**Renton School District personnel will not enter a Permit Required confined space.**

### **CONFINED SPACE IDENTIFICATION, CLASSIFICATION AND MARKING.**

- 1) The Director of Maintenance shall ensure that a thorough survey of all district properties and facilities is conducted and that all areas that meet criteria of a confined are identified. All identified confined spaces will be evaluated for the existence of potential existence of atmospheric or non-atmospheric hazardous conditions.
- 2) Based on the evaluation, each confined space will be classified as “Permit Required”, “Permit Required” (controllable hazard) or “Non-Permit Required, confined spaces.
- 3) Entry points for all “Permit Required” and “Controllable Hazard Only” confined spaces will be clearly labeled **“DANGER, CONFINED SPACE. ENTRY PERMIT REQUIRED. DO NOT ENTER! CALL MAINTENANCE AT (425) 204-4401 FOR ASSISTANCE.**

## **DOCUMENTATION AND RECORDKEEPING.**

- 1) A record of the initial survey, the evaluations and the resulting classifications will be maintained for each identified confined space.
- 2) For each Permit Required (Controllable Hazard) confined space identified, all of the actual and potential hazards will be recorded on the entry permit along with the method and procedures required to eliminate or control them.
- 3) The entry permits issued for entries into Permit Required areas will be maintained as a record of entry.

### Employee Training

- 1) All employees who will be assigned duties associated with entry into Confined Spaces will be provided training to enable them to acquire the knowledge and skills necessary for the safe performance of these duties.

Training will be provided:

- a) Prior to the first assignment involving confined spaces.
- b) Prior to any change in assigned duties involving confined spaces.
- c) Whenever there is a change in operations or procedures for which the employee has not previously been trained.
- d) Whenever the supervisor has reason to believe that there are or have been deviations to entry procedures or when there are indications or inadequacies in an employee's knowledge or use of proper procedures.

### Entry Procedures

- 1) When assigned to perform a task in a Permit Required (controllable hazard) confined space, employees will report to the Director of Maintenance to obtain an entry permit, review entry procedures and pick up required equipment.
- 2) All testing and monitoring will be checked and calibrated prior to departing for the job assignment. Only equipment that has been tested as operational and has been calibrated will be used for confined space entry.
- 3) Upon arrival at the work site, installing a temporary railing or barrier will isolate the confined space entry point. This will prevent an accidental fall into the opening and protect employees inside from falling objects.
- 4) The entrance cover will be only far enough to permit the insertion of the hose for the atmosphere testing equipment.
- 5) The atmosphere within the confined space will be tested for the following conditions in the order given.
- 6) Air samples will be taken at a minimum of three different levels below the entry point. The results of the air sample testing will be documented.

**WARNING: CONFINED ENTRY PROCEDURES WILL STOP IMMEDIATELY IF A FLAMMABLE OR TOXIC ATMOSPHERE IS DETECTED!**

- 7) If no hazardous atmosphere or only an oxygen deficient atmosphere exists, then the entry point can be fully removed.
- 8) Forced air ventilation will begin, and continue until task is finished and workers have evacuated the confined space.
- 9) If required, lockout-tagout procedures will be implemented. All lockout-tagout measures will be documented on the entry permit.
- 10) If an oxygen deficient atmosphere was detected, entry will not be allowed until tests indicate that the forced air ventilation has eliminated the deficiency.
- 11) When air sample results indicate an oxygen sufficient atmosphere and lockout-tagout procedures (if required) are completed; employees may enter confined space.
- 12) Employees entering the confined space will wear operational personal atmosphere monitoring devices at all times while in the confined space.
- 13) Employees will evacuate immediately should any monitoring device indicate a hazardous condition.
- 14) After completion of the job:
  - a) Clean area and remove all tools and equipment from the confined space.
  - b) Replace the confined space cover, and ensure that it is secure.
  - c) Remove temporary barriers.
  - d) Return equipment to the shop.
  - e) Turn in the properly completed entry permit to the Director of Maintenance.
- 15) A new entry permit is needed any time there is an interruption in the job. Examples are leaving the confined space during lunch break, leaving the confined space when called to another work site, if the job required more than one day to complete.
- 16) During any temporary job interruption items 14a. & b. as listed above will be completed.

**CONTRACTED MAINTENANCE**

In all instances where contractors in a confined space perform work, the procedure for the issuance of an entry permit will be followed.

## **HORSEPLAY**

1. Horseplay will not be tolerated.
2. Personal protective equipment will be worn if tasks require it.
3. Housekeeping is a priority.
4. Seat belts will be worn at all times when driving or riding in a district vehicle.
5. Report all unsafe conditions.
6. Wireless phones will not be used while driving.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the WISHA Bloodborne Pathogens standard WAC 296-62-08001, the Renton School District has developed the following exposure control plan to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in the Bloodborne Pathogens standard.

### **Administration and Compliance**

The risk manager is the administrator of this plan and is responsible for its implementation.

Employees who are identified as having occupational exposure are required to comply with the procedures and work practices outlined in this exposure control plan. Failure to follow these procedures can result in disciplinary action.

### **Exposure Determination**

WISHA requires employers to perform an exposure determination to identify employees who have occupational exposure to blood or other potentially infectious materials. Occupational exposure means “reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material that may result from the performance of an employee’s duties.” For purposes of the determination, employees are considered to have occupational exposure even if they utilize PPE while performing duties that put them at risk for exposure. Below, is a list of all job classifications and tasks in which employees may be expected to incur such occupational exposure, regardless of frequency.

#### **Job classifications in which all employees have occupational exposure:**

Custodians	Nurses
Health Techs	Office Staff
Teachers	Instructional Assistants
Bus Drivers	Speech/Language Specialists
OT/PT	Security

#### **Job classifications in which some employees have occupational exposure:**

Principals	Administrative Center Employees
Grounds	Food Service
Psychologists	Counselors

**Job classifications**

**Tasks with exposure**

Custodians

Spill clean up of body fluids, disposal of hazardous materials, restroom maintenance.

Nurses

First aid, medical procedures, blood glucose monitoring, intermittent catheterization, gastrostomy feedings, oral suctioning, toileting procedures.

Teachers, Instructional Assistants

Unpredictable behavior with potential for body fluid exposure, toileting procedures, cleaning intermittent Catheterization, gastrostomy feedings, oral suctioning.

Bus Drivers

First aid, unpredictable behavior with potential for body fluid exposure, spill clean up.

Speech/Language Pathologists

Unpredictable behavior with potential for body fluid exposure.

OT/PT

Toileting procedures, unpredictable behavior with potential for body fluid exposure.

Security

Unpredictable behavior with potential for body fluid exposure.

Principals

First aid, unpredictable behavior with potential for body fluid exposure.

Grounds

First aid

Food Service

First aid

## COMPLIANCE

### **Universal Precautions**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. This means that all blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

### **Engineering Controls**

The Renton School District #403 conducts ongoing evaluations of tasks and medical devices that carry a risk of exposure and implements safer medical devices whenever feasible.

We have developed the following engineering controls to prevent or minimize exposure to bloodborne pathogens. New technology will be implemented and evaluated whenever possible. Our engineering controls will be evaluated and maintained as described below:

<u>Controls in Use</u>	<u>Location</u>	<u>Evaluation/Service Interval</u>	<u>Controls Evaluated</u>
Sharps container	In all nurses' Offices		
Bio hazard waste container	Nurse's offices and specified classrooms		

### **Work practice controls**

Hand washing facilities are available to employees who are exposed to blood or other potentially infectious materials.

- Employees shall wash hands after removal of personal protective gloves and whenever there is a likelihood of contamination. In addition, any contaminated skin area will be washed as soon as possible.
- When hand-washing facilities are not readily available; the use of waterless hand washing products is permitted as an interim means of washing the hands or other parts of the body of the body after contamination with blood or OPIM.
- If blood or other potentially infectious material contacts mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as possible following contact.

### **Other work practices**

- Contaminated needles may not be recapped, bent or broken off. Shearing or breaking of contaminated needles is prohibited. They must be deposited in a sharps container immediately or as soon as possible after use. If recapping is a

necessary part of a procedure, such recapping must be accomplished through the use of a recapping device or a one-handed technique.

- Sharps containers must be closed prior to removal or replacement to prevent spilling or protrusion of the contents during handling or storage.
- Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink must not be kept in refrigerators, freezers, shelves, and cabinets or countertops or bench tops where blood or other potentially infectious materials are present.
- All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.
- Equipment, which may be contaminated with blood or infectious materials, must be examined prior to service or shipping and shall be decontaminated as necessary. If decontamination is not feasible then a readily observable biohazard label shall be attached to the equipment and the contaminated portions documented.
- Employees shall observe universal precautions and utilize appropriate PPE when handling such equipment.

### **Personal Protective Equipment (PPE)**

All PPE used for bloodborne pathogens will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used. Employees will receive training on the appropriate use of the PPE provided for specific tasks.

The following personal protective equipment is provided for workers:

#### **PPE**

Disposable gloves  
Utility gloves  
Safety glasses w/side shields  
  
Face Shield  
  
Apron  
CPR Shield  
Neoprene gloves

#### **USE GUIDELINES**

Anticipated body fluid exposure  
Disposing of contaminated waste  
Unpredictable behavior with potential for body fluid exposure, toileting, suctioning  
Unpredictable behavior with potential for body fluid exposure, toileting, suctioning  
Spill clean up  
Emergency procedures  
Unpredictable behavior with potential for body fluid exposure.

Refer to department procedures for instructions on the use of PPE for specific tasks, which may expose workers to blood or other potentially infectious material.

If required PPE is not available, contact the building administrator who will insure that supplies are replenished.

### **Gloves**

- Gloves shall be worn where it is anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.
- Disposable gloves used at this facility are not be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as possible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

### **Other PPE**

- Appropriate face and eye protection must be worn when splashes, sprays, splatters, or droplets of blood or other potentially infectious materials pose a hazard to the eyes, nose or mouth.
- Aprons and other protective body clothing shall be worn whenever there is a risk of splash to the body.
- All garments, which are penetrated by blood, shall be removed immediately or as soon as possible. All personal protective equipment will be removed and placed in a designated area or container prior to leaving the work area.

## **Housekeeping**

Work surfaces must be decontaminated with an approved disinfectant as soon as possible after contamination with blood or OPIM; and at the end of the work shift if the surface may have become contaminated since the last cleaning. These locations are site specific and Facilities Maintenance has identified them for custodial staff.

### **Handling of Waste Material**

- Used sharp containers are to be closed and a postage paid mailer will be provided by Student Support Services. A replacement sharps container will be provided at that time.
- Never manually open, empty, or clean reusable contaminated sharps disposal containers. They must be cleaned according to the manufacturer's instructions.
- Other waste shall be placed in a labeled biohazard waste container in each nurse's office and specific classrooms. This waste will be tied off separately and disposed of in the regular garbage can.

- Remove and replace protective coverings such as plastic wrap and foil on equipment and surfaces when they become contaminated.
- Always use mechanical means such as tongs, forceps or a brush and dustpan to pick up contaminated broken glassware. Never pick up with hands- even if gloves are worn!

### Signs and Labels

Warning labels will be placed on containers of waste. The label will be a fluorescent orange or orange-red biohazard label as illustrated with lettering in a contrasting color.

### Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or OPIM through the exposure determination described in section 4 of this plan will be offered the Hepatitis B vaccine series at no cost to the employee within 10 days of initial assignment unless:

- the employee has previously received the series
- antibody testing reveals that the employee is immune
- medical reasons prevent taking the vaccination; or
- the employee chooses not to participate

Employees will be provided with information on Hepatitis B vaccinations and addressing its safety, benefits, efficacy, methods of administration and availability. Contact Human Resources for specific instructions.

All occupationally exposed employees are strongly encouraged to receive the Hepatitis B vaccination series and post-vaccination antibody testing. However, if an employee chooses to decline HB vaccination, then the employee must sign a copy of the declination statement in Appendix A of this plan. The copy will be kept in the employee's confidential medical record. Employees who decline may request and obtain the vaccination at a later date at no cost.

## **Evaluation and Management of Exposure Incidents**

### **Post-exposure Management**

- Wounds and skin sites that have been in contact with blood or OPIM should be washed with soap and water; mucous membranes should be flushed with water.
- Immediately report all exposure incidents to your site administrator and Risk Management.
- The Renton School District will provide a confidential medical evaluation to all exposed employees. It is important that employees receive a prompt medical evaluation because HBIG, hepatitis B vaccine, and HIV post-exposure prophylaxis (PEP) are most likely to be effective if administered as soon after exposure as possible.

- Your site administrator or Risk Management will provide the employee with a packet of information relating to workers' compensation and the appropriate forms that need to be completed by the employee and physician. All forms should be returned to Risk Management as soon as possible.

### **Employee Training**

All employees who have occupational exposure to bloodborne pathogens will receive training at the time of initial assignment and at least annually thereafter. A Risk Management representative will provide training.

Training will include:

- information the epidemiology, symptoms, and transmission of bloodborne pathogen diseases
- a copy and explanation of the standard
- an explanation of our exposure control plan and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation for the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM and explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session

Training records will be completed for each employee upon completion of training. These documents will be kept with the employee's records and will include:

- dates of the training sessions
- contents or a summary of the training sessions
- names and qualifications of persons conducting the training
- names and job titles of all persons attending the training sessions

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.

Employee training records will be provided upon request to the employee or the employee's authorized representative within 15 working days.

### **Recordkeeping**

#### **Appendix A-Hepatitis B vaccine declination—Mandatory**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SPECIAL PROVISIONS FOR MAINTENANCE and OPERATIONS

## RESPIRATORY PROTECTION PROCEDURE

The primary function of this procedure is to ensure that employees who are exposed or potentially exposed to harmful airborne contaminants are properly protected. Respiratory protection guidelines are governed by WAC 296-62, part E, and are intended to establish work practices used to control employee exposures to harmful contaminants, or to protect employees in oxygen-deficient atmospheres and are used in emergency or rescue use. The Maintenance Manager is responsible for the implementation of all elements of this program, and the evaluation of its effectiveness.

Each area, job, or task containing materials that could expose an individual to occupational diseases caused by breathing shall be conspicuously identified with the name of the agent and the type of respirator required.

A. Examples where respiratory protection might be required in schools other than asbestos and lead abatement:

- Work in tunnels, crawl spaces, attic spaces
- Sanding or cutting wood or metal surfaces, or any painted surface (lead paint requires additional precautions)
- Especially dirty or dusty landscape/grounds work
- Pesticide/herbicide applications not already covered by federal pesticide applicator regulations
- Working with/near photography chemicals
- Work in any hazardous or toxic atmosphere

Respirators, as with all personal protective equipment, are to be used only when administrative or engineering controls cannot remove the hazardous condition or restore the atmosphere to permissible level, or are not feasible because of the type of hazard.

### B. RESPIRATORY PROTECTION PROGRAM

1. Operating procedures:

This program establishes written standard operating procedures for routine, non-routine, emergency and rescue use of respirators.

2. Program Administrator:

The district's Maintenance manager shall serve as the Respirator Program Manager and shall have the responsibility and authority to administer the respirator program.

### 3. Respirator Selection:

The respirator program administrator, with physician-established guidelines, shall determine whether an employee is physically able to perform tasks requiring the use of respirators. (A sample medical questionnaire is provided in Appendix 1 of this program.)

### 4. Respirator Selection:

All respiratory equipment will be NIOSH/MSHA approved.

Respirators shall be selected on the basis of the hazards to which the worker is exposed, the capabilities and limitations of the respirators, and the ability of each respirator wearer to obtain a satisfactory fit with a respirator.

Employees of the Renton School District WILL NOT WORK IN OXYGEN-DEFICIENT ATMOSPHERES WHERE AIR-SUPPLIED RESPIRATORS OR SELF-CONTAINED BREATHING APPARATUS WOULD BE REQUIRED.

This district provides only air-purifying respirators. District employees will perform only work for which air-purifying respirators is approved.

However, there are limitations pertaining to the use of the air-purifying respirators. Air-purifying respirators are not to be used under any of the following conditions:

- For protection against gas or vapor contaminants which have poor warning properties (irritation, odor, or taste) at or below their permissible exposure limit, or those, which are sensory desensitizers, unless a cartridge change schedule is implemented based on the manufacturer's directions, or if the contaminant does not have a ceiling limit.
- For protection while performing or observing.
- For protection against gases or vapors which generate high heats or a reaction with the sorbent material in the cartridge.
- For protection against fumigants.
  - flame cutting or flame welding
  - welding using fluxes containing fluorides
  - welding of painted, coated, or plated surfaces
  - sandblasting (abrasive blasting)

Limitations of specific filters, cartridges, and canisters also shall be considered.

If a worker will be exposed to two or more contaminants of which two different air-purifying elements are recommended (i.e., ammonia and chlorine) and a combination element is not available, then an airline respirator will be required. The Renton School District does not provide airline respirators or airline respirator training. Renton School District employees will not work in that type of atmosphere. In the

example above, a contractor would be brought on site or the work taken off site to a contractor.

## 5. Training

The supervisor, the person issuing respirators, and the respirator wearers shall be given adequate training by a qualified person to ensure the proper use of respirators.

The person issuing respirators must be trained to ensure that the correct respirator is issued for each application.

Each respirator wearer must be trained in at least the following areas:

- The reasons for the need of respiratory protection.
- The nature, extent, and effects of respiratory hazards to which the person may be exposed.
- An explanation of why engineering controls are not being used and what efforts are being made to reduce or eliminate the need for respirators.
- An explanation of why a specific respirator is selected for a specific hazard.
- An explanation of the operation, and the capabilities and limitations of the respirator.
- Instruction regarding when to change cartridges or disposable respirators (including when the odor of the chemical “breaks through” the filter or when there is an increased resistance to breathing.)
- An opportunity for each wearer to handle the respirator, learn how to don and wear it properly, check its seals, wear in a safe atmosphere, and wear it in a test atmosphere.
- An explanation of how maintenance and storage of the respirator is carried out.
- Instructions regarding how to recognize and cope with emergency situations.
- Instructions as needed for special respirator use.
- Regulations concerning respirator use.

Each respirator wearer shall be retrained as necessary to assure effective respirator use. Refresher training shall be given at least annually.

## 6. Documentation

Written records shall be kept of the names of the persons trained, the dates when training occurred, and the name of the trainer.

## 7. Respirator Fit Testing

Employees required to wear a respirator must be fitted properly and tested for a face seal prior to use of the respirator in a contaminated area. The manufacturer-provided fitting instructions and use limitations on the product packaging shall be followed.

A quantitative or qualitative fit test must be used to determine the ability of each wearer to obtain a satisfactory fit.

For a quantitative fit testing, a person wears a respirator in a test atmosphere containing a test agent in the form of an aerosol, vapor, or gas. Instrumentation samples the air both inside and outside the respirator to determine the penetration of the test agent.

For a qualitative fit test, the respirator wearer is exposed to an irritant smoke, odorous vapor, or other suitable agent. If the wearer is unable to detect the presence of the test agent inside the respirator, then the wearer has achieved satisfactory fit. Qualitative fit testing is acceptable for fit testing half and full-face respirators at this time.

Employees shall not be trained to wear airline supplied or self-contained breathing apparatus (SCBA) in the Renton School District. They shall be trained to recognize hazards, which require use of airline or SCBA respirators. In those situations, an outside contractor or emergency rescue personnel will be called upon to perform the required tasks.

8. Policy as to facial hair, contact lenses, other protective equipment that might interfere with respirator effectiveness.

All half-face and full-face respirators and negative-pressure respirators shall not be used if facial hair comes between the sealing periphery of the face-piece and the face-piece or if facial hair interferes with valve function. The wearer shall not be allowed to wear contact lenses if the risk of eye damage is increased by their use. If glasses, goggles, or a welding helmet is to be worn with a face-piece, it shall be worn so as not to interfere with the seal of the face-piece to the face.

#### 9. Respirator Inspection

The respirator shall be inspected by the wearer prior to each use to ensure that it is in proper working condition. Each respirator stored for emergency use/rescue shall be inspected at least once a month.

#### 10. Monitoring Respirator Use

The use of respirators on a routine or non-routine basis shall be periodically monitored by the Respirator Program Manager to ensure that the correct respirators are being used, that the respirators are being worn properly and that the respirators being used are in good condition.

#### 11. Evaluating Respiratory Hazards

The level of the respiratory hazard in the workplace for which a respirator is being worn shall be evaluated periodically by the Respirator Program Manager.

## 12. Medical Monitoring

Before an employee wears a respirator, each respirator wearer will complete a medical questionnaire and, when necessary, a physician will determine if that person may wear respiratory protection. (See the sample medical questionnaire provided in the appendix of this program.)

## 13. Respirator Maintenance

Respirator maintenance shall be performed regularly by the person to whom the respirator is assigned. Maintenance shall be carried out after the use and on a schedule, which ensures that each respirator wearer is always provided with a respirator that is clean and in good operating condition.

Maintenance shall include:

- Cleaning and sanitizing
- Inspecting for defects
- Replacement of worn or deteriorated parts and/or repair
- Storage to protect against dust, sunlight, excessive heat, extreme cold, excessive moisture, damaging chemicals and physical damage
- Replacement of filter cartridges, when appropriate

## 14. Respirator Program Evaluation

The district's Maintenance Manager shall carry out an evaluation of the program's effectiveness at least annually. Action shall be taken to correct defects found in the program.

## **RESPIRATORY PROTECTION REQUIREMENTS FOR ASBESTOS WORK**

Any employee assigned to work with asbestos must have attended Certified Asbestos Worker training and have a current Certified Asbestos Worker card issued by the Department of Labor and Industries.

The requirements for wearing respirators when conducting asbestos repair/removal are in addition to those outlined in Appendix G. These requirements are:

- Before being assigned to a job that exposes the employee to asbestos, a pre-placement medical exam must be conducted.  
The exam must include, at the minimum:
  - A medical and work history;
  - A complete exam of all body systems with special emphasis on the pulmonary, cardiovascular, and gastrointestinal systems;
  - A completion of the respiratory disease questionnaire in WAC 296-62-07741 Appendix D, part 1;
  - A chest roentgenogram;
  - Pulmonary functions tests; and
  - Any additional tests deemed necessary by the examining physician.
- Annual medical exams and post-employment medical exams are also required for asbestos workers (see WAC 296-62-07725).

Additional guidelines and requirements for working with asbestos are provided in WAC 296-62- 77 Part I-1.

## **HARASSMENT-FREE ENVIRONMENT AND PROHIBITION OF DISCRIMINATION OF OR BY EMPLOYEES**

The Renton School District is committed to a positive and productive working and learning environment free from discrimination, including harassment and intimidation, on the basis of any protected status. Discrimination of any kind adversely affects morale and interferes with the ability of employees to work productively in a supportive environment. It is also inappropriate, offensive, and illegal. The district prohibits discrimination, harassment, and intimidation on the basis of a protected status of its employees and students, whether committed by a co-worker, supervisor, subordinate, contractor, parent, vendor, volunteer, student, or others involved in school district activities. This policy applies to conduct on district property and at any school-sponsored activities, regardless of location, whenever a staff member serves as a representative of the district. Protected status includes age, gender, marital status, race, creed, color, national origin, religion, domicile, political activity or lack thereof, or the presence of any sensory, mental, or physical disability.

### **Reporting**

The district strongly encourages individuals who believe they have been subjected to discrimination, including harassment or intimidation in the district's educational or work environment on the basis of a protected status, to bring their complaints and concerns to the immediate attention of their principal, manager, supervisor, a district administrator, and/or the district's Title IX officer, in accordance with the procedures accompanying this policy.

### **Corrective Measures**

The district shall investigate complaints of discrimination, including harassment and intimidation, and if substantiated, shall take prompt, effective, and reasonable corrective measures, per procedures, to eliminate discrimination, including harassment and intimidation, and to prevent reoccurrence.

### **Retaliation Prohibited**

The district prohibits retaliation against any person because he/she has made a report of alleged discrimination, including harassment and intimidation, on the basis of a protected status, or against any person who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and shall result in disciplinary action against the offender.

Cross Reference:	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 3210	Nondiscrimination and Sexual Harassment- Students
	Board Policy 5003	Nondiscrimination and Affirmative Action
	Board Policy 5004	Nondiscrimination on the Basis of Disability Under the American's With Disabilities Act (ADA)
	Board Policy 5006	Prohibition of Sexual Harassment of or by Employees
	Board Policy 5010	Workplace Violence Prevention

**Informal Complaint Process**

- A. Speak directly to the harasser. State the offensive behavior and request that it stop. Tell the harasser such behavior is offensive and inappropriate and is not welcome. Tell how the behavior should change.
- B. Communicate in another way to the harasser, identifying the offensive behavior and requesting that the behavior stop. Tell the harasser such behavior is offensive and inappropriate and is not welcome. Tell how the behavior should change.
- C. Informally seek a neutral third party with whom to discuss the situation in order to seek options for resolution. Following the discussion, determine whether and how to pursue the matter. In choosing a third party with whom to talk, the victim should consider if he/she trusts the person to listen sensitively and whether the person would have information about options available for resolving such harassment.
- D. Following discussion with a third party, the victim may choose to proceed with one of the actions listed below:
  - 1. Discussion with the alleged harasser by the victim, including the information that he/she has shared the concern with a third party.
  - 2. Discussion with the alleged harasser by the victim and the third party jointly.
  - 3. Discussion with the alleged harasser by the third party alone.

The individual may, at any time, decide that involving a third person is not likely to resolve the harassment and may elect to resolve the matter through formal steps.

The victim, the alleged harasser, and any third party involved should keep accurate documentation in the event such documentation is needed in formal or legal steps in resolving the complaint. Said documentation will be maintained at the building level.

### **Formal Complaint Process**

These steps can begin either following, at the same time, or in lieu of, the use of informal efforts at resolution.

- A. Verbally present allegations to the immediate supervisor. (If the supervisor is the alleged harasser, the verbal complaint should be made to the district's Title IX Officer, or to the personnel department, and processed at the next step.) Facts presented must include: who is being accused, what the specific offensive behaviors were, and dates and times the behavior occurred. A copy of the district's *Harassment Report* form may be used to provide the information needed.
- B. The supervisor will report the alleged harassment to the district's Title IX Officer or to the personnel department. A decision will be made by the supervisor and/or the complainant to attempt to resolve the matter at this level through the supervisor and the parties involved, or to move to the next step.
- C. The supervisor will respond to the complainant regarding resolution options as soon as possible and in no more than 15 calendar days. Options given will be responsive to the individual situation and may focus on either short or long term solutions or both.
- D. If the supervisor believes the issue cannot be resolved at the first formal step, the supervisor will refer the complainant to the district's Title IX Officer, or the complainant can report directly to the Title IX Officer. At this next formal step, the complainant will be asked to complete and sign the district's *Harassment Report* report.
- E. The district's Title IX Officer or designee will conduct an investigation into the complaint. An initial report of findings will be made available to the complainant no later than 15 calendar days from the date of the first formal step, and no later than 30 calendar days from the initial complaint. Timeliness may be adjusted depending upon availability of witnesses or other critical information, with the goal of completing the investigation as promptly as possible.

## **Confidentiality**

The district has a compelling interest in providing an educational and work environment free from discrimination. A report of harassment and its investigation are to be kept confidential to the extent possible, practical, or permissible by law, for the protection of all parties involved. However, the superintendent, the Title IX Officer, or the appointed investigator may take action deemed necessary to protect the alleged victim or other employees or students, consistent with the requirements of applicable regulations and statutes.

Potential complainants who wish to have the district hold their identity confidential will be informed that every effort will be made to preserve confidentiality in the investigation process, but that the district may be required to make some information available to the accused, consistent with due process requirements. All documents related to harassment investigations will be treated as confidential documents to the extent permitted by law and district policies and procedures.

For further information about your rights under this policy, please refer to the district's board policy as referenced on page 1 and 2.