BOE Agenda Item Executive Summary
April 19, 2021

Topic: *[Flight 6]* Second Review: Safety and Environmental Services Policies

Background Information:

Current	New	Title
2300	NA	Crisis Management and Response Notes: Add relevant content from 7004 - District Safety Committee, which is proposed for deletion. Align crisis drill information with state law.
7008	2380	Safety Responsibilities Notes: Renumber to be part of Safety Services policies section. Update policy to align with current practices. Add relevant content from 7008, 7010, 7011, 7020 and 7021, which are proposed for deletion.
6890	NA	Safety Responsibilities – Curriculum Area Staff Notes: Update cross-referencing to renumbered BOE Policy 2380 above.
7004	NA	District Safety Committee Notes: Propose for Deletion. Relevant content moved to 2300 - Crisis Management and Response.
7010	NA	Safety, Working Situations Notes: Propose for deletion. Relevant content moved to new 2380 - Safety Responsibilities.
7011	NA	Safety, Eye Protective Devices in Work Areas Notes: Propose for deletion. Relevant content moved to new 2380 - Safety Responsibilities.
7020	NA	Safety Hazardous Wastes Notes: Propose for deletion. Relevant content moved to new 2380 - Safety Responsibilities.
7021	NA	Handling of Hazardous Chemicals Notes: Propose for deletion. Relevant content moved to new 2380 - Safety Responsibilities.
7045	5425	Responsible Use of Animals Notes: Renumber and revise Administrative Responsibility from Environmental Services to Student Support Services.

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Add relevant content from 7004 - District Safety Committee, proposed for deletion.
Align crisis drill information with state law.

P2300 CRISIS MANAGEMENT AND RESPONSE

BOARD POLICY:

The District Crisis Team shall be comprised of school district personnel and coordinated with local community responders. It will be responsible for preparing plans for responding to crises and providing support to schools during crises. The District Crisis Team establishes district-wide procedures that are relevant to crisis preparedness and response; guides their implementation at the school level; develops and recommends training for school-based crisis intervention teams; establishes and maintains district-level connections with agencies; provides school-level teams with support and backup at the time of a crisis; hears safety concerns and makes recommendations relative to safety and coordinates the sharing of resources among school-level teams.

Administrative Implemental Procedures:

1. A crisis includes, but is not limited to, the death of a student, staff member, or a member of a student's immediate family by accident, illness or suicide; all hazard situations including man-made occurrences and natural disasters; or a hazardous materials incident.
2. The Mental Health Crisis Team, an extension of the District Crisis Team, provides leadership and support to school personnel, students and families during the recovery process following a crisis and the return to normalcy.
3. The Weather Team, an extension of the District Crisis Team, provides leadership and support in determining if weather conditions are of such a nature that the overall safety of students would be greatly jeopardized and the status of after school and evening activities.
4. The Principal, or designee, of each district building shall be responsible for the organization of a functioning building crisis team, developing an annual crisis plan and conducting crisis drills each school year for the purpose of protecting the safety and well-being of all employees and students. The Building Crisis Team will be modeled after, but a separate entity from, the District Crisis Team. The Building Crisis Team will meet at least on a quarterly basis (3 times) each year. Members, those responders listed on the crisis plan, must be immediately accessible during the school day and able to perform the duties identified within the crisis plan.
5. The crisis plan and drills shall adhere to the design, organization, and implementation as developed by the Division Director of Safety Services. Each school's crisis plan shall be revised and on file with the Safety Services Department no later than the first teacher report day of the school year. Crisis Plans will be provided to and accessible to all building personnel. The crisis template is designed to follow the National Incident Management System (NIMS) and the Incident Command System (ICS) as defined by FEMA.
6. Crisis, tornado and fire drills will be conducted at each district attendance and nonattendance site during each school year in accordance with state law and in collaboration with, or as required by, the Division Director of Safety Services and/or Safety Services Department staff.
7. ~~One tornado drill should be conducted during the fall, the time of the second will be left to the discretion of the building principals and a third required drill shall be conducted in late~~

Add relevant content from 7004 - District Safety Committee, proposed for deletion.
Align crisis drill information with state law.

~~March or early April. Details for this drill will be provided to the principals by the District Crisis Team.~~

7. ~~8~~. The spokesperson for all crisis incidents shall be the Division Director of Strategic Communications or designee.

8. ~~9~~. In the event of a crisis incident, the building principal or designee shall notify Security Communications (973-2100) of the incident and implement the school's crisis plan. When notified of a building crisis, the Division Director of Safety Services or designee will activate a district-wide crisis response team to respond to the scene of the crisis as needed. Upon arrival at the crisis scene, the Division Director of Safety Services or designee shall direct the District's response to the crisis incident.

9. ~~10~~. If the school district is asked to provide shelters for natural disasters or community emergencies, the Division Director of Safety Services or designee will inform the Superintendent or designee of the request and act as the liaison for the school district with the local American Red Cross disaster service and/or Sedgwick County Emergency Management office.

Administrative Responsibility: Safety and Environmental Services Department
Latest Revision Date: ~~February 2019~~ **February 19, 2021**
Previous Revision Date: ~~August 2017~~ **February 2019 P2300**

Renumber to be part of Safety Services policies section.
Update policy to align with current practices.
Add relevant content from 7008, 7010, 7011, 7020 and 7021, proposed for deletion.

P~~7008~~ 2380 SAFETY RESPONSIBILITIES

BOARD POLICY:

Building principals, staff administrators, and Facilities personnel are primarily responsible for initiating and maintaining the necessary precautions for health and safety in the school system and for compliance with the rules, regulations, and laws governing health and safety.

Administrative Implemental Procedures:

1. The **Executive** Director of **Safety and** Environmental Services is assigned the overall supervision for health and safety responsibilities, as well as delegating the responsibility for implementation of rules, regulations, and laws governing health and safety.

2. ~~The Safety Coordinator is responsible for monitoring compliance with district safety policies and procedures.~~

2. ~~3~~. Safety education, as implemented in various curriculum areas, is the responsibility of each building principal, curriculum area supervisor, and classroom teacher.
   ~~a. It is the responsibility of the building principal to have available a current copy of the USD 259 Safety Manual and for monitoring implementation of applicable guidelines as set forth in the Safety Manual.~~
      ~~i. Environmental Services personnel will review pertinent areas of the USD 259 Safety Manual on a yearly basis and make recommendations for changes to the District Safety Committee.~~
   ~~b. Classroom teachers~~
      ~~i. Classroom teachers are responsible for obeying all safety policies and establishing and maintaining the practice of good safety techniques.~~
      ~~ii. Classroom teachers are responsible for providing safety instruction for all pupils in the use and proper handling of equipment and materials. The teacher is to document the pupils' successful completion of a test over the appropriate safety procedures before authorizing pupils to use potentially hazardous equipment and materials. The test must be one, which has been approved by Learning Services.~~
   ~~c. All other supervisors~~
      ~~i. Supervisors will review pertinent areas of the USD 259 Safety Manual on a yearly basis and make recommendations for changes to the Safety Committee.~~
      ~~ii. Supervisors will provide employees with regular appropriate inservice activities to substantiate knowledge and understanding of safety procedures and practices. The supervisor will maintain a written log of all such activities and participants.~~

Renumber to be part of Safety Services policies section.
Update policy to align with current practices.
Add relevant content from 7008, 7010, 7011, 7020 and 7021, proposed for deletion.

3. ~~4.~~ Safety inspection of the facilities, equipment, and materials is the responsibility of the building principal and the **Safety and** Environmental Services **Department.** ~~The Safety Coordinator shall be responsible for monitoring safety inspections conducted throughout the district.~~ **Correction of safety and health conditions relating to buildings and equipment is the responsibility of each building administrator, the Executive Director of Safety and Environmental Services and the Director of Design & Construction or their designees.**

~~a. Building principal~~

~~The building principal is responsible for the overall safety inspection of the building. The building principal or designee shall conduct an inspection of the physical facilities, equipment, and materials in the building at least twice a year. The first inspection is to be conducted before the first day of school each year. The second inspection is to be conducted at the conclusion of the school year.~~

~~A safety inspection checklist shall be completed. One copy of the safety inspection checklist shall be submitted to Environmental Services and one copy filed in the principal's office. The principals shall send written notification to the Director of Environmental Services when all items noted on the safety inspection checklist have been corrected.~~

~~b. Safety Coordinator~~

~~i. An annual inspection of curriculum related facilities, equipment, and materials should be conducted by the Safety Coordinator. A safety inspection checklist shall be completed for each inspection. Copies of the checklist shall be distributed to the building principals, Environmental Services, and appropriate Learning Services staff.~~

~~ii. The Safety Coordinator will make written recommendations to the building principals, the Director of Design & Construction, and appropriate Learning Services staff for establishing budget priorities to correct potentially hazardous or unhealthful conditions which may exist in district facilities.~~

5. ~~Correction of safety and health conditions relating to buildings and equipment is the responsibility of each building administrator, the Director of Environmental Services and the Director of Design & Construction.~~

~~a. Extremely hazardous and unhealthful conditions requiring immediate attention should be reported by calling the office of the Director of Environmental Services In addition to the telephone call, the hazardous condition is to be noted on the safety inspection checklist. The person making the safety inspection shall submit a written request form along with a copy of the safety inspection checklist to the Director of Environmental Services.~~

~~b. Hazardous and unhealthful conditions not requiring immediate attention shall be reported to the Director of Environmental Services. A written work request form for alteration to building or site, service, or safety, along with a copy of the safety inspection checklist, shall be submitted to the Director of Environmental Services by the person making the safety inspection.~~

~~c. The Director of Design & Construction will be responsible for structuring long-range planning requirements into the Facilities budget proposals, subject to available funding.~~

Renumber to be part of Safety Services policies section.
Update policy to align with current practices.
Add relevant content from 7008, 7010, 7011, 7020 and 7021, proposed for deletion.

6. ~~It is the responsibility of each building principal or supervisor to report all accidents involving staff, pupils, or visitors in accordance with Board policy entitled Accident Reporting Procedures.~~

4. **Supervisors and employees shall take precautions to ensure that all recognizable hazards are identified and instructions given in working in a safe manner and wearing correct apparel. The administration shall initiate training and inspection activities, issue safety bulletins, and take other appropriate measures for the protection of all employees and students**
   a. **The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to eliminate any hazards.**
   b. **The supervisor is responsible for providing and requiring the wearing of appropriate personal protection equipment in all operations where there is an exposure to hazardous conditions.**

5. **The administration shall be responsible for identifying activity areas where there is reasonable probability of eye injuries, which could be prevented by wearing appropriate protective eye equipment. In these areas, employees and visitors are required to wear approved protective eye equipment, which meets ANSI Standard Z87.1-2020.**

6. **Hazardous wastes that are produced by any activity in USD 259 shall be identified, collected, labeled, stored, treated, and disposed of in a manner complying with all rules and regulations of governmental agencies having jurisdiction in this area.**

   a. Hazardous wastes include, but are not limited to, wastes, which are flammable, corrosive, infectious, highly reactive, or toxic.
   b. Each hazardous waste produced must be placed into an appropriate container with a hazardous waste label attached that lists the specific contents.
   c. Unlabeled containers whose contents are undetermined, which may contain hazardous substances, must not be put into the trash. Contact the Manager of Environmental Services for assistance and direction.
   d. All flammable wastes produced as a result of activities by school district personnel must be properly labeled and stored in a flammable storage cabinet or other approved storage unit until it is picked up by authorized personnel.
   e. Hazardous wastes produced as a result of curricular activities should be reported to the building principal, or designee. A written list of all hazardous waste materials and the amount of each should be prepared by building staff. The building principal, or designee, should submit this list to the Manager of Environmental Services who will employ legal and environmentally sound procedures for disposal.
   f. The Manager of Environmental Services, or designee, must approve all hazardous waste transportation, storage, and disposal contractors.

Renumber to be part of Safety Services policies section.
Update policy to align with current practices.
Add relevant content from 7008, 7010, 7011, 7020 and 7021, proposed for deletion.

7. **The appropriate Safety Data Sheet (SDS) and appropriate *Globally Harmonized System* (GHS label) must accompany all hazardous chemicals. A copy of each SDS must be on file in the office of the Manager of Environmental Services. The building principal and/or user shall be responsible for implementing the necessary procedures to properly handle hazardous chemicals.**
   a. **Some hazardous chemicals are purchased in a large container. These chemicals must be repackaged to a smaller secondary container prior to distribution to the user. When this repackaging is required, the following procedures must be in accordance with the Hazard Communication Standard, 29 CFR Part 1910.1200:**
   b. **Employees must not dispense a chemical substance into a container previously filled with another type of chemical.**
   c. **Should an unlabeled or improperly labeled container be found at any district location, the building principal or designee shall inform the office of Manager of Environmental Services to arrange for pick up, identification, and appropriate disposal.**
8. **In any situation not covered by the procedures set forth above, the Executive Director of Safety Environmental Services should immediately be contacted for advice and consultation.**

Administrative Responsibility: ~~Superintendent or designee~~ **Safety and Environmental Services**
Latest Revision Date: ~~November 2008~~ **February 19, 2021**
Previous Revision Date: ~~March 1999 P7008~~ **November 2008 P2380**

~~Updated administratively for alignment purposes: May 2014~~

P6890 SAFETY RESPONSIBILITIES - CURRICULUM AREA PERSONNEL

BOARD POLICY:

Curriculum area personnel are responsible for developing and implementing safety education and precautionary programs. Maintenance of the health and safety of staff and ~~pupils~~ students and compliance with requirements of the occupational health and safety standards, the uniform fire code, and the life safety code must be considered in these programs. Special attention will be given in curriculum areas that utilize potentially hazardous equipment or materials.

Administrative Implemental Procedures:

1. Safety education is a combined responsibility, as outlined in the BOE Policy ~~7008~~ **2380** - Safety Responsibilities. However, curriculum personnel's expertise in the field is to have precedence in initiating and implementing safety education programs in their areas of expertise.
   a. Curriculum personnel will provide principals and teachers with guidelines describing safety procedures in the various curriculum areas.
   b. Curriculum personnel, with teacher participation, are responsible for designing and implementing instructional programs in safety in their areas of expertise.

2. Areas utilizing potentially hazardous equipment and materials are to be maintained in such a manner that the staff and ~~pupils~~ **students** are provided with a safe and healthy environment. These would include science laboratories, Career and Technology Education laboratories, stages, art and music facilities; and physical education facilities.
   a. Curriculum personnel are to be knowledgeable of all existing safety codes and keep abreast of all new safety standards as they pertain to their particular curriculum area.
   b. Curriculum personnel are involved in evaluating the facilities in their curriculum areas in each building. The safety technician shall conduct an annual inspection of facilities, equipment, and materials. A safety inspection checklist shall be completed for each inspection. Copies of checklist shall be distributed to the building principals
   c. The safety technician will make written recommendations to building principals, the Superintendent's designee, and the appropriate curriculum office for establishing budget priorities to correct potentially hazardous or unhealthful conditions which may exist in district facilities.

3. Curriculum personnel and the building principal shall initiate procedures to correct any identified existing condition that does not comply with established safety standards and constitutes a safety hazard or unhealthy condition for the staff or ~~pupils~~ **students**.
   a. Hazards or unhealthy conditions that are determined to require immediate attention shall be reported by calling the School Service Center order desk and requesting Facilities personnel to correct the condition.
   b. Hazards or unhealthy conditions that do not require immediate attention shall be reported through requests for maintenance and/or alteration.
   c. Long range planning requirements will be scheduled into the Facilities budget proposals for future funding.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~October 2011~~ **February 23, 2021**
Previous Revision Date: ~~September 2006~~ **October 2011** P6890
~~Updated administratively for alignment purposes: May 2014~~

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Propose for Deletion.
Relevant content moved to P2300 - Crisis Management and Response.

P7004 DISTRICT SAFETY COMMITTEE

BOARD POLICY:

A committee to hear safety concerns and make recommendations relative to safety shall be established. It shall make recommendations pertinent to the Board approved expenditure of not less than one-half mill from the capital outlay fund for safety projects.

Administrative Implemental Procedures:

1. The District Safety Committee shall be composed of at least the following:
   a. Director of Environmental Services (Chair);
   b. Executive Director of Employee Benefits and Insurance Management;
   c. Two members appointed by the Assistant Superintendent of Secondary Schools;
   d. Two members appointed by the Assistant Superintendent of Elementary Schools; and
   e. Two members appointed by the Superintendent or designee.
2. The members of the District Safety Committee shall by consensus make recommendations to the Superintendent or designee on matters of safety and the safety budget.
3. The Director of Environmental Services and/or the Director of Design & Construction may authorize the expenditure of funds for safety projects not to exceed $1,500.
4. The Director of Design & Construction shall annually prepare a safety budget. It shall consist of committee recommended line items for ongoing safety projects and a line item entitled *Additional Priority Safety Projects*. The latter line item shall be budgeted at not less than $75,000 to fund safety projects, which may arise after the budget, has been finalized.
5. The Director of Design & Construction shall prepare and present to the District Safety Committee a biannual report on the expenditure of safety funds.
6. All items for District Safety Committee consideration shall be presented to the Director of Environmental Services for inclusion on the next meeting agenda.

Administrative Responsibility: Superintendent or designee
Latest Revision Date: November 2011
Previous Revision Date: November 2008 P7004

Updated administratively for alignment purposes: May 2014

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Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

P7010 SAFETY, WORKING SITUATIONS

BOARD POLICY:

Supervisors and employees shall take precautions to ensure that all recognizable hazards are identified and instructions given in working in a safe manner and wearing correct apparel. The administration shall initiate training and inspection activities, issue safety bulletins, and take other appropriate measures for the protection of all employees and pupils.

Administrative Implemental Procedures:

1. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to eliminate any hazards.

2. The supervisor is responsible for requiring the wearing of appropriate personal protection equipment in all operations where there is an exposure to hazardous conditions.

3. Employees working in areas where there is a danger of head injury from impact or from falling or flying objects or from electrical shock and burn shall be protected by approved hard hats.

4. Employees shall be provided with eye, face, and body protection when the operation of machines presents potential physical, chemical, or radiation hazards.

5. Employees required to handle or use harmful substances shall be instructed regarding their safe handling and be made aware of potential hazards, personal hygiene, and personal protective measures required.

6. The use of unsafe machinery, tools, or equipment is prohibited. Unsafe tools, materials, and equipment shall be identified by tagging or locking controls to render them inoperable until they can be removed from service.

7. Employees are expected to dress in such a manner appropriate for the job assignment in which they are working.

8. Employees who wear their hair long are required to contain their hair in hats or hairnets when using machines having exposed revolving parts.

9. Equipment, machinery, tools, and vehicles shall be used in a safe manner following any manufacturers or regulatory guidelines or regulations for safe operation and use.

Administrative Responsibility: Facilities Division - Environmental Services
Latest Revision Date: March 1999
Previous Revision Date: August 1996 P7010

Updated administratively for alignment purposes: August 2015

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Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

P7011 SAFETY, EYE PROTECTIVE DEVICES IN WORK AREAS

BOARD POLICY:

The administration shall be responsible for identifying activity areas where there is reasonable probability of eye injuries, which could be prevented by wearing appropriate protective eye equipment. In these areas, employees and visitors are required to wear approved protective eye equipment, which meets ANSI Standard Z87.1-1989.

Administrative Implemental Procedures:

1. Protective equipment for eyes must be worn in all areas where operating machines or other activities create the hazard of flying objects, glare, splashing liquids, injurious radiation, or where a combination of these may present a hazard. Appropriate signs shall identify such areas.

2. Records on eye injuries shall be maintained and used by the administration to determine areas where protective eye equipment is needed.

3. All employees and visitors in such posted areas shall be required to wear protective eye equipment.

4. The employer shall make conveniently available a type of protector suitable for the work to be performed by any employee required to work in any area identified as dangerous to eyes.

5. On request, permanent employees shall be furnished nonprescription safety glasses with zero ground lenses at no cost to the employee.

6. Permanent employees whose vision requires corrective lenses shall, at their option, be responsible for obtaining prescriptions and approved safety glasses with permanent side shields. The district shall contribute a fixed amount toward the cost of these glasses. The fixed amount shall be determined annually by the Director of Environmental Services and shall approximate the cost to the district of the nonprescription cost established in AIP# 5.

7. Employees who choose not to wear safety glasses shall be required to wear appropriate safety goggles and/or face shields provided by the district in all areas identified as dangerous to eyes.

8. Appropriate protective eye equipment shall be provided for visitors who shall be required to wear such equipment. In lieu of this requirement, arrangements may be made through the supervisor to stop all operations in such posted areas while visitors are present.

9. The Environmental Services Department will identify areas where there is reasonable probability of eye injuries which could be prevented by wearing protective eye equipment.

10. The Director of Environmental Services shall have overall responsibility for enforcing wearing appropriate protective eye equipment in all areas identified as eye exposure areas. The immediate supervisor shall be delegated the responsibility to ensure policy compliance

Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

by personnel under his/her supervision.

11. If any employee is required to wear protective eye equipment and the employee believes that this requirement is inappropriate for his/her particular assignment, he/she may appeal to the Director of Environmental Services. While such appeal is being considered, the employee shall continue to wear the required protective equipment for eyes.

Administrative Responsibility: Facilities Division - Environmental Services
Latest Revision Date: March 1999
Previous Revision Date: August 1996 P7011

Updated administratively for alignment purposes: August 2015

Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

P7020 SAFETY, HAZARDOUS WASTES

BOARD POLICY:

Hazardous wastes that are produced by any activity in USD 259 shall be identified, collected, labeled, stored, treated, and disposed of in a manner complying with all rules and regulations of governmental agencies having jurisdiction in this area. Procedures shall be established which will minimize the total amount of hazardous wastes produced.

Administrative Implemental Procedures:

1. Hazardous wastes include, but are not limited to, wastes, which are flammable, corrosive, infectious, highly reactive, or toxic. These must not be disposed of by placing them into trash containers or the sanitary sewer system.
2. Each hazardous waste produced must be placed into an appropriate container with a hazardous waste label attached that lists the specific contents.
3. Unlabeled containers whose contents are undetermined, which may contain hazardous substances, must not be put into the trash. Contact the Director of Environmental Services for assistance and direction.
4. All flammable wastes produced as a result of activities by school district personnel must be properly labeled and stored in a flammable storage cabinet or other approved storage unit until it is picked up by authorized personnel.
5. Waste solvents produced as a result of craft operations, auto mechanics, and other similar activities and stored in approved solvent tanks will be picked up on a regular schedule by a service company that will recycle the waste solvents.
6. Hazardous wastes produced~~,~~ as a result of curricular activities should be reported to the building principal. A written list of all hazardous waste materials and the amount of each should be prepared by building staff. The building principal should submit this list to the Director of Environmental Services who will employ legal and environmentally sound procedures for disposal.
7. Building principals, craft supervisors, purchasing personnel and the Director of Environmental Services shall cooperatively establish procedures to prevent the purchase of products that will generate hazardous waste.
8. Rags soaked in cleaning solvents must be stored in appropriately labeled fire resistant containers and either sent to a laundry service for cleaning or disposed of as hazardous waste.
9. Hazardous wastes storage areas must be inspected weekly using protocols established by the Kansas Department of Health & Environment and the Environmental Protection Agency.
10. An EPA six-part manifest and a Land Disposal Restriction (LDR) form must accompany all shipments of hazardous waste from any district facility. Copies of the manifest and LDR form must be maintained at the building where the waste is generated. In addition, copies of all waste manifests must be provided to the Director of Environmental Services.
11. The Director of Environmental Services must approve all hazardous waste transportation, storage, and disposal contractors.

Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

12. All district sites that produce or manage hazardous waste must receive appropriate training as required by the Kansas Department of Health and Environment and the United States Environmental Protection Agency.
13. In any situation not covered by the procedures set forth above, the Director of Environmental Services should immediately be contacted for advice and consultation.

Administrative Responsibility: Facilities Division - Environmental Services
Latest Revision Date: February 2017
Previous Revision Date: November 2008 P7020

Propose for deletion.
Relevant content moved to new P2380 - Safety Responsibilities.

P7021 HANDLING OF HAZARDOUS CHEMICALS

BOARD POLICY:

The Director of Environmental Services, or designee, shall be responsible for the proper packaging, labeling, storing, and distributing of hazardous chemicals to all district locations. The appropriate Safety Data Sheet (SDS) and appropriate *Globally Harmonized System* (GHS label) must accompany all hazardous chemicals. A copy of each SDS must be on file in the office of the Director of Environmental Services. The building principal and/or user shall be responsible for implementing the necessary procedures to properly handle hazardous chemicals.

Administrative Implemental Procedures:

1. Hazardous chemicals should be purchased in a container with a capacity of one gallon or less, whenever economically feasible. However, some hazardous chemicals are purchased in a large container; e.g., 55-gallon drum, because of high volume usage in the district. These chemicals must be repackaged to a smaller secondary container prior to distribution to the user. When this repackaging is required, the following procedures must be in accordance with the Hazard Communication Standard, 29 CFR Part 1910.1200:
   a. The person(s) dispensing the chemical from a primary to secondary container must wear appropriate personal protective equipment (PPE).
   b. When a hazardous chemical is dispensed into a secondary container larger than one gallon, the container must be safety approved.
   c. Each secondary container must be labeled before being distributed to the user. Each label must contain, as a minimum, the identity of the chemical(s) contained therein, appropriate hazard warnings, and the name and address of the manufacturer.
   d. The appropriate Safety Data Sheet (SDS) must accompany the container when it is distributed to the user.
   e. All chemical labels must be in compliance with the *Globally Harmonized System* (GHS) label requirements including pictogram, signal words, hazard statement, and precautionary statement.
2. Supply Department staff shall refuse to dispense hazardous chemicals into a container not properly labeled with the identity of the chemical substance previously contained.
3. Other USD 259 employees must not dispense a chemical substance into a container previously filled with another type of chemical. (Example: Fill an empty, but labeled, glass cleaner container with lacquer thinner.)
4. Should an unlabeled or improperly labeled container be found at any district location, the building principal or designee shall inform the office of Director of Environmental Services to arrange for pick up, identification, and appropriate disposal.

Administrative Responsibility: Facilities Division - Environmental Services
Latest Revision Date: February 2017
Previous Revision Date: November 2011 P7021

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P~~7045~~ 5425 RESPONSIBLE USE OF ANIMALS IN THE CLASSROOM

BOARD POLICY:

Building staff involved in the use of live animals in schools, including their acquisition & disposition, care and feeding, & housing and security, will adhere to local and state laws and regulations regarding animals. In addition to instructional activities, this includes class pets, exhibited visiting animals, and assist or therapy animals. Building staff will be responsible for instructing students on safety and hygiene precautions for handling live animals or animal specimens. The building principal is responsible for the implementation of this policy.

Administrative Implemental Procedures:

1. Building staff are to follow procedures established in the document, *Wichita Public Schools: Guidelines for Visiting and Resident Pets.*
2. The document, *Wichita Public Schools: Guidelines for Visiting and Resident Pets,* will be revised periodically by a committee composed of representatives from Human Resources, Environmental Services, Department of Learning Services, and Student Support Services.
3. Requests for information regarding the procedures established in the *Wichita Public Schools: Guidelines for Visiting and Resident Pets* should be directed to the ~~Director of Environmental Services~~ **the Assistant Superintendent of Student Support Services.**
4. Any concerns regarding this policy and the corresponding *Administrative Implemental Procedures* shall be first directed to the site administrator followed by the appropriate assistant superintendent.

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: ~~Facilities Division - Environmental Services~~ **Student Support Services**
Latest Revision Date: ~~November 2011~~ **February 19, 2021**
New Policy: August 2006 ~~November 2011~~ P~~7045~~ **5425**

~~Updated administratively for alignment purposes: August 2015~~

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