

Thompson Falls Public Schools

SAFETY MANUAL

2024-25

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POLICY STATEMENT

In recognition of the responsibility of this District's administration to prevent occupational accidents and injuries involving employees, it is the intent of Thompson Falls School District Board of Trustees to develop and implement an effective, formal loss-control program. The achievement of the outlined rules and objectives is based upon good planning and effective implementation of a formal loss-control program which ensures safety as an integral part of day-to-day operations and work procedures. This can only be accomplished if all District personnel take an active interest and participate in the loss-control program and abide by the applicable federal, state, local and Thompson Falls School District rules and regulations. It is imperative that each employee recognizes his/her individual responsibility to prevent accidents and takes all necessary actions to do so. Individual performance with regard to safety will be measured along with overall performance.

An accident resulting in personal injury, property, and equipment damage represents needless waste. The success of our Thompson Falls School District's loss-control program can be measured directly by its ability to prevent unnecessary loss. It is desired that all employees pro-actively devote their serious attention and efforts towards making this program an integral part of day-to-day work activities.

SAFETY POLICY

It is the policy of Thompson Falls School District to provide a safe place for all students and employees to learn and to work. We realize that safety and accident prevention are successful only when all join in the responsibility, desire, and effort to create and maintain a continuous safety program.

SAFETY BEGINS WITH AN ATTITUDE AND PROGRESSES TO A HABIT.

All District personnel are asked to begin acquiring the following safety attitudes and habits. It is the intent of Thompson Falls School District to comply with all existing safety and health regulations as established by the Occupational Safety and Health Act of 1970.

Our objectives are to provide to the best of our ability:

1. An accident and injury-free work environment through:
 - a. A hazard-free-workplace.
 - b. A safety-conscious work force.
2. A reduction in costs associated with occupational accidents through:
 - a. A reduction in accident frequency
 - b. A reduction in injury severity
3. Accident and injury protection to students and the general public.

SAFETY POINTS

1. All accidents are preventable.
2. All employees are responsible for working safely.
3. All exposures can be controlled. If a hazard cannot be eliminated, it must be managed.
4. All employees must follow procedures and practices taught at in-services and workshops.
5. All safety deficiencies must be reported for correction.
6. Safety benefits all

General Safety Rules

Safety regulations are established to protect lives and property. All employees are asked to monitor the following rules and to live up to their spirit in order to safe-guard themselves and fellow employees. **THERE IS NO SUBSTITUTE FOR THE USE OF COMMON SENSE AND GOOD JUDGMENT.**

WHEN IT INDIVIDUALLY COMES TO SAFETY:

1. Study your job and working conditions. Recognize the hazards and protect yourself and your fellow workers against them.
2. Promptly report all injuries to your supervisor; administer first-aid promptly. (In case of serious injury, do not move the injured person until medical aid arrives unless the injured is in a dangerous location.)
3. Read and observe all signs and warnings. They are placed there for a purpose.
4. If you are in doubt about the safe or proper way to do any job, get instructions from your supervisor. Correct and/or report any condition which you feel is unsafe to your supervisor as soon as possible.
5. Report the fire immediately. Use fire extinguishers or appropriate equipment. Follow the area's direction for evacuation. **WALK, DO NOT RUN.**
6. Know the location of emergency exits and of safety equipment for your area(s). Know the location and general operation of hand fire extinguishers and other emergency equipment in your department. Keep emergency equipment clear. Report on the use of any emergency equipment to the supervisor.
7. All work areas will be kept free from hazards. Material stacking or storage must be arranged to prevent its falling or causing someone to trip. Oily and dirty rags must be stored and disposed of in proper containers. Fluids spilled on floors must be cleaned up immediately.
8. Repair jobs are not complete until all debris resulting from such jobs has been cleaned up.
9. Use the right tools for the job.
10. Report all identified hazards, whether unsafe conditions, actions, or procedures to your supervisor immediately. If a hazard is identified that can be corrected immediately, do so. At least locate and warn others of the hazard (example: water on the floor should be mopped up immediately, or a "wet floor" sign must be posted until it can be mopped up).
11. Do not enter confined spaces or any location where there may be a presence of "bad air." Such locations should be tested for air quality prior to entering, and should be entered only upon supervisory approval, with assistance of a co-worker, and with use of necessary and required personal protective equipment (possibly self-contained breathing apparatus (SCBA)).
12. Wear appropriate clothing for your job duties. Do not wear anything which may create a hazard (example: loose fitting clothing or necklaces in a shop area, slick soled shoes on icy surfaces, etc.).
13. Comply with all District safety policies, safety rules, safe operating procedures and all federal, state or local safety health regulations, as related to individual work areas and assignments.
14. Avoid jeopardizing you or your co-workers' safety and health.
15. Avoid shortcuts. If in doubt about a procedure, ask your supervisor.
16. Cooperate with supervision and administration in all loss prevention and safety and health activities. It is beneficial for everyone involved.
17. Develop a safe work attitude and maintain safe work habits. Use common sense and good judgment in daily work activities. Anticipate hazards, identify them and eliminate or control them.
18. **ONLY** those persons trained in handling asbestos shall be permitted to work with any project where asbestos may be present. If in doubt, contact the head custodian in your facility.
19. Appropriate measures shall be taken when working in a confined space, i.e., breathing apparatus, time limits, not entering without another person being aware and standing by.

PERSONAL CONDUCT

1. Alcohol and work do not mix. Alcoholic beverages are not permitted on the premises at any time. Employees must not report to work under the influence of alcohol or with alcohol on their breath.
2. Drugs, stimulants, tranquilizers and similar substances shall not be used on the job unless cleared by a doctor.
3. Horseplay, practical jokes and fighting that could result in injury and/or property damage must be avoided.
4. Deliberate misuse of tools, equipment, or property is prohibited.
5. Observe all safety signs.
6. Use handrails when going up and down stairs.
7. Firearms and/or other lethal weapons have no place on school premises and are prohibited.

PERSONAL PROTECTIVE EQUIPMENT

1. Safety goggles or glasses must be worn in situations where eye injury is a possibility, i.e. using lawn equipment, grinding, drilling, chipping, etc.
2. Use hearing protection in high noise areas. A good rule of thumb is, if you have difficulty communicating in a loud voice with another person at arm's length, wear hearing protection.
3. Wear appropriate clothing for the work being performed. Maintenance, mechanics, painters, and custodians must wear appropriate clothing at all times for protection.
4. Gloves are required when appropriate to the job or under any conditions which endanger the hands.
5. Protective masks are required for use by all employees exposed to excessive dust, or spray, or in any location when harmful particulate matter is airborne.
6. FOLLOW INSTRUCTIONS, ASK QUESTIONS, AND DON'T TAKE ANY CHANCES.
7. Avoid prolonged skin contact with chemical products. In the event that you come in contact with an irritating substance, wash the affected area at once.
8. Rubber gloves shall be worn at any time an accident or incident could result in a spill of body fluids. Training will be required for personnel to properly handle such situations with the following to receive extended training: Coaches, Bus Drivers, Office Staff, Custodial Staff, Elementary Staff, Health Staff, Biology Teacher, Vo Ag Teacher, Kitchen Staff, Family Consumer Science Teacher, Principal, Secretaries

At any time, there is blood or body fluid spills, the proper clean-up materials will be used. The clean-up kits will be available from the custodial staff.

ASBESTOS

Personnel trained for the removal of asbestos shall wear the appropriate breathing apparatus and coverings during any contact with asbestos.

PROPER LIFTING TECHNIQUES

Many employees are injured because they try to lift heavier objects than they should, or they lift in an unsafe manner. Because this is such an important subject, the following list on proper lifting techniques is included. If each employee uses the correct lifting techniques explained, and follows some basic exercises for strengthening the back, many back injuries can be avoided:

IF THE OBJECT IS TOO HEAVY, GET HELP!

1. Size up or estimate the load first. Do not surprise your back. Get help if you need it.
2. Be certain you have good footing for balance. Put one foot alongside the object, one foot behind the object.

3. Keep back straight, bend knees. Put weight on your legs, they can take it better than your back.
4. Grip the load firmly, holding it as close to your body as possible. Grip with palms, not just fingers.
5. Tuck in chin and neck. Draw object close, tuck in arms and elbows.
6. Don't twist your body or jerk the load. Never attempt to catch or stop falling objects. Keep your balance.
7. TWO PEOPLE ARE REQUIRED TO LIFT AND MOVE AN INJURED PERSON. Use appropriate supports and braces as needed.



HOUSEKEEPING

1. Good housekeeping is the first rule of accident prevention and should be the concern of everyone in the district. Do your part to help keep your area(s) clean and orderly.
2. Place trash in proper containers.
3. Store materials, equipment, and tools in the designated location set aside for them.
4. Keep areas free of tripping and falling hazards.
5. Keep walkways free from obstructions.
6. Oil and grease spills should be covered with an absorbent material and cleaned at the earliest possible time.
7. A job is not complete until all debris resulting from the task has been cleaned up.

VEHICLE SAFETY/DEFENSIVE DRIVING

This area embraces more than legal responsibility. It includes going all-out for safety and doing everything possible to avoid involvement in accidents. You are encouraged to develop the following safe driving habits:

1. Wear seat belts at all times.
2. Govern your speed primarily by the stopping distance required. In no case shall the legal limits be exceeded.
3. Maintain all safety devices of the vehicle in good working order.
4. Always signal before turning or changing lanes in sufficient time to warn other drivers of your intentions.
5. Never pass another vehicle at an intersection, railroad crossing, or where vision is limited or obstructed. Be absolutely sure that passing can be completed without crowding the vehicle being passed.
6. Never compete for the right-of-way. Be ready to avoid a collision at all times.
7. Stop signals must be obeyed. This means a full-and-complete stop.
8. Extreme care must be taken when backing. Honk before backing. Be sure there are no overhead or side obstructions.

9. Look in front, behind, and under your vehicle before moving it. These observations can be made when you approach your vehicle.
10. The engine should not be allowed to idle unattended.
11. Smoking is not allowed in District vehicles.
12. Check the spare tire prior to leaving.

HAND TOOLS

1. Hand tools should be used only for the purpose for which they were designed and should not be mistreated. For example, wrenches aren't hammers and screwdrivers aren't levers.
2. Sharp-edged or pointed tools without protective covers should not be carried in pockets.
3. Power equipment with inoperative, missing or defective guards or safety devices should not be used.
4. Be certain portable electrical tools are properly grounded or provided with alternative protection.
5. Damaged tools should not be used.

LADDERS, SCAFFOLDS AND GENIE LIFTS

Ladders

1. If the job requires a ladder, do not use boxes, crates, chairs, or other makeshifts.
2. Ladders should be long enough for the job, extending at least three feet above the upper ladder support.
3. Ladders shall be placed on solid, level footing with the base of the ladder a minimum distance from the wall equal to one-fourth of the length of the ladder.
4. When ascending or descending a ladder, always face the ladder and grasp the ladder with **both** hands. Only one person should be using the ladder at a time.
5. Whenever possible ladders should be tied off or otherwise secured to prevent shifting.
6. Ladders with split or broken rungs, side rails, missing safety feet, or any other safety defects should be withdrawn from use until repaired or destroyed.
7. Metal ladders should not be used around energized electrical equipment. Care shall be used when using ladders around electrical equipment, or lines.
8. If ladders are used in normal walkways, paths, near openings, or doors signs, barrier tape or other means shall be used to prevent accidental tipping or bumping of ladders in use.
9. Do not place ladders in front of doors, in walkways, driveways, or any place where there is danger of the ladder being bumped. Whenever possible, a second person is recommended to steady the ladder and/or assist with handling of equipment.
10. Personnel shall be tied off when working at heights of six (6) feet or above.

Scaffolds

1. Whenever possible, a scissor lift or other mechanical lift should be used. Lifts should have a proper guardrail, mid-rail, and toe boards (if necessary).
2. The proper type of scaffold should be used depending on the work being performed. Scaffolds should be fully planked or equipped with a proper platform appropriately equipped with a guardrail, mid-rail, and toe boards (if necessary).
3. All personnel shall take special care ascending, and while using scaffolds. Personnel shall be tied off when working at heights of six (6) feet or above.

Genie Lifts

1. Genie lifts should be used according to the manufacturer's instructions.
2. Never allow students to operate the genie lift.

WELDING AND CUTTING

1. Only authorized persons are permitted to operate gas and arc welding and cutting equipment.
2. Perform welding or cutting operations after every precaution has been taken to protect the area from fire hazards.
3. Wear appropriate eye protection when looking directly at an electric arc. Whenever possible, welding operations should be screened to protect others from welding flashes.
4. Oxygen and fuel gas cylinders must be kept in an upright position and always secured against falling.
5. Perform welding or cutting operations in a safe atmosphere/environment, one not containing possible explosives or gases. Welding or burning should not be done on drums, barrels, tanks, or other containers without making certain that flammable materials have not been stored in them.
6. Use a spark lighter to ignite torches. Do not use an open flame.
7. Compressed gas cylinders found to have leaking valves or fittings should be removed from service. Empty cylinders should have the valves closed.
8. Oxygen under pressure may react violently with oil or grease. Take every precaution to keep oxygen cylinders away from oil and grease. Never handle oxygen cylinders, valves, regulators, hoses or other fittings with oily hands or gloves. Compressed oxygen should never be used to clean off work clothes.
9. Fumes from welding or cutting certain metals can be extremely toxic. Always avoid inhaling fumes of any kind.
10. Always place safety caps on the cylinders prior to moving.

ATHLETICS

1. Provide trained personnel to oversee the proper use of equipment and facilities.
2. Check all equipment and play facilities to make sure safety devices are in place and in working order.
3. Abide by all Montana High School Association's (MHSA) regulations pertaining to equipment, supervision and standards.
4. Provide adequate security for fans, contestants and officials.
5. Equipment or structures which could be involved in a collision should be padded.
6. Exits should be clearly marked, unobstructed and usable.
7. First-aid kits shall be readily available and knowledgeable people available to render first aid.
8. Each member of the coaching staff must have a current, state approved first-aid card.
9. An injured participant should never be encouraged or ordered to keep playing.
10. Check bleachers, grandstands, and other spectator areas for hazards such as splinters, cracks, loose or missing nails or bolts, and poor footing.

AUTOMOTIVE/BUS SHOP AREA

1. Wear safety glasses at all times while in the work area. Wear appropriate chemical resistant footwear.
2. Wear protective aprons, gloves, and goggles when sanding, drilling, or during other hazardous activities.
3. Use an approved respirator during grinding, sanding, or paint spraying operations. Also, use appropriate ventilation.
4. Loose long hair, jewelry, and loose clothing should not be worn.
5. Tools and equipment shall be sorted and maintained properly. Broken machinery, tools, or equipment should not be used.

6. Check and use safety devices on all equipment. Machine guards should be kept in proper operating condition and used.
7. Walking under hoists or other hanging objects should be avoided at all times.
8. Never work under a car which is on a jack. Always block the wheels of unattended vehicles.
9. Use and store solvents, oils, and greases properly.
10. Maintain proper pressure regulation in compressed air and pressure vessels.
11. Run engines only with proper ventilation.
12. Dispose of hazardous wastes and chemicals appropriately.
13. Know the location of first-aid kits, fire extinguishers, emergency telephone numbers, and exits.
14. If necessary personal protective equipment is unavailable, talk to your supervisor.
15. Keep the area as clean as possible. Clean all grease and/or liquid off the floor as soon as possible.
16. Wash parts only in approved solvents and solvent tanks.
17. Never work under a vehicle alone. Make certain someone is around in case of an emergency.
18. Set the emergency brake and block the wheels while the engine is running.

BUS TRANSPORTATION

1. Before operating the bus, do a safety check. Do not operate a bus with a safety deficiency.
2. Check the flashing red lights and turn signals before use each day.
3. Wear shoes with backs and no straps while operating a bus.
4. Never check a running engine with loose long hair or while wearing loose clothing (scarves, ties, etc.).
5. Avoid situations that require backing a bus. If backing is necessary, ensure the way is clear prior to backing the bus.
6. A bus should never be left running if unattended. Set the parking brake, and always remove keys and close doors.
7. Set emergency brake prior to starting engine.
8. Passengers should not be allowed to stand while the bus is in motion.
9. Passengers should not be allowed to lie on the floor.
10. Distracting noises, such as radios, should not be allowed to be played loudly.
11. Obey all local, state and federal laws.
12. The driver must wear the provided seat restraints.
13. Drivers should be qualified and properly licensed. Drivers should be alert and capable or should not drive.
14. Drivers should drive defensively and in a manner which is appropriate according to existing road, weather, and traffic conditions.
15. Drivers should be knowledgeable in how to respond to an emergency situation and should know First-Aid and CPR.

CAFETERIA

1. Keep knives and other tools sorted in racks or bars with the blades protected.
2. Wash all sharp tools individually.
3. Discard all broken dishes and defective utensils.
4. Use potholders and/or gloves when needed.
5. Allow pans, ovens, and utensils to cool before washing.
6. Do not wear loose jewelry.
7. Plug electrical appliances into outlets only when your hands and the floor are dry.
8. Keep all cupboard doors and drawers closed when not in use.
9. Use floor mats where needed to prevent slipping on wet floors.
10. Keep all electrical cords out of walkways and away from work areas.
11. Use only ladders or step stools to reach high objects.

12. Wash hands thoroughly and tie loose hair before handling food.
13. Turn off all appliances before leaving work.
14. Make a first-aid kit available in the cafeteria.
15. Place the fire extinguisher strategically.
16. Practice good housekeeping.
17. Lift heavy objects according to the aforementioned guidelines. (See “Proper Lifting Techniques.”)

CUSTODIAL/JANITORIAL

1. Wear rubber gloves when using cleaning agents/solvents. Use eye protection and respirators when necessary.
2. Read labels and follow directions for obtaining appropriate concentrations of mixtures.
3. Always lock closet doors containing solvents, etc. Store chemicals and solvents in an approved manner.
4. Place warning signs, such as “Wet Floor”, strategically.
5. Do not wear loose clothing, hair or jewelry.
6. Know what chemicals you are using, its effects, and what to do if there is a spill. Refer to safety data sheets (SDS) for specific chemical information.
7. Contact your supervisor if necessary personal protective equipment is unavailable.
8. Report equipment in need of repair to your supervisor. Never use defective equipment.
9. Wear non-slip soled, chemical resistant shoes.
10. Lift heavy objects according to the aforementioned guidelines. (See “Proper Lifting Techniques.”)
11. Know the location of the nearest suitable eye wash station.
12. Do not use stools, chairs, tables, or drawers in place of a ladder. Use an appropriate ladder or step stool.
13. Practice good housekeeping.
14. If in doubt about a procedure or additional equipment, including personal protective equipment, contact your supervisor.
15. Safety glasses shall be worn at all times when doing any type of work that could conceivably have airborne objects.
16. Fire extinguishers should be readily available.
17. Proper use of machinery is a must.
18. Safety guards shall not be removed from equipment and must be used.
19. A trial run of all machinery should be done before operating.
20. Never attempt to do maintenance or remove a jam while machinery is being operated or connected to a power source.
21. If maintenance is required, use the lock-out/tag-out system and unhook the machine from the power source. Only **authorized** personnel shall perform maintenance.
22. Let hot equipment cool before storing.
23. All scaffolds and ladders must be used and maintained according to state regulations.
24. Post all unsafe areas and obey all other warning signs.
25. Use all safety devices properly.
26. Never work alone in high or unsafe places.
27. If maintenance is needed in an area in which you are not qualified, then post the area and get qualified personnel.
28. Maintain clear walkways.
29. When handling broken glass, wear protective gloves and safety goggles.

OFFICE SAFETY RULES

1. Practice good housekeeping.
2. Keep electrical cords and other tripping hazards out of walkways.
3. Do not overload electrical outlets.
4. Keep all desks or file drawers closed.

5. Open only one file drawer at a time. Opening more than one could result in the file cabinet tipping over.
6. Substitutes for ladders should never be used - chairs, stools, boxes, or drawers. Use ladders or step stools.
7. Do not tilt chairs.
8. Do not stack papers, books, or boxes in an unstable manner.
9. Keep all emergency phone numbers visible and easy to find.
10. Set up and maintain individual workstations in an ergonomically correct fashion.
11. Lift objects according to the aforementioned guidelines. (See "Proper Lifting Techniques.")

SECURITY

1. Direct supervision of all activities is required during school activities.
2. Doors should be kept locked during non-use hours to keep intruders out. Locked doors should be able to be opened from the inside.
3. All visitors will check in at the main office and be given a visitor's pass before being allowed to go on.
4. Horseplay and fighting is strictly prohibited on District property and will not be allowed.
5. Disputes that result in injury may be reported to the sheriff's office. The county attorney may file criminal charges when appropriate.
6. Persons found fighting shall be subject to discharge, suspension or expulsion.
7. Possession of any weapon or the use of any ordinary implement as a weapon shall result in discharge, suspension, or expulsion in addition to any criminal charges.
8. Records for all fighting, vandalism, and other school-related crime shall be kept. School officials and law enforcement agencies should work together.

FIRE PROTECTION

Prevention

1. All electrical equipment and controls must be in good condition.
2. Fire alarms and extinguishing equipment must be in working order and charged. Know the location and operation of fire extinguishers in your area(s).
3. All heating, ventilation, and air conditioning must work properly.
4. The facilities must be kept with good housekeeping practices.
5. Processes, such as painting, cutting and welding must be done properly, and the area cleaned at the end of each day.
6. Security is also necessary so that no intruders may enter and start a fire.
7. Gas cylinder valves should be closed when not in use.
8. Oily or greasy deposits and condensates shall be wiped up.
9. Employees must report any unsafe condition such as the ones addressed above to their supervisors.
10. Keep individual work area free of combustible materials such as accumulations of papers, oily and greasy rags, wood shavings, etc. Fluids spilled on the floor must be cleaned up immediately. Other combustible materials shall be stored properly.
11. Smoking is **NOT** allowed in **ANY** area of Thompson Falls School District buildings.
12. Never use gasoline for cleaning purposes.
13. Report promptly any defective wiring, short circuits, bare electrical wires or any wires showing over-heated condition.
14. Report fire immediately, use fire extinguishing equipment. **CONSIDER THE SAFETY OF YOURSELF AND OTHERS BEFORE THE SAVING OF PROPERTY.**
15. Keep emergency equipment clear. Report use of any emergency equipment to the supervisor.

Evacuation

Emergency exiting drills shall be conducted as per state law at each facility. To ensure safe exiting, the following steps should be followed:

1. Know where all exits are located.

2. Do not panic.
3. **Walk** to the nearest assigned exit.
4. Close all doors.
5. Check for stragglers.
6. Handicapped individuals should be assigned a buddy.
7. Account for all personnel and students.
8. Do not go back for missing people.
9. Report missing people to the facility Administrator.
10. Re-enter the facility only after being told to do so by the proper authorities.

CLASSROOM RULES

General

1. Never leave students unsupervised.
2. Know the location of fire extinguishers, first-aid equipment, exits, and emergency telephone numbers.
3. Learn how to operate all machinery before actual use.
4. Check to see that all appliances are “off” before plugging them in.
5. Read and observe all warning signs.
6. Stools, chairs or drawers should not be used in place of a ladder. Use a ladder or step stool designed for the job.
7. Maintain clear walkways. Maintain good housekeeping.
8. Use of sharp objects should be avoided unless necessary.
9. Maintain control of the class at all times.
10. Students should not be allowed to conduct an activity which is potentially dangerous.

Family and Consumer Sciences

1. Keep fire extinguishers readily available and charged at all times. Students and teachers shall be trained in the proper use of fire extinguishers.
2. Keep all drawers and cupboard doors closed as appropriate for safety.
3. Paper towels and other flammable material should be kept away from the stoves.
4. Students should wear safe, appropriate clothing conducive to safety while working in the lab.
5. Pan handles should be turned inward on a stove and pot holders should be readily available.
6. Check to see that all electrical cords are in good condition and kept out of walkways.
7. Avoid overloading electrical outlets.
8. Chairs, stools, boxes or drawers should not be used in place of ladders or step stools. Use a ladder or step stool designed for the job.
9. Maintain clear walkways.
10. Never leave students unsupervised.
11. Equipment should be stored properly after each use.
12. Keep a first-aid kit available at all times.
13. All sharp objects, such as pins, knives, and scissors, should be handled and stored properly.
14. Students will successfully pass safety tests prior to operation of equipment in the labs.

Science Labs

1. Anyone entering a laboratory situation shall wear safety goggles as needed.
2. The use of protective aprons shall be mandatory when using any chemicals.
3. When handling blood, a person shall wear impervious disposable gloves and face shields.
4. Loose clothing, hair, or jewelry should not be worn or should be controlled.
5. Use safety tongs when handling hot objects.
6. Every lab must have access to emergency eye wash, emergency shower, and fire extinguisher. Know their locations.
7. If a person must wear prescription glasses, he/she should also wear safety goggles over the prescription glasses.
8. Before beginning an experiment, check to ensure proper use of personal protective equipment.

9. Check equipment to ensure safety guards are in place.
10. First-aid supplies should be readily available.
11. A person(s) should be readily available and adequately trained to render first-aid.
12. No one shall work alone at any time.
13. Students should be taught proper use of equipment. Qualified supervision must be provided to students at all times.
14. Know the hazards involved in the experiment and all necessary precautions are taken before beginning.
15. No food product shall be allowed in the laboratory area.
16. People shall wash their hands prior to leaving the lab area.
17. Lab areas shall be maintained in a neat and uncluttered manner.
18. The exhaust hood shall be used when generating harmful gases or fumes.
19. All glassware shall be inspected for cracks, sharp edges and contamination.
20. Dispose of hazardous wastes and chemicals in an approved manner.
21. Store hazardous materials and chemicals in an approved manner.

Metal/Wood Shop

1. Safety goggles or glasses must be worn at all times.
2. Do not wear loose clothing, long hair or jewelry.
3. Wear protective hearing devices as needed.
4. Protective aprons, gloves and other personal protective equipment shall be worn when working with hot objects or equipment which produces chips or slivers.
5. Proper use of machinery is a **must**.
6. Fire extinguishers shall be made readily available, fully charged, and personnel in this area must know how to operate them properly. Exits must be located and unobstructed.
7. Guards shall not be removed and must be used.
8. Machinery should be tested before operating.
9. Do not attempt to do maintenance or remove a jammed piece of metal or wood while a machine is being operated or even connected to a power source.
10. If maintenance is required, use the lock out/tag out system and unhook from the power source. Only authorized personnel shall do maintenance.
11. Do not work alone with machinery.
12. Let hot equipment cool before handling or storing.
13. Machinery shall be appropriately guarded according to state and District regulations.
14. Long sleeved shirts shall be worn. The cuffs will be buttoned so that they are not hanging loose.
15. Walkways shall be clear of tripping hazards. Good housekeeping is a must.
16. All electrical cords shall be in good shape and out of walkways or work areas.
17. Respirators shall be provided and properly used when needed.
18. First aid kits shall be provided.
19. Good ventilation must be maintained.
20. Secure all equipment such as work benches and saws to the floor, walls, or ceilings.
21. Do not lift heavy objects alone. Get help.
22. Solvents and other chemicals must be stored properly and in compliance with regulations.
23. Solvents and other chemicals must be disposed of properly and in compliance with regulations.

Physical Education

1. Provide trained personnel to oversee the proper use of equipment and facilities.
2. Check all equipment and facilities to be sure that all necessary safety devices are in place and in working order.
3. Any equipment or structure which could be involved in collisions shall be padded.
4. First aid kits shall be readily available and persons available to render first-aid.
5. All physical education instructors must have first-aid and CPR certification.

6. Physical education instructors should maintain good physical conditioning. They should “warm up” appropriately before engaging in physical activities and should not attempt any activity they are not capable of performing.
7. Refer to safe operating procedures covering athletics, also.

CONFINED SPACES

Introduction: A confined space is identified as “a space which has any one of the following characteristics”:

1. Limited openings for entry and exit: Openings small in size which can be difficult to get in and out of, may need a ladder or hoist to get in and out.
2. Unfavorable natural ventilation: Spaces where air movement is at a minimum. Gases and chemicals can be trapped in these areas which can be harmful.
3. Not designed for continuous worker occupancy: Areas that were designed to store chemicals and materials but are not a space where personnel would spend any amount of time due to poor ventilation; a storage room.

There are possible hazards that can be encountered when entering and working in a confined space. Lack of natural air movement can cause:

1. **Oxygen Deficient Atmosphere**---An atmosphere with less than 19.5% oxygen. Oxygen levels can be affected by welding, cutting, or brazing, or by certain chemical reactions. An individuals’ normal breathing can change the oxygen level.
2. **Flammable Atmosphere**---The oxygen in the air and flammable gases, vapors, or dust in the proper mixtures can make a flammable atmosphere. Sparks from tools or two pieces of metal striking one another can make a spark and could cause an explosion. Never use pure oxygen to ventilate a confined space. Ventilate with normal air.
3. **Toxic Atmosphere**--- An area where chemicals might be stored or a work area where gases and toxic fumes are emitted, such as welding or cleaning with a chemical without proper ventilation. Never trust the senses to determine if the air in a confined space is safe. Many toxic gases and vapors cannot be seen or smelled, nor can the amount of oxygen present be determined with the senses.

Pre-cautionary measures include but are not limited to:

1. To ventilate: Use a blower or fan to help move the air in a confined space and to help rid the area of fumes or gases.
2. Respirators: Respirators can be used to allow workers to safely breathe without inhaling toxic gases or particles. Respirators with an air supply should be used where there is not enough oxygen.
3. Standby/Rescue: A standby person is defined as “one standing by when someone enters a confined space” and should not enter the space but should always be available to talk with the person in the space, and if trouble arises, contact the necessary emergency personnel. Only when help arrives shall the standby person enter the space to assist. Only a trained and properly equipped rescuer will initiate the rescue of a person trapped in a confined space.

General Physical Hazards:

Temperature extremes - hot/cold

Engulfment - cave-ins, sand

Noise - extreme noise levels in a confined working space; ear plugs or headphones required.

Slick/wet surfaces - falling; do not work with electrical equipment.

Falling objects - watch for falling objects while working in confined spaces.

Identified Confined Spaces of Thompson Falls School District:

1. Crawl spaces under both school buildings
2. Storage rooms for custodial supplies
3. Boiler rooms

HAZARD COMMUNICATION PROGRAM

General Policy

The purpose of this notice is to inform all employees that Thompson Falls School District is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using safety data sheets (SDS's), by ensuring that containers are labeled, and by providing personnel with training.

This program applies to all work operations in the district where people may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Under this program, personnel will be informed of the contents of the Hazardous Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Personnel will also be informed of the hazards associated with non-routine tasks, such as the cleaning of reactor vessels, and the hazards associated with chemicals in unlabeled pipes.

List of Hazardous Chemicals

The head of maintenance will make a list of all hazardous chemicals and related work practices used in the facility and will update as necessary. Our list of chemicals identifies all of the chemicals used in work process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding SDS for each chemical. A master list of those chemicals will be maintained by and is available from the head of maintenance.

Safety Data Sheets (SDS'S)

SDS's provide employees with specific information on the chemicals they use. The head of maintenance will maintain a binder in his/her office with a SDS on every substance on the list of hazardous chemicals. The SDS will be fully completed OSHA Form 174 or equivalent. He will ensure that each work site maintains an SDS for hazardous materials in that area. SDS's will be made readily available to employees at their workstations during their shifts.

The head of maintenance is responsible for acquiring and updating SDS's. The head of maintenance will contact the chemical manufacturer or vendor if additional research is necessary or if a SDS has not been supplied with the initial shipment. All new procurement for the district must be cleared by the head of maintenance. A master list of SDS's is available from the head of maintenance.

Label Requirements and Other Forms of Warning (Global Harmony System)

The head of maintenance will ensure that all hazardous chemicals in the district are properly labeled and updated, as necessary. The basic parts of a GHS compliant label will now feature the product name or identifier, a signal word, a hazard statement, precautionary statement, supplier information and a pictogram. The head of maintenance will refer to the corresponding SDS to assist employees in verifying label information. Containers that are shipped from the plant will be checked by the head of maintenance to make sure all containers are properly labeled.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. On stationary process equipment, regular process sheets, batch tickets, blend tickets, and similar written materials will be substituted for container labels when they contain the same information as labels. These written materials will be made readily available to your employees' work shifts.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled but their contents will be described in the training sessions.

Non-routine Tasks

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the head of maintenance. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be used to review the information presented in the initial training. Custodians will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

1. Summary of the standard and this written program
2. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes)
3. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)
4. Health hazards, including signs and symptoms of exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices of methods to assure proper use and handling of chemicals; and procedures for emergency response)
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where SDS's are located, how to read and interpret the information on both labels and SDS's, and how employees and students may obtain additional hazard information.
8. The Superintendent or designee will review the employee training program and advise the head of maintenance on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be Thompson Falls School District policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the head of maintenance will obtain input from employees regarding training they have received and their suggestions for improving it.

Contractor Employers

The head of maintenance, upon notification by the responsible custodians, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the head of maintenance will notify these individuals of the locations and availability of SDS's. Each contractor bringing chemicals on-site must provide appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

All employees and students, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDS's, and chemical information lists at the head of maintenance's office.

ASBESTOS MANAGEMENT PLAN

Annual Asbestos Notification To Parents And Employees of Thompson Falls School District
Required by the Asbestos-Containing Materials in Schools Rule, §§ 763.84(c) and 783.93((g))

(4))

In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the Asbestos Hazard Emergency Response Act (AHERA) mandate. These regulations are incorporated within the Asbestos-Containing Materials in Schools Rule, (40 C.F.R. Part 763, Subpart E). The AHERA was signed into law which required every school district to have a certified technician inspect all of the buildings for asbestos that may be present. The management plan had to be submitted to the Environmental Protection Agency by October of 1988. The School District utilizes Montana Schools Group Insurance Authority to conduct the inspections and update the management plan. The inspection report and management plan are on file in the district office and available for review upon request. Please direct all inquiries regarding the Asbestos Management Plan to the Superintendent at telephone (406) 827-3323.

BLOOD-BORNE PATHOGEN - EXPOSURE CONTROL PLAN

The Superintendent or designee shall comply with federal Occupational Safety and Health Administration (OSHA) standards (Title 29, Part 1910, 1030, and State or local requirements when applicable) to prevent the spread of blood-borne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee has developed a written exposure control plan designed to protect employees from possible infection caused by blood-borne pathogens including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

As part of the Exposure Control Plan, the Superintendent or designee has determined that the following employees could reasonably be expected to have exposure to blood-borne pathogens and other potentially infectious materials contaminated with blood as a result of performance of job duties: coaches, secretaries and teacher aides.

COACHES: Could be reasonably expected to come in contact with blood or body fluids when assisting with first-aid/injuries in the athletic program.

PE TEACHERS: Could be reasonably expected to come in contact with blood or body fluids when assisting with first-aid/injuries in the physical education program.

BUILDING SECRETARIES: Could be reasonably expected to come in contact with blood or body fluids as designated first-aid providers.

TEACHER AIDES: Could be reasonably expected to come in contact with blood or body fluids when assisting with first-aid/injuries while performing playground duties. Teacher Aides (assigned to assist students with activities of daily living needs such as toilet needs, i.e. diapering, wiping of genitalia). Also of concern are bodily fluids such as nasal secretions and saliva.

Employees determined to have occupational exposure shall participate in in-service education during their work hours and be offered Hepatitis B vaccine, within 10 working days of assignment, at no cost.

Any employee not identified as having risk for occupational exposure in the Thompson Falls School District's exposure determination may petition to be included in the Hepatitis B Vaccination program. Any such petition shall be submitted to the Superintendent or designee who will evaluate the request and notify the petitioner of the decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with blood or blood-contaminated materials as a result of job duties except when acting as a Good Samaritan in giving first-aid.

Procedures

If an employee is exposed to the blood or other potentially infectious materials contaminated with blood of another person as a result of collaterally providing first-aid assistance, the employee is required to notify:

1. His/her immediate supervisor or designee
2. File an Occupational Exposure Incident and a Workman's Compensation Accident form.

The Thompson Falls School District will provide: A confidential medical evaluation, including post-exposure Hepatitis B vaccination, within 24 hours of the exposure incident.

The post-exposure evaluation and follow-up will include:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the blood of the source individual will be tested (after consent is obtained for HIV/HBV infectivity). Results of testing of the source individual or the status of the source individual will be made available to the exposed employee. The exposed employee shall be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
3. The employee will be offered the option of having his/her blood collected to test for HIV/HBV serological status.
4. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If, however, the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken, and the blood sample discarded.
5. The employee will be given the appropriate counseling precautions to take during the period after the exposure incident and will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel. The designated safety officer shall be responsible for assuring that this portion of the policy is carried out.

Annual training is required for all employees, and training is to be conducted whenever job assignments or job procedures change. The training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. The training and information presented to employees will include the following:

1. Location of the standard and an explanation of its requirements.
2. An explanation of the epidemiology and symptoms of blood-borne diseases.
3. An explanation of the modes of transmission of blood-borne diseases.
4. An explanation of the employer's Exposure Control Plan and means by which the employee can obtain a copy of the written plan.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
7. Information on the types, location, proper use, and disposal of personal protective equipment.
8. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered, post exposure, free of charge.
9. Information on the appropriate actions to take and people to contact in an emergency involving blood or other potentially infectious materials.
10. An explanation of the procedure to follow if an exposure occurs, including the method of reporting the incident and the medical follow-up that will be made available.
11. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
12. An opportunity for interactive questions and answers with the person conducting the training.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment 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 in which the protective equipment will be used.

Disposable gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from the building secretaries and the school nurse.

Medical records will be maintained by the Thompson Falls School District for thirty years after the termination of the employment of:

1. Employees who report exposure incidents.
2. Employees determined in the Exposure Control Plan to be reasonably expected to have exposure to blood-borne pathogens as a result of performance of job duties. The medical records must include:
 - a. Name and social security number.
 - b. Hepatitis B vaccination status (including dates).
3. Results of any examinations, medical testing and follow-up procedures.
4. A copy of information provided to the health care professional.

Further, the medical records will be stored in a manner that is in compliance with federal, state and local laws concerning privacy and confidentiality of medical records.

Records of participation in in-service education provided by the Thompson Falls School District will be compiled and maintained for three years. Substitute employees will be given a training information sheet upon initial assignment of their job duties.

BLOOD-BORNE PATHOGEN- Post Exposure Protocol

Blood-borne Pathogen Post Exposure Treatment Centers for District Employees

The sites listed below are designed to provide post exposure evaluation and treatment to District employees:

* The Employee Must:

1. Report occupational exposure within 24 hours to site administrator and/or immediate supervisor.
2. Complete an Accident Report and initiate the Employee Occupational Exposure Incident form.
3. Go to the designated clinic listed above for treatment. (A post exposure while on duty is considered a Workman's Compensation case).
4. See Blood-Borne Pathogen Exposure Control Plan for details.

Universal Precautions for All Personnel

“Universal Precautions” is an approach to infection control. The concept of universal precautions is that all human blood and body fluids are treated as if known to contain disease-causing germs (pathogens).

Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) can be found in blood, semen, vaginal secretions and breast milk. HBV (not HIV) is also found in high enough concentrations in saliva to transmit infection from one person to another. Saliva and other body fluids such as urine, vomitus, nasal secretions, sputum, and feces often contain germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. All students and staff shall routinely observe the following universal precautions to prevent and reduce spread of infectious disease:

1. Wear disposable waterproof gloves whenever expecting to come into direct contact with blood, other body fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. Do not reuse gloves. After each use, remove gloves without touching the outside and dispose of them in a lined waste

container. After removing gloves, wash hands thoroughly with soap and water as described below.

2. Wash hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:
 - a. Immediately after any accidental contact with blood, body fluids, or drainage from wounds, or with soiled garments, objects or surfaces.
 - b. Immediately after removing gloves or other protective equipment or clothing.
 - c. Before eating or drinking or assisting others with eating and drinking.
 - d. Before handling food, cleaning utensils or kitchen equipment.
 - e. Before and after toileting or before and after diapering and assisting with toileting another.

When running water is not available, use an antiseptic hand cleanser and clean towels or antiseptic towelettes. Use soap and running water as soon as possible.

3. Clean surfaces and equipment contaminated with blood with soap and water. Disinfect them promptly with a fresh solution of household bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in the disinfectant and dry thoroughly.
4. Properly dispose of contaminated materials. Under normal conditions, the amount of waste generated at a typical educational facility would not warrant segregation and special handling procedures as outlined in 29 CFR 1910.1030.
 - a. Materials contaminated with blood or other potentially infectious materials should be segregated at the time of the incident, double bagged in plastic bags, and disposed of with ordinary trash.
 - b. Do not segregate and accumulate a quantity of contaminated materials for later disposal. Where large quantities of blood and wastes are generated, there will likely be assistance from professional emergency personnel who are trained in proper handling and disposal of contaminated materials.
 - c. If a school staff member must be involved in handling and disposal of medical sharps, such as syringes, hypodermic needles or other potentially infectious objects which are capable of penetrating the skin, these items should be containerized in labeled sharps containers available from the school nurse.
5. A caregiver who has any bleeding or oozing wounds or skin conditions should not care for others' injuries.
6. Use a mouthpiece, resuscitation bag or other ventilation device to provide mouth-to-mouth resuscitation.
7. Immediately report any incident of accidental exposure to blood or any first-aid incident that involved direct contact with blood in accordance with District policies about accidents reporting and the Exposure Control Plan.

Temporary Employees Training Information Sheet

Thompson Falls School District, in compliance with OSHA standards, has developed a written blood-borne pathogen-exposure control plan designed to protect employees from possible infection caused by blood borne pathogens including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

A copy of the Exposure Control Plan is available for review from each of the following:

1. Building principals
2. Secretaries
3. Maintenance Supervisor
4. School Lunch Program Manager.

Temporary employees are encouraged to practice universal precautions as an approach to infection control. Please find an information sheet on universal precautions attached. Immediate supervisors should be contacted for questions.

HAZARDOUS ENERGY CONTROL PROGRAM LOCK-OUT/ TAG-OUT

This procedure establishes the minimum requirements for lock-out or tag-out of energy isolating devices. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy, and locked-out or tagged-out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

All employees will be instructed on the purpose and use of the lock-out or tag-out procedures. Maintenance employees and contracted service providers will utilize lock-out/tag-out equipment when working with hazardous energy.

1. All isolating devices will be located and identified so as to ascertain which switch, valve, or other energy isolating device(s) applies to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or other) may be involved.
2. All affected employees will be notified that a lock-out or tag-out system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
3. If the machine or equipment is operating, turn it completely off.
4. Operate the switch, valve, or the energy isolating devices so that the equipment is isolated from its energy source. Stored energy (springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure) must be dissipated or restrained by a method such as repositioning, blocking, bleeding down, etc.
5. Lock-out and/or tag-out the energy isolating devices with assigned individual locks or tags.
6. To ensure that all energy sources have been deactivated, ensure that employees are not exposed, and then operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION: Return operating controls to neutral or off position after the test.**

The equipment is now locked out or tagged out.

1. After the servicing, and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machine to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lock-out/tag-out devices to restore energy to the machine or equipment.

In the preceding steps, if more than one individual is required to lock-out or tag-out equipment, each shall place his/her own personal lock-out device on the energy isolation device(s). When an energy device cannot accept multiple locks or tags, a multiple lock-out or tag-out device (hasp) may be used. If lock-out is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lock-out box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lock-out protection, that person will remove his/her lock from the box or cabinet.

All equipment shall be locked-out or tagged-out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. **DO NOT ATTEMPT** to operate any switch, valve, or the energy isolating device where it is locked or tagged out.

Personnel Authorized to Lock-out/Tag-out:

Name / Title

Name / Title

Name / Title

Name / Title

Location of locks and tags: _____

REPORTING ACCIDENTS/INCIDENTS

To ensure Thompson Falls School District Board of Trustees and administrators are aware of potential claims against the district, all employees will complete incident reports. Employees will report, in writing, any unusual occurrence which could conceivably develop into a claim for injury against the district. This could include reports of a person falling, a practical joke gone awry, a "close call," or any apparent accidental injury.

The report will contain the time, place, witnesses, and account of the incident, etc. Incident reports will be filed in the supervisor's office and the District Clerk's office.

Work-Related Injuries

Patient (employee): _____

Employer: Thompson Falls School District

Physician: _____ Date: _____

TO ATTENDING PHYSICIAN:

2. Has patient reached maximum healing?

If yes, date _____

If no, estimated date healing will be reached _____

2. Is the injured worker able to NOW return to previous employment?

If yes, are there any restrictions?

If the injured worker cannot return to previous employment, can he/she return to any type of employment with the Thompson Falls School District?

Physician's signature: _____

Patient's Medical Authorization

TO WHOM IT MAY CONCERN:

You are hereby authorized to give to Thompson Falls School District or any of its representatives, any and all medical information including, but not limited to, any and all medical records, tests, x-rays and reports regarding the past or present physical condition of, or treatment rendered to:

Patient (Employee): _____

A copy of this form shall have the same effect as the original.

Signed

Date

Employee Occupational Exposure Incident FORM

Name: _____

Social Security Number: _____

Building: _____

Job Classification: _____

1. Copy of employee's Hepatitis B vaccination record or declination form.
2. Attach any medical records relative to Hepatitis B.

Brief Description of Exposure Incident: _____

Date: _____

Log and attach all results of examinations, medical testing, and follow-up procedures:

Log and attach this District's copy of information provided to the health care professional:

1. Accident Report
2. Results of the source, individual blood testing, if available.
3. Log and attach this District's copy of the health care professional's written opinion.

NOTE: Maintain this record for the duration of employment, plus 30 years.

Hepatitis B Vaccination Consent/Declination

Employee Name (Last, First, MI) _____ Social Security No. _____

Address _____ City _____ State _____ Zip _____

Work Location: _____ Position: _____

Telephone No: (work) _____ (Home) _____

I have been informed of the symptoms and modes of transmission of blood-borne pathogens including hepatitis B virus (HBV). I know about the district's infection control program and understand the procedure to follow if an exposure incident occurs.

I understand that the hepatitis B vaccine is available, at no cost, to employees whose jobs involve the risk of directly contacting blood or other potentially infectious material. I understand that vaccinations shall be given according to recommendations for standard medical practice in the community.

SIGN A OR B BELOW (one only)

A. Hepatitis B Vaccine Consent

I consent to administration of the Hepatitis B Vaccine. I have been informed of the method of administration, the risks, and expected benefits of the vaccine. I understand that the District is not responsible for any reactions caused by the vaccine.

Employee's Signature _____

Date _____

B. Hepatitis B Vaccine Declination

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.

Employee's Signature _____

Date _____

Consents: Call the School Health Officer for vaccination appointment.
Declinations: File in Employee's Personnel File.

DOCUMENTATION OF ANNUAL TRAINING

By my signature below, I acknowledge that I have received information and training regarding:

1. Location of the standard and an explanation of its requirements.
2. An explanation of the epidemiology and symptoms of blood borne diseases.
3. An explanation of the modes of transmission of blood borne diseases.
4. An explanation of the employer's Exposure Control Plan and means by which the employee can obtain a copy of the written plan.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
7. Information on the types, location, proper use, and disposal of personal protective equipment.
8. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered, post exposure, free of charge.
9. Information on the appropriate actions to take and people to contact in an emergency involving blood or other potentially infectious materials.
10. An explanation of the procedure to follow if an exposure occurs, including the method of reporting the incident and the medical follow-up that will be made available.
11. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
12. An opportunity for interactive questions and answers with the person conducting the training.

The training session was conducted by: _____

Qualification of individual conducting training session: _____

EMPLOYEE SAFETY PLEDGE

My signature below indicates that I have read the Safety Manual for Thompson Falls District and that I have a copy of the manual for future reference. I understand the necessity for calling these important safety instructions to my attention. My signature also represents a pledge to cooperate with the safety program requirements of Thompson Falls School District.

I understand that compliance with all safe work practices and rules is a condition of employment.

I also understand that it is one of the requirements of my employment to IMMEDIATELY report any work-related injuries, no matter how slight, to my supervisor.

Last Name (please print) First Name

Signed: _____ Date: _____

All forms are available in the office of the Secretary, District Clerk, and the policy display area on the server. Please turn in all reports to the Business Manager/Clerk.