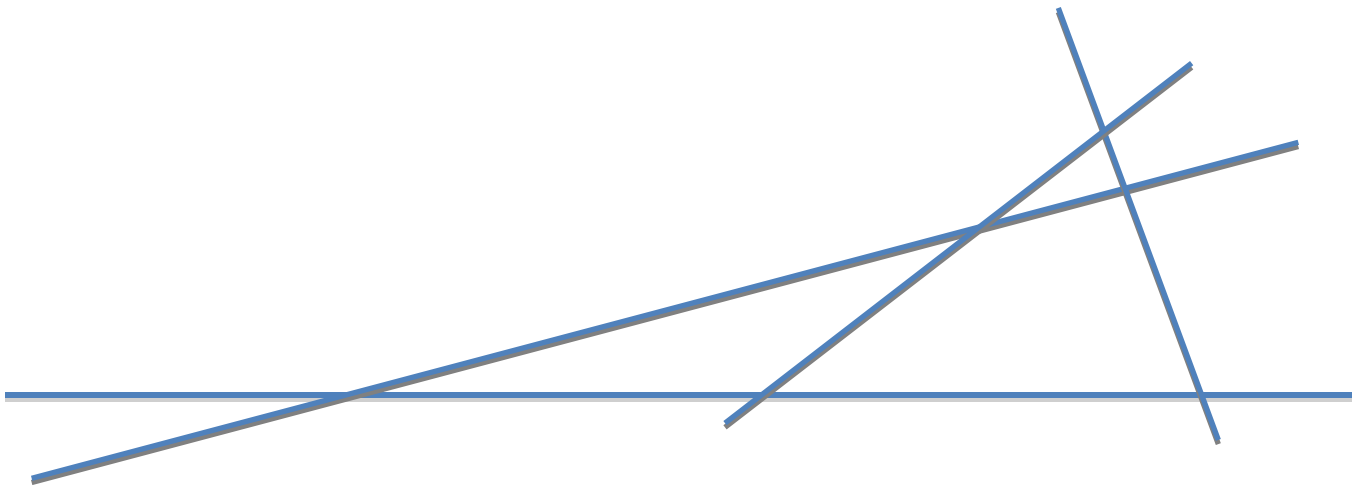


HELLGATE ELEMENTARY SCHOOL
DISTRICT
SAFETY PROCEDURE HANDBOOK



2024 – 2025

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SUPERINTENDENT'S MESSAGE

Welcome to Hellgate Elementary School District. This handbook is to acquaint you with the safety policies and procedures of your school. The rules governing our school are a result of the combined efforts of the Board of Trustees, administration, faculty, students, and the community. We sincerely hope that each of you have a successful and enjoyable year.

Molly Blakely, Superintendent

INTRODUCTION:

Every employee has the right to a workplace free from occupational safety and health hazards. An effective safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management. In accordance with the Montana Safety Culture Act, it is the policy of Hellgate Elementary to maintain a safety program designed to keep the school district a safe working environment.

Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Hellgate Elementary values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families. In pledging its full support of the safety process, Hellgate Elementary recognizes certain obligations:

- That prevention of accidents and protection of all resources are guiding principles.
- That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
- That safe working conditions and methods are of prime importance and take precedence over shortcuts and quick fixes.
- That Hellgate Elementary will comply with all safety laws and regulations.
- That feedback will be welcomed from all employees.
- That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

As an employee of Hellgate Elementary, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Hellgate Elementary believes in the dignity and importance of the individual employee and his/her right to a safe and productive working environment. The prevention of occupational injuries and illnesses will be given top priority at all times. The Safety Procedure Handbook and its Appendices contain valuable information to assist Hellgate Elementary and its employees in understanding, recognizing, and fulfilling the key requirements necessary to promote a workplace free from occupational safety and health hazards.

Hellgate Elementary School District

8301

NONINSTRUCTIONAL OPERATIONS

District Safety

The Board of Trustees recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The Superintendent will develop a plan for fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. **There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills.** All teachers will discuss fire drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day to avoid distinction between drills and actual disasters.

The Superintendent will develop safety and health standards that comply with the Montana Safety Culture Act.

School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District’s Safety Plan.

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticide, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District’s Safety Plan.

Legal References:	§ 20-1-401, MCA	Disaster drills
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§ 20-1-801, et al., MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§§ 50-71-311, MCA	Montana Safety Act

Cross References:

Policy History:

Adopted on:
08/14/2023

Revised on:

Safety Responsibilities

Everyone shall be fully responsible for implementing the provisions of the safety processes and procedures within their respective jurisdictions. The responsibilities listed are minimums, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

Management

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible.
- C. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties. Active, motivated participation by each individual is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - Funding - safety equipment; personal protective equipment; training courses and materials
 - Personnel - outside experts; Risk Management Services consultants; interdepartmental liaisons
 - Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs
 - Support - encourage acceptance by everyone
 - Other, as needed
- E. Provide training for Hellgate Elementary staff personnel in hazard identification and accident/ injury investigation.
- G. Ensure that sub-contractors follow all appropriate safety and health standards.

Supervisory Personnel

Supervisors are leaders, whether first line or departmental, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- Exhibit leadership, provide guidance and set the tone for safe behavior.
- Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.

Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- Create and maintain a safe working environment in all aspects of employment.
- Exhibit active concern for fellow employees and the workplace.
- Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
- Understand and observe all personnel and work rules, policies, and procedures.
- Wear required personal protective equipment, including seat belts.

- Operate only machines and equipment that they have been formally trained to operate.
- Follow all accident reporting procedures.

Discipline Policy

Hellgate Elementary's policy is built to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the organization considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible. Administrators and/or Supervisors are responsible for counseling employees as problems occur regarding adherence to the policies, procedures, and rules of the organization and work unit.

Discipline Procedures

The Discipline procedures outlined in current staff employee handbooks and the Hellgate Elementary School Board policy manual must be adhered to by all employees.

Discipline Policy Rationale

Employers are required to promulgate safety policy and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced. The school

district periodically experiences issues around disciplining employees for safety violations. Some issues that have developed in the past are:

- Employee accusations of unfair/unequal enforcement.
- Employee accusations of no enforcement.
- Using your disciplinary actions to cast a poor light on your personnel practices.
- Employees trying to get revenge on supervisors or co-workers.
- The use of information about employer/personnel practices at any hearing to try to portray the employer as only giving little credence to safety issues.
- Impugning the character and integrity of the employer by casting a poor light on the employer's supervisory practices and/or personalities.

No organization, including school districts, likes to be involved in discipline issues. However, the school district has to remember that an unenforced rule is no rule at all, and that silence implies consent, so the school district must be prepared to actively and fairly enforce the rules. The keys to an effective disciplinary procedure are as follows:

- The employee must know the rules and the consequences for violating them.
- The rules must be enforced.
- The enforcement cannot be arbitrary and capricious.

A progressive disciplinary process ensures that the rights and obligations of the employer and employee are guarded.

Accident/Incident Reporting

Handling Injuries Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental

Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- Ensure that first aid and emergency care is provided;
- Ensure that action is taken to prevent additional injuries (secure the scene);
- Notify the supervisor when practical;
- Follow reporting and investigation procedures.

Accident Reporting

- All accidents and incidents are to be reported immediately to the Human Resources Department at 728-5626, ext. 4054.
- The immediate supervisor will complete the appropriate accident investigation.
- The **Human Resources Department** will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury Form.
- The First Report of Injury Form will be completed and processed by the Human Resources Department within five calendar days. This individual will also complete any other required forms.
- Injuries requiring only first aid must also be reported following these guidelines.

Accident/Incident Investigation

The immediate supervisor, in conjunction with any other designated individual(s), shall investigate all accidents and incidents which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or has the potential to cause serious injury.

Guidelines for Conducting Investigations

- Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- Interview the victim ***when the timing is right***. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.
- Make objective recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

Safety Inspections

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the *Responsibilities* section, they also are expected to act to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the joint loss management committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to act on the recommendations.

Frequency

- Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

Guidelines for Correcting Unsatisfactory Conditions

- First and foremost, take the necessary action to prevent an injury! (Remove the tool from service; post a warning sign, etc.)
- Take appropriate steps to permanently correct the hazard. Report all action

- taken to the appropriate people.
- If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

Recordkeeping Guidelines

- Document the inspection. At a minimum, record:
 1. Inspection date;
 2. Name of person(s) who conducted the inspection;
 3. Location/piece of equipment inspected;
 4. List of findings, both positive and negative;
 5. Any action taken;
 6. List of recommendations for further action.
- File the inspection reports in the Hellgate Elementary district office.

Training Requirements for Safety and Health

Education and Training

Effective education and training of employees will be provided. We understand that a well-trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible. Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

Types of Training

A. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

B. Specific/On the Job

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

C. Follow-up

Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

Recordkeeping

For all training that is provided the following information will be maintained in compliance with applicable laws:

- Brief description of the topic
- Date of training
- Name and affiliation of instructor
- List of attendees
- Forms indicating completion and understanding of the training.

Universal Precautions and Infection Control

Universal precautions are intended to prevent the transmission of infections and diseases of all types, as well as to decrease the risk of exposure for all School Department employees and students. These precautions *must* be used at all times.

Universal Precautions Pertaining to Blood and Body Fluids

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Proper hand washing, the use of barriers, and appropriate disposal of waste products are essential techniques of infection control. Using common sense in the application of these measures will enhance protection of both the care-giver and other persons. Students should be encouraged to care for their own injuries, when possible, under the supervision of a care-giver.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Use of running water, lathering soap and using friction to clean all surfaces of the hand is important. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact whenever possible and after the contact is completed.
- If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately.
- Hands should be washed whether gloves or a barrier are used.

Barriers

Barriers include disposable gloves, tissues, paper towels, gauze, cotton, etc. (anything which puts something between the care-giver and the affected area). The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the care-giver as well as to control the spread of infectious agents from person to person. It is essential that appropriate barriers be used at all times.

Gloves should be worn when direct care of the person may involve contact with blood or body fluids. For infection control, it is recommended that gloves or a barrier be used as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

- Gloves should be worn when changing diapers.
- Gloves should be worn when providing mouth or nose care.
- Gloves should be worn if the care-giver has broken skin on the hands (even around the nails.)

- Gloves should be worn when cleaning up spills of blood (e.g., nosebleeds) or body fluids and waste.

Disposal of Waste

All trash contaminated with blood or body fluids (i.e. sanitary napkins, paper towels, tissues, etc.) after being wrapped in a barrier, should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of others.

Clean-up

Spills of blood and body fluids should be cleaned up immediately.

- Wear gloves.
- Mop up the spill with paper towels or other absorbent material.
- Using a solution of one-part household bleach in ten parts of water, wash the area well.
- Clean the object which caused the injury.
- Dispose of gloves, soiled towels and other waste in a sealed double plastic bag in the garbage as outlined previously.

Regular cleaning of surfaces such as toilet seats and table tops can be done with the standard cleaning solution already used or the bleach solution outlined above on a daily basis or more frequently as needed.

Trash from the health office and bathrooms should always be double-bagged.

Accidental Exposure

If accidental exposure to blood, body products or body fluids occurs, the following procedure should be used.

- Always wash the contaminated area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or contamination of broken skin occurs, irrigate and/or wash the area thoroughly.
- If a cut or puncture injury occurs, wash the area thoroughly with soap and water.

Any questions regarding the use of these precautions should be directed to the school nurse.

Blood Borne Pathogens

To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.

To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
- Identify job classifications where some employees have exposure based on certain tasks.
- Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
- Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other blood-borne pathogens).
- Supply first aid and potentially infectious material clean-up kits that contain:
 1. One time use disposable gloves such as surgical or examination gloves;
 2. Eye/face protection to protect the face against splashing of body fluids;
 3. Material to absorb blood or other potentially infectious material;
 4. Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
 5. Disinfectant to clean surface which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
 6. Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.

7. Waterless, disinfectant hand cleaners

Employee shall

- Respond to all situations involving blood or other human body fluids with universal precautions (treat all blood and body fluids as if known to be infectious for HIV, HBV or other blood-borne pathogens).
- Follow the procedure listed in the Appendix of this policy when responding to any situation involving blood or other potentially infectious materials.

Procedural Overview

Protection measures when responding to a medical emergency

- Before attending to a victim medically, place on the following personal protective equipment:
 1. Single use disposable gloves, such as surgical or examination gloves;
 2. Eye and face protection to protect from splashed body fluids.
- Attend to the victim and perform needed medical measures.
- Clean up and dispose of contaminated sharps and dressings as outlined below.

Clean-up of blood or any other potentially infectious material

- Before cleaning up any human blood or other potentially infectious material utilize the following personal protective equipment:
 1. Single use disposable gloves such as surgical or examination gloves; Eye and face protection to protect from splashed body fluids.
 - Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
 - Scoop up the fluid-soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
 - Once all the absorbent and body fluid(s) are scooped up, dispose of the device(s) into the same container.
 - Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.

- Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing).

Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids

- Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
- Do not suck or "force bleed" the exposed area.
- Report the exposure to your supervisor.
- Fill out appropriate forms, which may include:
 1. For Fire, Police, EMS, Corrections
 2. Emergency Response/Public Safety Worker Incident Report Form
 3. First Report of Injury

Confined Space Entry

To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the Montana Safety Culture Act.
- Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
- Train all involved employees in safe confined space entry operations.

Supervisor shall

- Ensure that an entry permit is accurately completed before allowing entry into a confined space.
- Continually evaluate the entry and remove entrants should conditions warrant.

Employee shall

- Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically, this is done by "cracking" a cover or partially opening a door.
- Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
- Follow procedures outlined for entrants and attendants outlined in 3. Procedural Overview.

Procedural Overview

Before Entry

- Determine if it is safe to open the space for eventual entry (i.e.: open manhole cover).
- Evaluate atmospheric hazards of confined space by first testing the internal atmosphere with a correctly calibrated direct reading instrument in this order:
 1. Oxygen content;
 2. Flammable gasses and vapors; and
 3. Potentially toxic air contaminants.
 - If the confined space has been determined to have a hazardous atmosphere:
 1. Eliminate the hazardous atmosphere before entry through the use of forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.
- Identify and effectively control any physical hazards including, but not limited to:
 1. Material with potential to engulf an entrant;
 2. Internal configuration which could cause an entrant **to** become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross- section; and
 3. Fall hazards.
 4. Electrical hazards (or other energy sources).
 - Establish means of communication between the employee entering the space and the space attendant (i.e.: face-to-face, radio or other appropriate means).

- Determine which types of **PPE** the entrant(s) should use based on hazards identified.
- Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (i.e. Tripod with retrieval mechanism and full body harness).
- Complete the Confined Space Evaluation form (permit).

During Entry

- **Attendant**

1. One employee shall remain directly outside the space throughout the duration of the entry;
2. Remains in constant contact with the entrant.

- **Entrant**

1. Enters space wearing appropriate personal protective equipment; and
2. Remains in constant contact with the attendant

- **Communication**

1. Continual communication must occur between entrant and space attendant.
2. In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.

- **Air monitoring**

1. Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
2. In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.

- **Ventilation**

1. If the space contains a hazardous atmosphere, forced air ventilation, making inert or flushing shall remain throughout the duration of the entry procedure.
2. In the event these measures fail, the entrant shall be retrieved from the space immediately using the designated rescue procedures.

After Entry

- Replace the entrance cover securely.
- Document the entry procedures using the confined space evaluation form.

Emergency Exits

To ensure adequate exits and proper labeling of exits in the workplace. To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Mark exits clearly with visibly illuminated exit signs.
- Mark any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, with a sign reading "Not an Exit."

Employee shall

- Maintain exits and the way of approach and travel from exits so that they are unobstructed and are accessible at all times.

Hazardous Substances

To protect employees from hazards associated with the storage and handling of hazardous and toxic substances. To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances.
- Keep a running inventory of all hazardous and toxic substances in the workplace.

- Determine the level of chemical hazards within the workplace.
- Replace chemicals with less harmful alternatives when applicable.
- Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
- Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
- Post appropriate signs and notices as required.
- Provide and require the use of appropriate personal protective equipment at no cost to employees.

Employee shall

- Handle, store and dispose of hazardous and toxic substances according to manufacturer's guidelines.
- Never mix chemicals unless authorized by the employer.
- Never remove labels from containers of hazardous or toxic substances.

Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

Material Safety Data Sheets

- Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
- The Material Safety Data Sheets shall be kept on file in a convenient office location, the Building Principal's office, or notification if relocated and made available, upon request, for examination and reproduction.
- Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
 1. Identity of the substance as it is listed on the label;
 2. The chemical's common name;
 3. If the chemical is a mixture, the identity of the ingredients;
 4. Physical and chemical characteristics;
 5. Physical and health hazards including the primary routes of entry into the body;
 6. Safe handling, use and disposal procedures;
 7. Spill and leak precautions and procedures;
 8. Emergency and first aid procedures; and
 9. Name, address and phone number of the chemical manufacturer.

Labeling Requirements

- All hazardous and toxic substances must have a label containing the following information;
1. Identity of the substance
 2. Name and address of the chemical manufacturer, importer, etc.
 3. Hazard warnings including acute and chronic health hazards as well as physical hazards.
- Labels must be substantial.
 - Labels must not be removed under any circumstances.
 - Containers without labels must be removed from use even if the contents are supposedly known.
 - Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

Training Requirements

- Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
 - Employees will receive the following information:
1. Any operations in their work area where hazardous chemicals are present;
 2. Location and availability of Material Safety Data Sheets and lists of chemicals.
 - Employees will be trained in the following areas:
 1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 2. Physical and health hazards of the chemicals in their work area;
 3. Methods employees can use to protect themselves from hazards in their work area;
 4. Labeling systems;
 5. How to use Material Safety Data Sheets.

Personal Protective Equipment

Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes:

- Goggles
- Face shields
- Rubber gloves

- Aprons

Lockout Policy

To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.

To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
- Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.

Employee shall

- Effectively disconnect and make non-hazardous forms of energy capable of causing injury during maintenance procedure.
- Lock all energy sources or switches in the "off" position prior to making any repairs.

Procedural Overview

- Identify all forms of potentially hazardous energy
1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic,, steam, pneumatic, vacuum or mechanical.
 - Notify affected employees
 1. Inform all affected employees of pending shutdown
 - Shut down equipment through normal means-
 1. Depress stop button, toggle switch, etc.
 - Apply lock to energy isolation device
 1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.

2. Attach the lock to the machine's energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
 - Release all excess energy from machinery
1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.
 - Perform maintenance or repair work on machinery
 - Remove lock-
1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
2. Only the employee performing repair work may remove the lock and restart the machinery.
 - Restart equipment
1. Ensure that people, tools, etc. are clear of machines before start up.

Noise Exposure

To protect employees from hazards associated with occupational noise exposure. To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Monitor noise levels in the workplace to ensure they do not exceed an 8-hour time weighted average of 85 db.
- Institute engineering and administrative controls to reduce employee noise exposures when necessary.
- Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
- Train employees in the correct fit and care of hearing protection devices.
- Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
- Keep records of sound level readings and employee training.

Employee shall

- Inform employer when exposure to excessive noise is suspected.
- Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.

Wear provided hearing protection when employer deems necessary.

Personal Protective Equipment

To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.

To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Evaluate the workplace to determine hazardous environments in which workers perform tasks.
- Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
- Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
- Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
- Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

Employee shall

- Wear/use all personal protective equipment provided by the employer.
- Wear/use all personal protective equipment according to manufacturer's

guidelines.

- Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
- Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
- Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

Respiratory Protection

To protect employees from respiratory hazards in the workplace.

To ensure compliance with the Montana Safety Culture Act.

Responsibilities

Employer shall

- Minimize respiratory hazards through engineering, work-practice and administrative controls.
- Test any work area or work process to determine the necessity of respiratory protection for employees in those areas.
- Train supervisors and other affected employees in the selection, use and maintenance of respiratory protection.
- Provide fit testing of respiratory protective equipment.
- Ensure that employees wear respiratory protection when required to do so.

Employee shall

- Follow practices set by Hellgate Elementary for proper selection, use and maintenance of respiratory protection.
- Use respiratory protection when deemed necessary by the employer.

Procedural Overview

General Requirements

- Issue respiratory based on hazardous conditions or potential hazards.
- Employees with long facial hair such as beards are not permitted to wear respiratory protection.

Respiratory Protection Cleaning, Inspection and Maintenance

- Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use.
- Disinfect and clean respiratory protection after use and check for damage.

Medical

- Employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

SAFETY PROGRAM SUMMARY

Accidents are undesirable, unplanned occurrences which may result in tragic consequences-- bodily harm, loss of school time, and even fatality. It shall be the policy of the Hellgate Elementary Board of Trustees to guard against such occurrences by taking every precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; school campus inspection; driver and vehicle safety programs; fire prevention; and emergency procedures/traffic safety problems relevant to students, employees, and the community.

Hellgate Elementary reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy. The rules set out in this manual are as complete as the school district can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that have not been anticipated may arise. The school district may vary from the policies and provisions in this manual, in its sole discretion, as circumstances arise.

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SAFETY RULES & EMPLOYEE RESPONSIBILITIES

The following pages reflect procedures commonly known to all and practiced by everyone as they relate to each of the jobs applicable to Hellgate Elementary School. Review them carefully and follow them daily.

General safety rules will be published and distributed periodically. This section of our employee manual deals with specific safety rules and accident prevention. These rules and employee responsibilities must be considered at all times.

SAFETY IS EVERYONE'S BUSINESS

As a Hellgate Elementary School employee, I am responsible to:

1. Observe all school safety and health rules and apply the principles of accident prevention in day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or safety committee representative promptly.
4. Observe all hazard warnings.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Know the location of fire extinguishers and keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Avoid any activities that may result in injury.
9. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
10. Walk at all times and take no unauthorized shortcuts.
11. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.

12. Wear appropriate clothing and jewelry, and restrain hair near moving machinery, around electrical equipment, or other sources of entanglement.
13. Obey all county and state driving regulations and laws while on school business or property.
14. Clean up spills of any non-hazardous materials. Contact the office when cleanup of hazardous materials is needed.
15. To store materials in a safe manner and to keep your work areas and/or machine as clean and uncluttered as possible.
16. Avoid carrying sharp tools inappropriately.
17. Use extension cords that are grounded.
18. Only operate equipment associated with my regular duties unless properly trained.
19. Know where the closest exit is located. Follow the instructions of your supervisor in case of an emergency.
20. Report to work drug and alcohol free.
21. Use proper lifting techniques when moving heavy objects.
22. Obey all state and federal laws concerning possession and use of firearms, and follow the district guidelines for guns.
23. Actively support and participate in the school's efforts to provide a safety and health program.
24. To use universal precautions for infection control. Universal precautions require that you consider every person, all blood, and all body fluids to be a potential carrier of infectious disease.

SELF INSPECTION AREAS OF CONCERN

1. Processing, Receiving, Shipping and Storage – equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling, and storage methods.
2. Building and Grounds – floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways and aisles.
3. Housekeeping Program - waste disposal, tools, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas.
4. Electricity – equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding and NEC compliance.
5. Lighting - type, intensity, controls, conditions, diffusion, location, glare and shadow control.
6. Heating and Ventilating - type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
7. Machinery - points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lock out, grounding, work space, location and purchasing standards.
8. Personnel - training, experience, methods of checking machines before use, type of clothing, personal protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling or adjusting machinery.
9. Hand and Power Tools - purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
10. Chemicals - storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.
11. Fire Protection - extinguishers, alarms, sprinklers, smoking rules, exits, and personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations and waste disposal.

12. Maintenance - regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery and general methods.
13. Personal Protective Equipment - type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use and methods of assignment.

ELECTRICAL-MECHANICAL INSPECTION CRITERIA

(For All Buildings)

Look for these and other unsafe conditions:

Receptacles

1. Proper grounding
2. Missing plates - exposed wiring
3. Overloaded plugs

Panel boards and Disconnect Switches

1. Proper identification on all disconnects and panel board breakers

Equipment

1. Grounding of frames
2. Worn cords or missing grounding prongs in cord caps
3. Correct use of extension cords - proper size

Structural - Wood Members

1. Dry rot
2. Splitting of wood
3. Excessive sagging or deflection of joists, rafters, beams and trusses

Structural - Concrete/Masonry Members

1. Walls with excessive cracking
2. Excessive cracking or splitting of concrete members
3. Staining of concrete because of rusting of reinforcing steel

Structural - Steel Members

1. Excessive sagging or deflection of beams. trusses

2. Loose or missing nut and bolt connections in beams, columns, trusses
3. Rusted steel

General Items

1. Shaky ladders
2. Nails extended out of surface
3. Loose handrails
4. Non-slip tread on stairs and landings
5. No handrails at all
6. Splinters, etc. on handrails

Ventilation

1. Classrooms used for ceramics should be vented
2. Sufficient venting of all automotive, welding, casting, and woodworking shops
3. Sufficient venting of all laboratory areas
4. Paint spray booths should have sufficient venting systems

Plumbing

1. Sufficient amount of water should be maintained in all plumbing traps to prevent sewer gases from venting into occupied areas
2. All sewage and waste disposal are in compliance with local, state and federal health standards
3. Corroded, or rusted pipes shall be replaced

FIRE SAFETY INSPECTION CRITERIA

(For All Buildings)

Look for these and other unsafe conditions:

1. Sprinkler systems work.
2. Fire alarms work.
3. Adequate exits: travel distance not to exceed 100 feet.
4. All windows are free of heavy screens or bars.
5. Exit doors swing in direction of travel.
6. Exit doors and exit ways are unobstructed: no chains or padlocks on doors; panic bars are in working order.

7. Stairways are unobstructed.
8. Exit signs are easily seen and in place.
9. Exit signs are lit; emergency lighting is operable.
10. Extinguisher and extinguishing systems maintained properly.
11. Alarm to the local Fire Department is operable.
12. Hood, above cooking facilities, clean with filters in place.
13. Good housekeeping in all areas.
14. Refrigeration room vented and motors and coils clean.
15. Relief valves operational (water heaters, boilers, etc.)
16. Heating plant and fuel supply rooms are cut off by fire resistive construction.
17. All fire doors are kept shut at all times.
18. Hazardous material is stored properly.
19. All drums, cans, etc. are checked for leaks or spills.
20. Electrical extension cords cannot be used as a permanent installation.
21. All appliances are grounded.
22. Proper placement of fire extinguishers:
 - 75 feet travel distance from classrooms and offices
 - 50 feet in shops
 - Proper type of extinguisher for specific areas
23. In compliance with state law, fire drills are done monthly.
24. Evacuation plan posted.

GYM, SHOWER, AND LOCKER ROOM INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. Sidelines of activity areas are free of objects which players may run into.
2. Seats are free of splinters, sharp corners, loose nails, bolts, and bracing.
3. Stairs have non-slip tread.
4. Floor is free of splinters, loose boards, litter and other obstructions.
5. Protective padding is used on all playing fields and surfaces according to MHSA codes.
6. Walls are free from projecting objects.

7. All equipment is in good condition.
8. Showers and locker room floors are clean and free of standing water and signs of deterioration.
9. Non-slip tread is in all walkways of showers and locker rooms.
10. Exits are clearly marked.
11. Room capacity is never exceeded.
12. No smoking allowed.

KITCHEN INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. Knives and other tools stored properly with blade protected.
2. Sharp objects are washed separately.
3. Broken dishes or utensils discarded and replaced.
4. Hot objects are allowed to cool before cleaning.
5. Pan handles are turned inward to prevent spills and burns.
6. Jewelry is not worn.
7. All walkways are clear, unobstructed.
8. Pilot lights are burning and all burners checked before lighting.
9. All drawers and doors are closed.
10. All floor mats have slip resistant tread.
11. All electrical cords are in good shape and located so they are not a hazard.
12. Work area is adequately lit.
13. All trash is disposed of properly.
14. Hair nets are worn.
15. When handling food sanitary gloves are worn.
16. Everything is cleaned well at the end of each shift and checked prior to use.
17. Can openers are washed thoroughly daily.
18. Step stools are provided.
19. No loose clothing is allowed.
20. No one works alone.

WALKING AND WORKING SURFACES INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. Non-slip floor wax is used.
2. Wet floors or spills are posted with warning signs.
3. Stairs have non-slip tread surfaces.
4. Necessary handrails are provided and maintained.
5. Floor mats are provided and maintained at all entrances so shoes can be cleared and snow or water is absorbed.
6. Non-slip floor mats are provided in areas such as kitchens, cafeteria serving lines, etc.
7. Steps and sidewalks are shoveled clear of snow and sanded or salted as needed.
8. Parking lots are sanded and plowed as needed.
9. Good housekeeping is practiced ensuring that halls, aisles and entries or exits are unobstructed.
10. Ladders and step stools are provided in sufficient numbers and adequate locations for use by employees including teachers.

STORAGE AREAS INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. All containers are labeled.
2. All electrical cords are in good condition.
3. Only authorized personnel operate school district machinery. etc.
4. Material is handled and stacked safely.
5. All walkways are free of obstruction.
6. Reactive materials are not stored together.
7. Appropriate personal protective equipment is worn at all times.
8. All doors and drawers are kept closed.
9. Only step ladders are used to reach high objects.
10. Stairs have handrails and non-skid tread.

11. All warning signs are readable.
12. Forklifts have back-up signals.
13. Material safety data sheets are available.
14. Personnel do not lift or carry heavy objects.
15. Heavy, bulky objects are stored at or near ground level.

MAINTENANCE SHOP INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. Check electrical wiring of all machines.
2. Check electrical extension cords to see that they are in good condition.
3. All electrical appliances are grounded.
4. All guards are in place, workable and are being used properly.
5. Machine itself is operating correctly.
6. All equipment is secured to the floor.
7. Safety goggles and other personal protective equipment are available.
8. Warning signs are visible.
9. Proper instruction on use of all machinery is given to students.
10. No food or drink allowed in the area.
11. Fire extinguishers are strategically placed.
12. Flammable material is properly stored.
13. First aid kit available.
14. Respirators available, if needed.
15. Shop area is kept clean, neat and orderly.

Welding/Cutting

1. Compressed gas is secured.
2. Acetylene and oxygen tanks are properly stored and turned off when not in use.
3. Proper personal protective equipment is used.
4. Adequate ventilation is provided.

5. Equipment is maintained and repaired when needed.

SCIENCE AND VOCATIONAL EDUCATION /PRACTICAL ARTS LAB INSPECTION CRITERIA

Look for these and other unsafe conditions:

1. No one works alone.
2. Locations of eyewash fountains, showers and fire extinguishers are posted and known by everyone.
3. There is proper instruction on use of lab equipment.
4. No food or drink is allowed in the lab.
5. Personal protective equipment is available and used.
6. No loose clothing is worn.
7. Long hair is restrained.
8. All machinery is properly guarded and used properly'.
9. Lab areas are neat and uncluttered.
10. All walkways are unobstructed.
11. Vent hoods are used for all operations generating harmful gasses or fumes and for flammable materials.
12. Glassware is inspected for cracks, sharp edges and contamination before use.
13. When not in use, gas lines are closed at the line valve rather than at the equipment.
14. Only amounts of solvents needed for daily use are kept in the lab.
15. All hazardous material is stored and disposed of properly.
16. Reactants of any kind are not heated in a fully closed vessel without an approved pressure release.
17. A pressurized vessel is not opened until the pressure has been fully released.
18. Compressed gas cylinders are secured in an upright position.
19. All electrical apparatus meets code grounding requirements.
20. Only qualified technicians will repair or modify electrical equipment
21. All containers are properly labeled and dated.

BACK CARE WORKPLACE GUIDELINES

AVOIDING BACK INJURIES

Back injuries are one of the most frequent and serious injuries that occur. Some estimates have predicted that 80% of the adult population will have a significant back injury or backache during their working life.

Job related activities that involve prolonged sitting and standing and individuals with jobs that require repeated lifting, bending, twisting, or pulling are at risk. In addition, personal behaviors, such as poor posture and obesity, increase an individual's risk of back injury.

There are things that can be done to reduce the possibility of a back injury in the future. Included in this are:

1. Correct lifting and carrying techniques.
2. The importance of being physically fit and warming up, prior to heavy lifting, reducing twisting motions and overreaching.
3. Correct posture at work stations.

Why is it so important to do these things now? Three reasons:

1. Lower back pain may develop gradually over a period of time and cannot be related to any specific incident.
2. When workers injure their backs, they are 4 times as likely to re-injure them.
3. A back injury doesn't just affect you 8 hours a day while you work - it goes home with you.

RULES FOR SAFE LIFTING

The following guidelines are suggested:

1. Be in good physical shape. If you are not accustomed to lifting or other vigorous exercise, do not attempt difficult lifting tasks.
2. Think before acting. Place the material conveniently. Make certain there is adequate space.
3. Bend the knees versus bending forward from the waist.
4. Get a good grip on the load. Use the palms of the hands.
5. Get the load close to the body. Pull the load in before lifting. This is one of the more important rules in lifting
6. Test the weight before handling it. If it appears to be too heavy or bulky, get help or some mechanical aid.
7. Place the feet close to the load. The feet should be far enough apart for stability; have one

foot ahead of the other and pointed in the direction of movement.

8. Lift primarily by straightening your legs, and by slightly unbending your back.
9. **DON'T** twist the back or bend sideways while lifting.
10. **DON'T** do awkward lifts.
11. **DON'T** lift at arm's length.
12. **DON'T** hesitate to get help.
13. **DON'T** lift objects above shoulder level.

Hazard Communication Plan

The purpose of CFR, Title 29, Part 1910.1200, Hazard Communication Standard (HCS) is to ensure that the hazards of all produced or incorporated chemicals are evaluated and the information concerning these hazards is transmitted to both employers and employees. The standard also uses the Globally Harmonized System (GHS). This is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. The GHS was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations, and stakeholder groups. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies.

The standard mandates the evaluation of hazardous chemicals present in a workplace and requires training of employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks. As the GHS does not include any requirements regarding Hazards Communication Programs, OSHA is maintaining the provisions of the HCS 1994.

The Hazard Communication Plan

1. The Hazard Communication Plan (HCP) consists of four major components:
 - Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL).
 - Acquisition of Safety Data Sheets (SDS) for each hazardous chemical listed on the HCL.
 - Labeling of all hazardous chemicals with chemical name, hazards and warnings and the manufacturer or importer name and address, with reference to the appropriate Safety Data Sheet.
 - Training of all employees about the hazardous chemicals in the workplace and of the Hazard Communication Plan.

2. The Hellgate Elementary Superintendent is the coordinator for the Hazard Communication Plan.

3. Copies of the Hazard Communication Standard and the Hazard Communication Plan will be maintained and available upon request.

Hazardous Chemicals List

The Hellgate Elementary Custodial/Maintenance Department will have responsibility for identifying and inventorying all hazardous chemicals.

A current master list will be maintained at all times. New chemicals will be added as they are received and chemicals no longer inventories will be removed from the list as they are discarded. A formal inventory and updating of the list will be done annually.

Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet.

The master HCL will be maintained in The Hellgate Elementary Custodial/Maintenance Department. Partial lists may be maintained in the various departments where hazardous chemicals are used.

Safety Data Sheets (SDS)

The Hazard Communication Standard requires that SDSs be available to all employees for each hazardous chemical identified and used. If the employer receives a chemical container labeled as a hazard, an SDS is required.

- The Hellgate Elementary Custodial/Maintenance Department will be responsible for acquiring and maintaining updated versions of all SDSs.
- The SDS will be written in English and will consist of all information listed below:

The format of the 16-section SDS should include the following sections:

Section 1. Identification

Section 2. Hazard(s) identification

Section 3. Composition/information on ingredients

Section 4. First-Aid measures

Section 5. Fire-fighting measures

Section 6. Accidental release measures

Section 7. Handling and storage

Section 8. Exposure controls/personal protection

Section 9. Physical and chemical properties

Section 10. Stability and reactivity

Section 11. Toxicological information

Section 12. Ecological information

Section 13. Disposal considerations

Section 14. Transport information

Section 15. Regulatory information

Section 16. Other information, including date of preparation or last revision

The SDS must also contain Sections 12-15, to be consistent with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Although the headings for Sections 12-15 are mandatory, OSHA will not enforce the content of these four sections because these sections are within other agencies' jurisdictions.

- All new procurements of hazardous chemicals should be evaluated and, whenever possible, the least hazardous substance will be purchased.
- Training of all employees regarding any new or updated SDS will be documented. Purchase orders for hazardous chemicals should include a request for a current SDS.
- Hazardous chemicals should not be incorporated into any work process until an SDS has been received and reviewed by employees exposed to the chemical.

Accessibility of Safety Data Sheets.










- A current SDS library will be maintained in the Hellgate Elementary Custodial/Maintenance Department for all hazardous chemicals identified and listed on the HCL.
- The SDSs will be readily available to all employees during each work shift.
- If a new SDS contains changes or new information, the old SDS will be replaced with the new one in both the master file and the worksite file. Affected personnel will review updated or modified SDSs.

- A current SDS library will be maintained in the Hellgate Elementary **Labels and Other Forms of Warning**

Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within **six months** of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

1. Containers of hazardous chemicals will be properly labeled with at the following information:
 - Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
 - Identify of the hazardous chemical;
 - Appropriate hazards and warnings (including target organ effect); and
 - Name and address of the manufacturer.
 - **Pictogram:** a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a **red square frame** set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.

See Pictogram Diagram Below

<p>Health Hazard</p> 	<p>Flame</p> 	<p>Exclamation Mark</p> 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p> 	<p>Corrosion</p> 	<p>Exploding Bomb</p> 
<ul style="list-style-type: none"> • Gasses under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides •
<p>Flame over Circle</p> 	<p>Environment (Non-Mandatory)</p> 	<p>Skull and Crossbones</p> 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

- **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
 - **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
2. **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.

The appropriate SDS will be reviewed by the Director of the Hellgate Elementary Custodial/Maintenance Department to verify the warning label.

3. Unlabeled containers should not be used.
4. Secondary containers used by several employees will be labeled.
 - A semi-permanent label with the following information will be used:
 - a. Identity of the hazardous chemical;
 - b. Appropriate hazards and warnings (including target organ effect); and
 - c. Name and address of the chemical manufacturer.
 - Use the secondary container only for the chemical identified on the label.
 - The secondary container will be emptied and washed as needed. The label will not be removed, but will remain in place for future uses.
5. Alternate methods of labeling (signs, placards, batch tickets, process sheets and like written materials) may be used on individual stationary containers in lieu of affixed labels, provided the alternative method identifies the containers to which it applies and conveys the required information and is readily accessible to employees in their work area throughout the shift.
6. All primary and secondary containers will be regularly checked and verified that labels have not been defaced or removed and the information contained on them is current.

Training and Communication

1. OSHA is requiring that employees are trained on the new label elements (i.e., pictograms, hazard statements, precautionary statements, and signal words) and SDS format by December 1, 2013, while full compliance with the final rule will begin in 2015. OSHA believes that American workplaces will soon begin to receive labels and SDSs that are consistent with the GHS, since many American and foreign chemical manufacturers have already begun to produce HazCom 2012/OHS-compliant labels and SDSs. It is important to ensure that when employees begin to see the new labels and SDSs in their workplaces, they will be familiar with them, understand how to use them, and access the information effectively.
For more information, <http://www.osha.gov/dsg/hazcom/effectivedates.html>.
2. Prior to an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard and the specific use of applicable hazardous chemicals.
3. Prior to the introduction of a new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.
4. Training will emphasize the following elements:
 - A summary of the Hazard Communication Standard and Hazard Communication Plan;
 - Hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
 - Physical and health hazards of the chemicals in the work area (including signs and symptoms of exposure) and any medical conditions known to be aggravated by exposure to the chemical.
 - Procedures to protect against hazards, including:
 - a. Personal protective equipment required.
 - b. Proper use and maintenance.
 - c. Work practices or methods to assure proper use and handling of chemicals.
 - d. Emergency response procedures.
 1. Work procedures to follow to assure protection when cleaning hazardous chemicals and leaks.
 2. Location of SDS, interpretation of their contents and labeling

information, as well as instructions for employees on how to obtain and use appropriate hazard information.

3. Explanation of the labeling system and instructions for preparing secondary container labels.
5. Employee training will be documented and monitored for use in identifying training needs.
 - Retraining is required when a chemical hazard changes or when a new hazard is introduced into the workplace. It will also be company policy to include hazard communications into regularly scheduled staff meeting agendas.
 - The training program will be assessed by obtaining input from employees regarding training they have received and their suggestions for improvement.

Non-Routine Tasks

Maintenance or other supervisor contemplating undertaking a non-routine task, e.g., instrument repair and cleaning, will ensure that employees are informed of chemical hazards associated with the performance of these tasks and that appropriate protective measures are taken prior to the beginning of the task.

Definitions

Article: means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

Assistant Secretary: means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical means any substance, or mixture of substances.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced or distributed.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose **of** conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Commercial account means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated representative means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjects in terms of health hazards include any route of entry (e.g. inhalation, ingestion, skin contact or absorption.) **Foreseeable emergency** means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, Pyrophoric gas, or hazard not otherwise classified.

Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical

is classified as a health hazard are detailed in Appendix A to §1910.1200 -- Health Hazard Criteria.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

Mixture means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gasses, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self- reactive; Pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200 -- Physical Hazard Criteria.

Pictogram means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Product identifier means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Produce means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Pyrophoric gas means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety data sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Signal word means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple asphyxiation means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Specific chemical identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Trade secret means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. *Appendix E to V910.1200—Definition of Trade Secret sets out the criteria to be used in evaluating trade secrets.*

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Work area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.