

**ACCIDENT
PREVENTION
PROGRAM**

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SAFETY AND HEALTH POLICY

It is the practice of this district to promote and provide safe, healthy working conditions and practices for all district employees. Safety and health are among our principal responsibilities.

The district will provide safety information, safety orientations, and appropriate safety training as a means of protecting employee welfare. We aim to resolve safety and health problems through prevention.

Administration is wholly responsible for developing an effective safety and health program.

The district has adopted rules and regulations governing the safe performance of assigned work and the use of district equipment. By accepting the mutual responsibility of safe operating practices, we all contribute to the well-being of our personnel and subsequently the best interest of the district.

SUPERINTENDENT

PROGRAM OVERVIEW

This accident prevention program was developed in order to fully implement the district's safety and health practices. The elements of this program cover a broad spectrum of areas and are designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect. As an integrated program, and with the support of employees at all levels, the accident prevention program can reduce the number and severity of job-related injuries to district employees.

RESPONSIBILITIES

A. Administration

Each administrator is responsible for implementing safety and health procedures within their area of responsibility. Other responsibilities include:

1. Delegating authority to supervisors and holding them accountable for accident prevention and reporting procedures as specified herein.
2. Ensuring that safety orientation training, as well as ongoing safety training, is accomplished within their divisions.
3. Ensuring that an ongoing program of vehicle safety is implemented within their divisions.
4. Ensuring compliance with WAC 296-800-32005, to promptly report fatalities or multiple hospitalization accidents.
5. Providing personal protective equipment required to safely accomplish tasks.

B. Supervisors

The safety and health of the employees they supervise is a serious responsibility of each supervisor. To meet this obligation, supervisors shall:

1. Ensure that all safety and health rules, standards, and procedures are observed.
2. Orient and train employees in safe and efficient work methods and see that they are practiced.
3. Follow-up and act upon suggestions made by employees and the safety committee.
4. Conduct monthly inspections of work areas and practices to eliminate potentially hazardous conditions. Submit corrective action reports to the safety committee.
5. Conduct an investigation of all accidents, regardless of severity. Send a properly completed copy of the investigation with preventive suggestions to the safety committee and the claims coordinator. These reports shall be forwarded within 24 hours, or the next working day, after the supervisor first learns of the accident.
6. Ensure that personal protective equipment is worn when task dictates.
7. Conduct a Job Safety Analysis when needed.

C. All Employees

Employees are required to:

1. Attend the initial safety orientation/job specific safety training.
2. Know and comply with all safety rules and procedures.
3. Cooperate with co-workers, supervisors, and the safety committee to assist in eliminating accidents.
4. Identify and report potential hazards.
5. Immediately report all accidents to immediate supervisors regardless of severity or type. (Note: Failure to report an industrial injury, occupational illness, vehicle accident or equipment damage, as prescribed, may be grounds for disciplinary action.)
6. Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
7. Serve on safety committees when elected or selected.
8. Maintain all personal protective equipment in a safe and usable condition, and to wear such equipment when tasks dictate.
9. Participate in provided safety training.

10. Perform all assigned tasks in a safe manner to avoid endangering themselves or their co-workers.

SAFETY & HEALTH COMMITTEE

1. The Safety Committee will be composed of employer-selected and employee-elected members (WAC 296-800-13020).
 - a. The term of employee-elected members is a maximum of one year. Should a vacancy occur on the committee, a new member will be elected prior to the next scheduled meeting.
 - b. The number of employer-selected members will not exceed the number of employee-elected members.
2. The safety committee will have an elected chairperson.
3. The safety committee is responsible for determining the frequency of committee meetings (minimum quarterly).
 - a. The committee is responsible for determining the date, hour, and location of the meeting.
 - b. The length of each meeting will not exceed one hour except by majority vote of the committee.
4. Minutes of each committee meeting will be prepared and filed for a period of at least one year and shall be made available for review by noncompliance personnel of the Washington State Risk Management Pool.
5. Safety and health committee meetings will address the following:
 - a. A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
 - b. An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.
 - c. A review and investigation of any hazard reports received either orally or in writing.
 - d. A periodic evaluation of the accident and illness prevention program, as implemented, and recommendations for improvements.
 - e. An evaluation of employee safety suggestions.
 - f. Attendance shall be documented.
 - g. All items discussed will be documented.
6. Meeting minutes will be distributed to each location for posting on the Safety Bulletin Board.

SAFETY BULLETIN BOARD

- A. Purpose: The bulletin board is designed to increase the employees' awareness of safety and health issues and to communicate management's safety message.
- B. Procedure: In order to have an effective bulletin board, the following issues should be considered:
1. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.
 2. Postings should be attractively arranged.
 3. Posters, safety committee minutes, and other information that becomes dated or worn should be changed periodically.
 4. Placed in a location where there is greatest employee exposure (lunchroom, break room, near time clock, etc.)
 5. Each site is responsible to maintain each bulletin board, as recommended above.
- C. The following publications will be posted:
1. Job Safety and Health Law (F416-081-909)
 2. Notice to Employees Self-Insured (F207-037-909)
 3. Your Rights as a Worker (F700-074-909)
 4. Citation and Notice (as appropriate)
 5. A list of all valid first aid cardholders and location(s) of first aid kit(s)
 6. Most current safety committee meeting minutes
 7. Hazard reporting form

* You are not required to post the Spanish version of these publications unless a majority of your employees speak Spanish.

SAFETY ORIENTATION

Purpose: Orientation of new employees, re-hires, part-time employees, substitutes, temporaries, and those transferred from another department within the district will occur the first day of employment on the new job. This program will provide an introduction of district policies and rules and will include reviewing the district's written safety and claims management procedures. The orientation should include a tour of the facilities to acquaint the employee with the entire operation. The employee will also be advised of their job performance acceptability level.

Procedure: The immediate supervisor of the employee will provide job specific safety training, covering all aspects of the safety program as it relates to each employee and their assigned duties. This training will be annotated on a "Safety Orientation" checklist. Both employee and supervisor will sign, indicating that orientation was conducted. The original sign-off sheet will be sent to the personnel office for file placement and supervisors will retain a copy for their desk files.

ACCIDENT INVESTIGATION AND REPORTING

Report all accidents and near misses from hazardous conditions to your supervisor. If you are injured on the job, you are required to fill out an online **Accident/Incident Report** form. Visit our website, www.pswct.org, to begin the electronic filing of your accident/incident report.

If you are injured on the job and seek medical attention by a physician, please request the workers' compensation claim information from your site supervisor. You will need to file a **Self-Insurer Accident Report (SIF-2)**. Visit our website, www.pswct.org, to begin the electronic filing of your SIF-2.

Generally, you are not required to report minor, incidental injuries (cuts, bruises, and abrasions). If you are unclear whether an accident should be reported, discuss it with your supervisor. Workers' Compensation Claims Filing – Online

I have been injured on the job and need to see a doctor. What do I do next?

Notify your supervisor of your injury. Visit our website, www.pswct.org, to begin the electronic filing of your injury claim (**SIF-2**). The online claim form should *only* be completed if your injury needs **medical attention**.

Once the online form has been completed, your district claims administrator will receive a copy. Upon completion of the form online, you will be provided paperwork to take to your doctor. A Claims Manager from Puget Sound Workers' Compensation Trust will be in contact with you to discuss your claim.

For additional questions please contact Puget Sound Workers' Compensation Trust at (425) 917-7667.

SAFETY AND HEALTH EDUCATION TRAINING

- A. Purpose: On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causal factors. This will also improve morale by demonstrating management's concern for the individual employee and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.
- B. Procedure: The school district will provide a systematic accident prevention-training program for the employee. This program will provide on-the-job training in work areas and will familiarize each employee with the district's safety and health requirements.
- C. General Safety and Health Training:

Back Injury Prevention
Slip and Fall Prevention
Fall Protection and Ladder Safety

Bloodborne Pathogens
Repetitive Trauma/Ergonomics
Personal Protective Equipment

Eye Safety/Hand Safety
Hearing Conservation
Sprain/Strain Prevention
Confined Space

Respiratory Protection
Machinery
Hazardous Chemical Safety
Lockout/Tagout

D. Specific Safety and Health Training:

AHERA required Designated Person course (8 hours)
AHERA Custodial and Maintenance Worker course (2 hours)
L & I Asbestos Worker certification course (30 hours)
OSHA/WISHA Forklift Operator course
DOE Hazardous Material Handler course
WISHA Hazard Communication Standard and SDS training
EPA Pesticide Applicator course
Chemical Hygiene Officers training

OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING

Purpose: Occupational Injury and Illness Logs are maintained and posted in accordance with federal and state standards. They are posted annually to inform employees of the number and type of illnesses and injuries suffered at each place of employment.

Procedure: Educational entities have been granted a partial exemption from the requirement to maintain occupational injury and illness records. The district, however, may be selected to participate in a survey for statistical purposes. In that case, the district will be notified by the U.S. Department of Labor of its selection during the year prior to the survey in order to record data.

HAZARD COMMUNICATIONS PROGRAM

Purpose: The District Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas.

Procedure: All employees will be provided training on the District Hazard Communications Program during the initial orientation/job safety training conducted by their supervisor. Employees will be informed of any hazard which may exist in relation to the products they will use in the performance of their jobs. The Safety Data Sheets (SDSs) will be used to show potential health hazards, first aid treatment, required personal protective equipment and actions to take in the event of a spill. Whenever a new product is introduced into the work area, the above training items will be covered with all affected personnel. Copies of SDSs for all products used in a work location will be maintained in that location.

Hazard Communication Program (HAZCOM)

This district is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that employees know about information concerning the dangers of all hazardous chemicals used by the district, the following hazardous chemical communication program has been established.

List of Hazardous Chemicals

A list of all hazardous chemicals is kept in the front of the safety data sheet (SDS) binder at each site. There must be enough information on the list to match each chemical to its SDS. The list is updated each year, and old lists are kept on file at the district office. Archived lists for each site will be filed by year or otherwise indicate dates of use of each chemical. Archived lists will be kept for a minimum of 30 years.

Safety Data Sheets (SDS)

An SDS will be obtained for every hazardous chemical at the time the chemical is obtained. No chemical will be stored or used without an SDS.

Copies of SDS for all hazardous chemicals in use will be kept in the site SDS manual and at the district office. If any vehicle regularly carries a hazardous chemical (for maintenance, cleaning, etc.) an SDS will be maintained in the vehicle for the hazardous chemical carried. SDS will be available to all employees during each work shift.

The district office will keep a copy of all SDS for at least thirty years. These records are part of the exposure records. The records, which include the chemical list by year, must detail the chemical, where it was used and when it was in use.

Container Labeling

Labels of containers of hazardous chemicals must be easy to read and in place on every container. Container labeling shall comply with the original label, or secondary labeling requirements. The container labeling system is currently being upgraded to comply with the requirements of the new Globally Harmonized System (GHS) of Hazard Communication, and all workplace containers will have updated labels by June 1, 2016 – as required by the GHS regulations:

- The name of the chemical or common name (adequate information for finding the SDS) and general information about the health and physical hazards of the chemical.
- Original labeled containers will be used at all times when possible. If the original label becomes difficult to read, it will be promptly replaced.
- Supervisors will contact vendors/suppliers and ensure that they start to deliver the new orders with GHS compliant labels.
- Supervisors ask vendors/suppliers to provide GHS compliant labels for secondary containers or “workplace” containers that still have the old, non-compliant labels.
- After a period of transition, all containers will bear GHS compliant label by June 1, 2016.

Container Labeling (continued)

- Each employee who transfers chemicals from one container into another is responsible for labeling the secondary container. They can ask for assistance for this from their supervisors.
- Supervisors will schedule periodic workplace sweeps when they check on containers labeling and initiate and supervise corrective actions as needed.

Employee Information and Training

The supervisor will make sure that before starting work, each new employee attends a health and safety orientation that includes information and training on the following, including specific information about specific chemicals the employee may be exposed to on site:

- An overview of the requirements contained in the Hazard Communication Standard;
- Hazardous chemicals present at his or her workplaces;
- Physical and health risks of the hazardous chemical;
- The symptoms of overexposure;
- How to determine the presence or release of hazardous chemicals in his or her work area;
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment;
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals;
- Procedures to follow if employees are overexposed to hazardous chemicals;
- How to read labels and review SDS to obtain hazard information; and
- The location of the SDS binder and written hazard communication program.

Whenever there is a change in chemicals used, the supervisor will make sure all employees receive information or refresher training.

Staff Responsibilities

1. Building Administrators and Supervisors

- a. Maintain a list of hazardous chemicals used or stored in their work area.
- b. Submit new safety data sheets (SDS) to the SDS manager for database inclusion.
- c. Obtain/maintain copies of (SDS), as required, for each hazardous chemical used or stored in work areas and make them accessible to employees during each work shift.
- d. Review SDS received to make sure it is current and complete. If an SDS appears to be outdated or incomplete, send a letter to the manufacturer requesting a current and complete SDS.
- e. Make this written Hazard Communication Program available, upon request, to all employees.

2. Supervisors

- a. Ensure hazardous chemicals are properly labeled.
- b. Ensure that all new chemicals introduced or used in work areas under their responsibility have SDSs readily accessible and inform employees of these locations.

2. Supervisors (continued)

- c. Ensure that employees under their supervision who work with hazardous chemicals and/or whose work area contains hazardous chemicals receive the general hazard communication training when hired, and receive work area specific training prior to their initial assignment of working with and/or being exposed to hazardous chemical(s) in work area. This includes any new chemical hazards introduced in the work area subsequent to initial training, those associated with non-routine tasks, and those introduced by non-District personnel (subcontractors, vendors, etc.).
- d. Ensure that employees are training in use of any recommended Person Protection Equipment (PPE) and they use it as instructed.

3. SDS Manager

- a. Maintains a district-wide file of safety data sheets (i.e., the master file) for all hazardous chemicals on each site (see also Subcontractors).
- b. Maintains a list of all hazardous chemicals (i.e., the master list) used and stored on site in a central computer file (see also Subcontractors).
- c. Provides a summary of this Hazard Communication Program to subcontractors who will perform work onsite. This may be accomplished by attachment to the contract or at pre-construction meetings.
- d. Archives the chemical lists and SDS from prior years, so that the district has records, which include the chemical list by year and which detail the chemical, where it was used and when it was in use.

4. Human Resources

- a. Develops and presents general hazard communication training material.
- b. Provides all employees with exposures general hazard communication training.

5. SDS Manager, Building Administrators, and Supervisors

- a. Ensures containers of chemicals received, distributed, or transferred to other containers have the appropriate hazard communication labeling.
- b. Forwards SDSs received with shipments to SDS manager for further distribution.

6. Subcontractors

- a. Because the district uses and stores hazardous chemicals on-site in a way that the employees of other employer(s) may be exposed (for example, employees of a construction subcontractor working on-site), the program manager shall enclose a summary of this Hazard Communication Program in subcontracts involving work on-site. Alternatively, this summary may be provided to subcontractors in pre-construction meetings.
- b. Contractors performing work on-site shall include a copy of their hazard communication program in their site safety and health plan if they intend to bring any hazardous chemicals to the premises. SDSs for these hazardous chemicals shall be maintained by the subcontractor and be made available to district staff upon request.

7. Science Teachers

- a. Science teachers shall follow procedures in this plan as it applies to an inventory and SDS for chemicals in their classrooms. In addition, they shall be provided general Hazard Communication and operation specific training if, as a part of their job, they use hazardous chemicals and/or are exposed to hazardous chemicals. Training shall be coordinated by their Building Administrator.
- b. If applicable, science teachers will comply with the Laboratory Chemical Hygiene Plan.

8. All Employees.

- a. Designated employees shall attend district Hazard Communication training and become familiar with the program and the location of the chemical list and safety data sheets. Employees will become familiar with the hazards of chemicals they work with and will not use new chemicals until they have reviewed the SDS and reviewed the hazards with their supervisor.

Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Non-Mandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (fatal or toxic)

EMERGENCY ACTIONS

Purpose: To inform employees of the proper actions that need to be taken during various emergency situations.

Procedure: All employees will be provided training on emergency actions during the initial orientation/job safety training conducted by their supervisor. The emergency action plans developed for each location will be used as the training guide.

Emergency Plan procedures are located with the site principal or coordinator of office operations at each site.

HAZARDOUS ENERGY CONTROL PROGRAM (Lockout/Tagout)

Purpose: This program establishes the requirements for the lockout or tagout of energy sources. 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.

Procedure: All employees will be instructed on the significance of the lockout or tagout procedures during their initial orientation/safety training conducted by their supervisor. Each new or transferred employee, and other employees whose work operations are or may be in the area, shall be instructed on the lockout or tagout procedures.

Lockout/Tagout Program

Purpose

This Program establishes the requirements for lockout or tagout energy isolating devices. It shall be 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.

Responsibility

All employees shall be instructed in the safety significance of the lockout or tagout procedure. Each new or transferred employee and other employees whose work operations are or may be in the area, shall be instructed in the purpose and use of the lockout or tagout procedures.

Preparation for Lockout or Tagout

Conduct a survey to locate and identify all isolating devices to be certain all switches, valves or other energy isolating device(s) that apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or other) may be involved.

Sequence of Lockout or Tagout Procedure

- Notify all affected employees that a lockout or tagout system is going to be utilized and the reason. The authorized employee(s) shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof. If the machine or equipment is operating, shut it down by the normal stopping procedure.
- Close or shut down all switches, valves, and other energy isolating devices so that the equipment is isolated from its energy source(s.) 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.
- Lockout and/or tagout the energy isolating devices with assigned individual locks and tags.
- Ensure that all energy sources have been de-activated, 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 isolated from energy sources.

Restoring Machines or Equipment to Normal Production

- 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.
- After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout/tagout devices to restore energy to the machine or equipment.

Procedure Involving More Than One Person

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

Lost Key Procedure

If a key to a lockout device is lost or misplaced, report it immediately to your supervisor. Each device will have only one key, and a master key which shall be regulated and retained by the appropriate supervisor. Employees providing lockout service shall keep their key on them at all times.

Removal of Lockout Tagout Equipment by Others

If a person who initially locked out the equipment neglects to remove their padlock before leaving the work site, the following procedure must be adhered to:

- A complete inspection of the work area by the supervisor or management to insure the person(s) who performed initial lockout/tagout procedures is safe and uninjured.
- If necessary, contact the employee's residence to verify their safety and location and determine if they did or did not complete the assigned task and/or if they inadvertently neglected to remove the lockout signs and padlock.
- These two steps need to be completed before the supervisor in charge of the master key may remove the lockout sign and/or padlock(s.)
- A record of this occurrence shall be kept and the lockout/tagout procedures reviewed by the employee. Progressive disciplinary action should be taken if appropriate.

Basic Rules for Using Lockout or Tagout System

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 other energy isolating device when it is locked or tagged out.

Personnel Authorized to Lockout/Tagout

All Facilities Maintenance personnel with Lockout/Tagout training

Training

All employees involved shall be trained in the correct implementation of this program and its elements. A "certification" will be prepared with the names and dates of training.

Periodic Review: At least annually, there will be a review and verification of these procedures.

PERSONAL PROTECTIVE EQUIPMENT

Purpose: To provide employees with protective equipment while performing tasks which present a potential for injury.

Procedure: During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment (PPE) will be provided instruction by their supervisor. The instruction will include the issuance of, and the requirement for use, care, and maintenance of personal protective equipment. A survey of the work area will be conducted to assess the need for PPE and a record of the assessment will be kept on file.

Personal Protective Equipment (PPE) PROGRAM

Supervisors are required to assess the hazards of each job and determine what PPE is necessary on the job. They must document the hazard assessment for PPE and complete a written certification that includes the name of the site, address, person certifying and date. This must be done when the job starts and whenever there are any changes in conditions, tools, or processes. See the Hazard Assessment Certification form. A copy of the certification will be furnished to the employee.

- Employees are required to wear PPE as instructed by their supervisor to safely perform their work.
- All required PPE will be furnished employees at no cost to them.
- Employees are required to maintain PPE in clean working condition according to manufacturer's instructions, test PPE before each use, and to request new PPE as needed.
- It is the supervisor's duty to ensure that appropriate PPE is available to employees, they are trained in its use and care, and that PPE requirements are enforced.

Hand Protection - (Glove Policy)

Gloves are the most common form of PPE.

All employees are furnished one-use disposable nitrile or vinyl gloves in case they should be required to provide first aid or clean up after injury.

Custodial, maintenance, and yard crews are furnished appropriate gloves to protect them from materials they handle and for the protection against chemicals and cleaning compounds which may injure employees' skin.

Kitchen workers are furnished appropriate gloves to protect against cuts when using knives and heat from cooking.

Maintenance staff working on or near energized electrical sources (i.e., testing, troubleshooting), will be furnished rated electrical gloves and protectors. Employees are to follow the Electrical Safety Program.

Eye & Face Protection

Prior to work in any area with potential exposure to hazardous materials/chemicals, the nearest eyewash shall be identified and communicated to all.

Eye & Face Protection (continued)

Safety glasses (ANSI Z87.1 approved) will be worn at all times while performing tasks where particles could hit eyes. Special eye hazard work areas (such as welding, torch work, lasers etc.) shall be identified and appropriate eye protection provided. ANSI approved eye wear shall be worn over prescription glasses for access to project work areas until permanent protective eyewear can be obtained.

Goggles shall be worn if the potential for fine particles or chemical hazards exist. Visitors invited to our shop areas where eye protection is required, shall be provided approved goggles or glasses.

Face shields shall be worn when grinding and handling acids, other hazardous chemicals, or hot liquids/grease that could splash.

Face shields will be worn when cleaning spills of blood or potentially infectious materials when there is a splash hazard.

Head / Scalp

Hard-hats are to be worn in all construction areas unless otherwise communicated or posted. Hard-hats shall meet ANSI Z.89.1- 1986 and shall be Class A or B.

- Metallic hard-hats are prohibited.
- Bump caps are prohibited as head protection.
- Before each use, hard-hats should be inspected for cracks, signs of impact or rough treatment and wear that might reduce the degree of safety originally provided. If signs of excess wear exist, it should be discarded.
- Hard-hat suspensions shall never be altered. Hard-hats are to be worn with the bill to the front or as provided by the manufacturer; hard-hats shall not be worn backwards or otherwise on the head unless the hard-hat is manufactured to be effective that way.

Body Protection

Where chemical hazards (corrosives, etc.) are present, appropriate protection shall be provided to all personnel. The protection provided shall be chosen to be resistant to the hazards and chemical properties as presented by the work.

Legs, Thighs, Knees, Shins, & Ankles

Custodial and maintenance employees shall wear full length pants and shirts with sleeves at least 4" long. Overalls or pants must not have loose, torn or dragging fabric.

Pointed tools shall not be carried in pockets. A canvas or leather tool sheath hung from the belt is acceptable. Remember: All Points Down. Feet & Toes.

At no time will tennis shoes or those types be accepted for adequate footwear. Tennis shoes, running shoes, light canvas shoes, etc., are not authorized for wear for custodial or maintenance work or construction areas.

Hearing Protection

Any area or operation that exposes employees to noise in excess of 85 dBA shall be posted as "High Noise Area" or "Hearing Protection Required".

Hearing Protection (continued)

In areas posted "Hearing Protection Required" or "High Noise Area", hearing protection (ear muffs or ear plugs) shall be provided and worn at all times.

General rule of thumb: If background noise is loud enough to require speaking with a raised voice above background noise at 3 feet, the noise level is probably above 85 dBA. If a shout is required, the noise level is probably in the range of 90 dBA or greater.

Employees operating equipment are required to wear either foam ear plugs or ear muffs as provided by the district when exposed to noise levels equal to or over 90 dBA as determined by instrumental monitoring or the general rule listed above or when recommended by equipment manufacturer.

Respirators

If a project plan or exposure monitoring determines that the use of a respirator is required to adequately safeguard employees, all employees shall be trained, medically evaluated, fitted, and supplied with the appropriate respirator for the job. At no time will an employee be allowed to purchase or furnish his or her own respirator.

Respirators shall not be shared. Each employee requiring protection shall be issued equipment.

Anyone wearing a respirator shall be clean-shaven to ensure a secure face/respirator seal.

All personnel required to use a respirator shall be trained and training records will be available upon request.

HAZMAT Exposures

Qualified employees with current training and certification will assist in the choice of PPE whenever entry or work in a hazardous site is required. They will select the PPE in accordance with the manufacturer's recommendations, as stated in the SDS for the chemical exposure that has been identified or called for by their training. This may include, but is not limited to, protective eyewear, clothing, gloves, or respirators. (Use of a respirator requires proper training, fitting, and medical monitoring.)

No entry into areas with HAZMAT exposures will be undertaken without appropriate risk assessment and testing. Procedures for decontamination and cleaning or disposal will be considered.

FIRST AID

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

Procedure:

1. First Aid/CPR Training

A sufficient number of employees will be trained to ensure that a first aid certified individual is present at or near any location where employees are working. Other school employees required to have first aid training include:

- All PE and health teachers must have a first aid card: per OSPI.
- All lab science teachers must have a first aid card: per WISHA/DOSH.
- All school bus drivers must have a first aid card: per OSPI.
- All day care workers must have a first aid card: per Department of Health.
- All coaches must have a valid first aid card: per WIAA.

Note: This is not an all-inclusive list. Other employees within the district with jobs that require them to render first aid and/or respond to a medical emergency will be provided training. Please refer to individual collective bargaining agreements or jobs descriptions.

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

2. First Aid Kits

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

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

Emergency phone numbers and emergency procedures will be strategically located, such as on the first aid kit, at telephones, on the safety bulletin board and at other areas where appropriate.

WAC 296-800-150 First-aid kit guidance

SAMPLE: First-aid Kit Contents

- a. 1 absorbent compress, 4 x 8 inches
- b. 16 adhesive bandages, 1 x 3 inches
- c. 1 adhesive tape, 5 yards long
- d. 10 antiseptic single-use packages, 0.5g application
- e. 6 burn treatment single-use packages, 0.5g application
- f. 1 eye covering (for two eyes)
- g. 1 eye wash, 1 fluid ounce

SAMPLE: First-aid Kit Contents (continued)

- h. 4 sterile pads, 3 x 3 inches
- i. 2 pair of medical exam gloves
- j. 1 triangular bandage, 39 x 39 x 55 inches
- k. Disposable rubber (vinyl) gloves
- l. CPR Micro-shield (sterile, disposable)

Optional First-aid Kit Contents

- a. Bandage compresses, 2 x 2 inches, 3 x 3 inches, and 5 x 5 inches
- b. Self-activating cold packs, 4 x 5 inches
- c. Roller bandages, 6 yards long
- d. Mouth-to-mouth barrier for CPR

Note: ASTM (American Society for Testing and Materials) and ANSI (American National Standards Institute) or other consensus national standard kits will meet these requirements. **Employers should consider the type of hazards at each work site (physical, chemical, biological, number of employees, and local emergency response providers) to determine the quantities of first aid supplies.**

A CPR Micro-shield (sterile, disposable) and a supply of disposable rubber (vinyl) gloves are additional items which should be included in every first aid kit. Disposable gloves should be readily available to every school employee at all times to provide basic barrier protection from bodily fluids; e.g., blood, urine, vomit, mucus, vaginal discharge, etc.

Gloves should be provided to playground supervisors, crossing guards, bus drivers, coaches, club advisors and others who may need to assist a student at a location away from a first aid kit. First aid should not be administered without protection provided by gloves. Other barrier protection devices, such as aprons and eye splash protection, should be available and used whenever circumstances dictate their use (e.g., day care workers, bus drivers and handicapped student instructors and aides).

School administrators should remember that these requirements apply to employees only.

HEARING CONSERVATION PROGRAM

Purpose: To provide protection to all employees from hazardous noise levels and the accompanying potential for permanent hearing loss. This program will apply to those employees who, due to their assignments, are exposed to hazardous noise levels as defined by OSHA and the Washington State Department of Industrial Safety and Health.

Procedure: An initial survey of all district facilities/occupations will be conducted to identify any area or occupation that may exceed either the time weighted average (TWA) of 85 dBA, a noise level above 115 dBA or an impulsive or impact noise measured above 140 dB for further action as required by WAC 296-62 Part K.

Hearing Conservation Program

Exposure to noise over a period of time in excess of recognized standards can cause harm and damage the ability to hear. Our policy is to identify areas where the noise exceeds regulatory standards and to take engineering and administrative steps where practical to reduce the exposure to below action levels. Where engineering and administrative controls do not reduce the level adequately, personal protective equipment (hearing protection) will be provided and its wearing required.

Job Hazard Assessment and Sound Level Surveys

Supervisors are to assess the hazards in work areas and make recommendations for correction. In areas or for tasks where noise levels are high, (where you would need to raise your voice to be heard at a 3-foot distance) they are to use a sound level meter and conduct a survey and record the findings. Depending upon the survey results employees will be enrolled in the hearing conservation program and audiometric testing performed.

Employees are to be notified when the surveys are going to be conducted in their area and provided an opportunity to witness. Survey results will be provided to the employee within 5 days of receiving results.

If the survey indicates the work environment has continuous noise levels of above 85 dBA TWA8, 115 dBA slow response, or impulse noise of 140 dBA, the area will be posted and employees required to wear hearing protection. The affected employees will be enrolled in the hearing conservation program.

Employees

Employees are to report areas and activities which produce high noise levels and to wear PPE when as instructed by their supervisor.

Preventing Hearing Loss

Hearing loss caused by continuous exposure to noise can be prevented. In situations where the sound levels equal or exceed 85 dBA, an effective hearing conservation program will be administered.

Engineering Controls

When employees are subjected to sound levels equal to or exceeding 85 dBA, administrative controls are utilized when possible. These include:

- Maintenance of machinery to reduce noise level.
- Modification of equipment.
- Substitution of equipment.
- Isolation from the noise source.
- Installation of acoustical material to absorb noise.

If these measures do not reduce the noise level, personal protective equipment and/or administrative controls will be provided and used.

Administrative Controls

When employees are subject to sound levels equal to or exceeding 85 dBA, administrative controls are utilized. These include:

- Rotation of employees.
- Limitation of time for exposure to operation.
- Restricted area of work operation.

Types of Hearing Protection

There are several types of hearing protection available:

- Disposable ear plugs.
- Reusable ear plugs, custom fit.
- Ear canals.
- Ear muffs.

The purpose of these devices is not to eliminate all sound, but to prevent overloading the ears with loud, unnecessary noise. Speech and warning signals are more easily understood if the total intensity of all noise is reduced. The type of hearing protection used is determined by working conditions and personal preference. To effectively protect hearing, the devices of choice must be worn properly and continuously.

When employees work on multiple sites or equipment with varying degrees of noise, two types of hearing protection must be kept on hand at all times.

- Disposable foam ear plugs.
- Ear muffs.

With two levels of hearing protection available, the employee can wear only the foam plugs, only the ear muffs, or, when in the presence of very loud noise, can wear both the plugs and the ear muffs. This provides employees working with differing noise levels a broad range of hearing protection.

Hearing Protection Training and Record Keeping

Employees who are exposed to noise at or above the 8-hour time-weighted average (TWAB) of 85 dBA shall participate in our hearing conservation program and receive training regarding hearing protection.

Hearing Protection Training and Record Keeping (continued)

The training will be presented periodically to all affected employees and repeated annually.

The training will include the following:

1. The effects of noise on hearing and noise control principles.
2. The purpose of hearing protection, the advantages, and disadvantages.
3. The attenuation of various types of hearing protection.
4. Instruction on selection, fitting, use, and care of hearing protection.
5. The purpose of audiometric testing and an explanation of the test procedures.
6. The rights of employees to access records on sound measurements and audiometric testing.

All training and educational materials, as well as the Noise/Hearing Protection Standard, shall be available to the employee or his/her representative upon request to the Workers' Compensation Specialist. Audiogram and noise exposure records will be maintained as a part of the employee's permanent record in the Human Resource Department and shall be available to the employee or his/her representative.

Records of Noise Surveys/Monitoring, results of special noise studies, and records of special actions or engineering controls installed to control noise exposure will be maintained indefinitely.

Audiometric Testing and Oversight

This district will provide audiometric testing and program review by a licensed audiologist, otolaryngologist, or other qualified physician for all employees in the hearing conservation program. All audiograms will be conducted by one of these licensed healthcare providers or a technician certified by the Council of Accreditation in Occupational Hearing Conservation (CAOHC) and responsible to a qualified reviewer.

CONFINED SPACE PROGRAM

Purpose: This program is established to protect the safety and health of all school district employees and others who enter confined spaces for purposes of maintenance, repairs, and other reasons.

Confined space entry guidelines are governed by Washington Administrative Code, WAC 296-62 Part M, and are intended to provide standards for acceptable conditions for entry into confined spaces and to establish procedures for safe entry, work, and egress.

Confined spaces are identified and classified as either “permit-required,” “controlled hazards only” or “non-permit-required” confined space.

Procedures: District personnel responsible for supervising, planning, entering, or participating in confined space entries will be trained in their duties prior to assignment(s).

Confined Space Program

This district will identify and mark with appropriate warning signs all confined spaces on school district property.

Definitions

A confined space is an enclosed space that:

- is large enough for an employee to enter;
- has limited or restricted means of entry or exit (for example, tanks, vaults, wells, tunnels, pits, manholes, catch basins); and
- is not designed for continuous human occupancy.

A permit-required confined space (PRCS) is a confined space that:

- contains or has the potential to contain a hazardous atmosphere;
- contains a material that has the potential for engulfing an entrant;
- has an inside configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or
- contains any other recognized serious hazards.

Entry is the action by which a person passes through an opening into a permit required confined space.

An **entry permit** is the written or printed document that is provided to allow and control entry into a permit space.

Engulfment is the surrounding, capturing, or both, of an entrant by divided particulate matter or liquid.

A hazardous atmosphere is one that may expose employees to risk of death or incapacitation, injury or illness by reason of oxygen deficiency or enrichment (less than 19.5% or greater than 23.5% oxygen by volume), flammability, explosive, or toxicity.

A non-permit confined space is a space which, by configuration meets the definition of a confined space but which after evaluation is found not to contain or with respect to atmospheric hazards, does not have the potential to contain any hazard capable of causing death or serious physical harm.

All supervisors and employees will follow these rules:

- Supervisors shall ensure that all employees who may enter or work around confined spaces have confined space awareness training.
- Prior to any entry of a permit or non-permit confined space, a hazards assessment will be made and the space classified.
- To conduct an evaluation of the space, identify hazards, consider the scope of hazard exposure; magnitude of hazard; likelihood and consequences of hazard occurrence; changing conditions/activities; impact on the need for emergency response; testing will be conducted in the presence of entrants.
- Based on the evaluation of hazards, classify and list confined spaces as either permit-required or non-permit confined spaces.
- If a permit is required; complete in detail the Confined Space Entry Permit.
- Expired and completed permits will be saved for 1 year and used to evaluate the confined space programs effectiveness.

Periodic Evaluation of Hazards

Periodic re-evaluation of the hazards will be performed based on possible changes in activities in the confined space or other physical or environmental conditions which could affect the space adversely shall be conducted. Information from expired and completed Confined Space Entry Permits will be used.

Marking of Confined Spaces

Signs shall be posted or other warnings shall be used to alert employees of the danger of the particular confined space. "Danger. Permit-Required Confined Space. Do Not Enter" signs or barriers or other means to keep unauthorized persons out of the permit space may be used.

Entry into Confined Spaces

EXCEPT UNDER APPROVED PERMIT, NO EMPLOYEE WILL BE ALLOWED TO ENTER A PRCS.

Entry into a permit-required confined space (PRCS) will be in accordance with the instructions of the Entry Supervisor and the Confined Space Entry Permit.

- The permit will be available at the confined space, have been reviewed by all involved and procedures on the permit followed.
- Periodic testing of the atmosphere will be conducted and the results noted on the permit.
- Any change in conditions from acceptable entry conditions will require immediate evacuation from the confined space and the permit will be canceled and a new permit required before reentry.

- After the work is finished the issuing Director of Maintenance/Operations must be notified.

Entry into Confined Spaces (continued)

Proper traffic control, warning devices and guards will be set in accordance with Roadway and Traffic Design Standards and other Safety Standards which may be adopted to warn the public passing through the areas.

If the Entry Supervisor has determined that the only hazard in the identified confined space is atmospheric and ventilation alone can control the hazard, entry into the confined space may be authorized. In such a case, the requirements for alternative protection procedures shall be followed.

No open flame, torch, or lighted smoking material shall be brought near an open manhole, cable vault, or sewer nor taken into any of these areas, even though tests indicate the atmosphere inside is free of combustible gases, vapors, or fumes. No employee will enter these even momentarily, until it has been tested properly with detecting devices for explosive gases, oxygen deficiency, and hydrogen sulfide.

Use of Safety Harness and Life Lines

Employees who are required to enter manholes, cable vaults, sewers, or pits shall wear a safety harness and a life line. The life line will be attached to an appropriate rescue retrieval device which allows recovery without entry into the space. Hard hats shall be worn in all such structures that are over four feet deep. A trained attendant will remain outside the entrance to tend the line and provide emergency non-entry assistance if needed during the entire time anyone is inside the underground facility.

Those persons tending the life line will have available communication devices or be capable of communications with the entrants and reaching rescue services and calling for help.

Manhole Covers and Grates

Equipment to use - two tools may be used for unseating and moving covers and grates. They were devised specifically for these operations.

- Manhole cover hook – 28 inches long, four pounds, made of 5/8" octagonal, plated tool steel and hardened to prevent bending.
- Manhole cover lifter – 42 inches long by 2-inch L-shaped lever with handle, foot and swing-out hook with the same details as that of the "cover hook".

The instructions that follow are written for removal and replacement with these tools.

Freeing

When a cover or grate is stuck in its frame, remove any encrustation with a cold chisel. Then, place a block of wood on the cover near the rim, and hit the block with a heavy hammer. Do this at different points until the cover is loosened. Try to avoid causing sparks by any of your activities. Use a railroad pick to complete the freeing operation.

Unseating

Lift with a tool that provides adequate handhold and a positive hold on the cover. On a round manhole cover, engage the circumferential rib before lifting. Unseat the grate or cover about four inches by pulling and lifting with the leg and arm muscles.

NEVER place the fingers or hands under a cover. Spider bites or mashing can result.

Removing

Use a helper when available.

- Clear the area of any hazards to footing.
- With your feet spread and footing secure, pull the cover clear of the frame and keep pulling until the cover or grate is in a non-hazardous location. Pull with the arm and leg muscles.
- Pull parallel to any traffic so you do not tumble into the path of a vehicle if your hook slips. Also, do not pull toward precipices (steep slopes) or other hazards that are near the manhole.

Replacing a Round Cover or Grate

- Stand parallel to the desired direction of travel with the toes in the clear.
- Place the point of the hook under the edge of the cover nearest you. Lift slightly and swing the cover toward the structure.
- Move to the opposite side and repeat the lifting and swinging.
- Continue this alternate lifting and swinging until the cover is partially over the structure's opening. With the hook, lift the edge that is farthest from the opening. Lift until the cover or grate slips into the frame of the structure.
- If a helper is available with another hook, stand on opposite sides of the cover and parallel to the direction of travel, securely hook under the cover and slide it to the frame.

Rectangular Covers and Grates

- Follow the first 4 items above.
- Use a helper. Single grates weigh up to 326 pounds.
- When pulling the cover clear of the frame, be sure you pull in line with the frame so the cover cannot fall into the opening.
- When replacing, be sure you pull straight into the frame so the cover or grate cannot fall into the opening.

FALL PROTECTION PROGRAM

Purpose: To help reduce or eliminate fall hazards and protect employees, the school district has established a Fall Protection Program. This program applies to all employees involved in construction, alteration, repair or maintenance, and everyone who is assigned to perform tasks where fall hazards of ten feet or more exist.

“Fall Restraint and Fall Arrest” general standards are set forth in Washington Administrative Code, WAC 296-155-245, and Part C-1. This program involves establishing a fall protection work plan, system, or a combination of prevention and protection measures.

Procedures: All employees who work ten feet or more above the ground or other work surfaces shall be trained in the primary elements of the district’s Fall Protection Program and jobsite plans in accordance with WISHA requirements.

Fall Protection Program

The district’s Fall Protection Program is administered by the Support Services.

This district will take all practical measures possible to prevent employees from being injured by falls from heights. We will take necessary steps to eliminate, prevent, and control fall hazards. Protective measures will be taken to protect employees from falling from a height of 4 or more feet.

When there is a potential for personnel to fall from heights of at least 10 feet, the supervisor will develop a site-specific fall protection work plan. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All personnel exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Supervisors will be responsible for continued training and enforcement of the Fall Protection Program.

Fall Protection Required Regardless of Height:

Floor holes, into which persons can accidentally walk, shall be guarded by either a standard railing with standard toe board on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole shall be protected by a standard railing.

Regardless of height, open sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, such as material handling equipment, and similar hazards shall be guarded with a railing and toe board.

Fall Protection Required at 4 Feet or More:

Every open sided walking working surface or platform 4 feet or more above adjacent floor or ground level shall be guarded by one of the following fall protection systems. Examples of such raised walking surfaces are wall openings, excavations, holes, ramps, runways, walkways, scaffolding, low slope roofs, and there may be many others.

1. A standard railing, or the equivalent, on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a standard toe board wherever, beneath the open sides, persons can pass, or there is moving machinery, or there is equipment with which falling materials could create a hazard.
 - When employees are elevated and working next to the standard railing and could fall over the top rail, the height of the standard railing shall be increased an amount equal to the height where the employee is working.
 - When employees are elevated above the standard railing, but not working next to the standard railing, where there is still a potential for the employee to fall over the top rail, the height of the railing shall be increased. To account for the arc of travel in a free fall and ensure the standard railing meets the employee above their center of gravity the railing shall be increased to a height so that the measurement taken from the outer edge of the elevated surface, where the employee is working to the top of the standard railing must be equal to or greater than 39 inches. The measurement must be taken on 45 degree or greater angle from the horizontal.
2. A fall restraint system;
3. A personal fall arrest system;
4. A safety net system;
5. A catch platform; or
6. Warning lines.

Fall Protection Required at 10 Feet or More:

The district will develop and implement a site-specific plan including each area of the workplace where employees are assigned and where fall hazards of 10 feet or more exist.

The work plan will identify all fall hazards in the work area; describe the method of fall arrest or fall restraint to be provided; describe the procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used; describe the proper procedures for the handling, storage, and securing of tools and materials; describe the method of providing overhead protection for workers who may be in, or pass through the area below the work site; describe the method for prompt, safe removal of injured workers; and be posted or available on-site.

Prior to permitting employees into areas where fall hazards exist, the supervisor will ensure that employees have received training in the site fall protection work plan and that all fall protection restraint and fall arrest systems have been inspected and comply with the work plan.

Fall Protection Systems

Guardrail Systems: Guardrail systems must meet the following criteria. The top edge height of top rails, or (equivalent) guardrails must be 42 inches plus or minus 3 inches, above the walking/working level.

The guardrail system must be capable of withstanding a force of at least 200 pounds applied within 2 inches of the top edge in any outward or downward direction. Mid rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the mid rail or other member.

Note: A safety warning line system may be used in place of the guardrail system. The warning line must be erected 15 feet back from the unprotected edge. Caution or danger tape is acceptable for a warning line. WISHA will accept it as equivalent to a flagged rope or chain warning line.

Fall Arrest Systems: These consist of an anchorage, connectors, and a body harness and may include a deceleration device, life line, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds;
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet; and
- Have sufficient strength to withstand twice the potential impact energy of an employee free-falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less.
- All personal fall arrest systems shall comply with ANSI 2359.1-1992.

The use of body belts for fall arrest is prohibited. A full body harness is required.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service.

Safety Net Systems: Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below.

Items that have fallen into safety nets including-but not restricted to, materials, equipment, and tools-must be removed as soon as possible and at least before the next work shift.

Fall Restraint Systems: Full body harnesses (no safety belts) will be used as a means of fall restraint.

Each employee assigned to work at elevated heights has the responsibility of thoroughly inspecting the personal fall protection system prior to use. If the harness or lanyard is seriously worn or damaged it shall be promptly removed from service and returned to the site supervisor. Damage includes but is not limited to frayed or broken fibers, pulled or torn stitching, abrasions, mold, burns, and discoloration of original fibers. Oil-soaked harness should also be promptly removed from service.

If a fall occurs, the fall protection equipment that was being used at the time (full body safety harness, the lanyard) must be retrieved, and turned over to the site supervisor. Any falls will be fully investigated by the job site supervisor/safety coordinator and new fall protection equipment will be provided to the employee.

Harness and lanyards must only be used as personal equipment. Should any of these items be subject to actual loading or impact force as developed in arresting a fall or otherwise, they must be removed from service and destroyed.

Lanyards must be secured at a level not lower than the user's waist, when practical, at a level which is the highest possible point above the work location. The lanyard should limit the fall distance to a maximum of 4 feet. In addition, all lanyards must be secured to a substantial structure.

When attaching the lanyard, keep in mind what hazards are directly below the work area, should you happen to fall.

Any questions concerning the type of personal fall protection systems best suited for a particular job, as well as system installation should be directed to the supervisor or safety coordinator/safety department.

The full body harness must be worn as designed, and as intended by the manufacturer. Full body safety harnesses, lanyard, and hardware must meet the specifications set forth in ANSI Standard A10.14 -1975; Requirements for use in the Construction and Industrial Areas.

The use of body belts for fall restraint is prohibited. A full body harness is required.

Safety Watch System: When one employee is conducting any repair work or servicing equipment on a roof that has a pitch no greater than four in twelve, employers are allowed to use a safety watch system.

- Ensure the safety watch system meets the following requirements:
 - There can only be two people on the roof while the safety watch system is being used: the one employee acting as the safety watch and the one employee engaged in the repair work or servicing equipment.
 - The employee performing the task must comply promptly with fall hazard warnings from the safety watch.
 - The safety watch system cannot be used when weather conditions create additional hazards.
 - The employee acting as the safety watch must meet the definition of a competent person as defined in WAC 296-155-24603, has full control over the work as it relates to fall protection, has a clear, obstructed view of the worker, is able to

maintain normal voice communication; and performs no other duties while acting as the safety watch.

Training

All employees exposed to falls will be trained in the Fall Protection Program. General fall protection training is a requirement for all maintenance/facilities employees as of new employee orientation.

Site-specific training will be provided for site-specific fall protection work plans prior to the employee commencing work in the area. Site-specific training documentation will be maintained at the work site, with a signed training receipt for each employee filed with the employee's safety training records.

Retraining will be provided whenever there is a change of procedure or equipment, a change on job task assignments, or when deficiencies in training are noted by the supervisor.

RESPIRATORY PROTECTION PROGRAM

This program establishes the requirement for the proper use of respirators, types of filters, fit testing, and training for employees who may be exposed to airborne toxins during performance of their jobs.

Affected employees will receive medical screening and specialized training prior to being required to wear a respirator. If you have any questions, please contact Katie Gillespie (kgillespie@fpschools.org) or Doug Vanderleest (dvanderleest@fpschools.org).

BLOODBORNE PATHOGENS PROGRAM

Purpose: To provide a safe environment for all employees who may be potentially exposed to blood or body fluids in the performance of their duties, resulting in an occupational exposure to Bloodborne Pathogens.

Procedures: All employees shall receive training on the district's initial Exposure Control Plan and will be updated whenever the introduction of new or modified tasks or procedures warrants it.

UNIVERSAL PRECAUTIONS

The term "universal precautions" refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomits unless they contain visible blood.

PERSONAL PROTECTION

AVOID:

- Rubbing or touching eyes.
- Use of jewelry during work hours.

REFRAIN:

- From kissing or being kissed by students.

USE:

- Own personal care items - don't share drinking glasses, etc.

HANDWASHING

BEFORE:

- Drinking, eating, or smoking.
- Handling clean utensils, equipment, or food.

BEFORE AND AFTER:

- Going to the bathroom.

AFTER:

- Contact with any body secretions.
- Handling soiled diapers, garments, or equipment.
- Caring for children, especially those with discharges.
- Removing disposable gloves.
- Removing lab coat or smock.

GLOVES

WHEN:

- If care provider has an open lesion on his/her hands.
- Handling contaminated disposable items (tissues, diapers, etc.).
- Direct hand contact with body fluids is anticipated.
- Cleaning up body fluid spills.
- Diapering.

TYPE:

- Non-sterile latex or vinyl (intact) disposable - dispose after each student contact.
- General purpose utility gloves (e.g., rubber) - household gloves for housekeeping chores may be decontaminated and reused.

NOTE: Dispose of disposables in plastic lined waste baskets - empty daily.

EXPOSURE DETERMINATION

Examples of occupational groups in schools considered at risk are listed below; however, individual job duties must be considered when determining those employees at risk.

1. Health Room Providers (Nurses, Health Services Assistants, Office Managers and Secretaries caring for children in the Health Room).
2. Occupational Therapists, Physical Therapists, and Speech and Language Pathologists.
3. Coaches and their hired assistants.
4. Custodians.
5. Teachers and Paraeducators working in classrooms serving students that may present an increased risk of exposure to Bloodborne Pathogens (e.g., students requiring diapering or other personal care; students with difficulty controlling secretions; students prone to behaviors such as biting).
6. Bus Drivers and Assistants transporting above students.
7. Security Personnel.

8. Employees who are required by their job description to administer First Aid as a part of their job (e.g., Playground Supervisors).

HAZARDOUS WASTE MANAGEMENT & EMERGENCY RESPONSE PLAN

- Purpose: The hazardous waste management and emergency response plan is designed to protect employees from harmful hazards while handling, storing, and removing hazardous waste within the confines of the district. The plan also provides guidelines for chemical spill control.
- Procedures: The district will ensure that all employees who handle chemicals will be trained in proper waste handling and emergency procedures.
- Program: Please refer to the district's Emergency Response Plan located at each site. This program contains information regarding the district's Hazardous Waste Management Plan procedures.

CHEMICAL HYGIENE PLAN

Purpose: The Chemical Hygiene Plan is a document designed to express the districts policies and procedures relating to the safe operation of the school laboratory and protection of individual employees who may be exposed to hazardous chemicals.

Procedures: The district will ensure that all employees who are assigned to work in a laboratory workplace (instructors and aides) and those that may be required to enter (i.e., maintenance and custodial staff) will receive training in the district's Chemical Hygiene Plan.

Chemical Hygiene Program

Purpose of This Document

This Chemical Hygiene Plan is a document designed to express the policies and procedures adopted by the district as they relate to the safe operation of school laboratories. The goal of the Laboratory Standard is to provide a safe laboratory workplace, and it includes requirements on occupational exposures to hazardous chemicals.

The Laboratory Standard requires that employers protect workers through the development and implementation of a Chemical Hygiene Plan tailored to the individual laboratory workplace. The purpose of this Chemical Hygiene Plan is to protect employees from harm due to exposure to hazardous chemicals while they are working in the laboratory.

Many policies and practices may not be part of the Chemical Hygiene Plan, and yet they are crucial to the planning process that must be part of maintaining a safe environment for employees and students. The number of students per class or teacher and the amount of physical space available to each student are examples of policies and practices that affect establishment of a safe environment, but which are not required by WISHA to be included in the Chemical Hygiene Plan.

1.1 What Is Covered by the Chemical Hygiene Plan?

"Laboratories" are defined as facilities where the "laboratory use of hazardous chemicals" in which all of the following conditions are met:

- Chemical manipulations are carried out on a laboratory scale.
- Multiple chemical procedures or chemicals are used.
- The procedures involved are not part of a production process, nor in any way simulate a production process.
- Protective laboratory practices and equipment are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

"Hazardous Chemical" means a chemical for which there is statistically significant evidence, based on at least one scientific study, showing that acute or chronic health effects occur in exposed employees. A chemical prepared for the first time and for which safety data is not available should be treated as a "hazardous chemical" until data is available to show otherwise. The term "health

hazard" includes carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, sensitizers, and corrosives.

"Employees" who must abide by this Chemical Hygiene Plan are individuals employed in the workplace that may be exposed to hazardous chemicals in the course of their assignment. Included are employees who work in the laboratory such as instructors and teacher's aides, and other employees of the district who enter the laboratory to perform their assigned responsibilities such as maintenance and janitorial personnel.

"Laboratory scale" means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person.

1.2 What Is Not Covered by the Chemical Hygiene Plan

The Chemical Hygiene Plan addresses the protection of employees. Since students are not employees, they are not officially covered by provisions of the Chemical Hygiene Plan. However, since this document contains guidance on generally accepted good laboratory practice, it should be used to establish minimal safety instruction and procedures for students.

The Plan does not cover laboratory uses of hazardous chemicals that provide no potential for employee exposure, including procedures using chemically impregnated test media such as Dip-and-Read tests.

Laboratory visitors, such as sales staff, outside repair persons, and guests are not included in the definition of employee and are not addressed in the Chemical Hygiene Plan. All such persons should be offered the same protection given to employees and students. At a minimum, visitors will be provided with goggles and other necessary personal protective equipment and be escorted while in the lab area.

1.3 Summary of the Chemical Hygiene Plan

In compliance WAC 296-62, Part Q, the district has prepared and implemented the Chemical Hygiene Plan. Adherence to the Plan will assure that employees will be protected from health hazards associated with hazardous chemicals in the laboratory or only exposed to regulated substances at a level that will not exceed the permissible exposure limits.

This Chemical Hygiene Plan is composed of the following sections:

- This introduction stating the goal and basis for the Chemical Hygiene Plan.
- A list of the district personnel responsible for various aspects of the Plan and its implementation.
- General principles that identify the guidelines for working with laboratory chemicals.
- Standard operating procedures for Laboratories, the implementation of which will help the Chemical Hygiene Officer and all employees in meeting the goal of the Chemical Hygiene Plan.

- Record-keeping requirements and procedures for reporting items related to laboratory health and safety.
- Laboratory safety procedures.
- Procedures for inspecting laboratories and reviewing the Chemical Hygiene Plan.
- A description of the situations in which employees must use specific exposure control measures.
- Information regarding training opportunities for employees.
- Emergency response procedures.
- Spill response procedures.
- Useful forms.

DISTRICT ORGANIZATION

Compliance with the District's Chemical Hygiene Plan is the responsibility of all employees involved in the laboratory science program. However, certain employees and entities are specifically charged with the monitoring compliance with the Chemical Hygiene Plan. Specific duties have been assigned to the following district positions:

2.1 Superintendent

The Superintendent has the ultimate responsibility for chemical hygiene within the district. The Superintendent will, along with other administrators, provide continuing support for district-wide chemical hygiene programs, including the development and enforcement of the Chemical Hygiene Plan.

2.2 District Chemical Hygiene Officer

The District Chemical Hygiene Officer must be qualified by training and experience to provide technical guidance in the development and implementation of the Chemical Hygiene Plan. The District Chemical Hygiene Officer will report to the District's Risk Manager for duties associated with Chemical Hygiene Officer responsibilities and Plan compliance. The responsibilities of this position require the District Hygiene Officer to:

- Implement the Chemical Hygiene Plan and conduct the associated training programs.
- Assist the School Chemical Hygiene Officers in the execution of their duties.
- Maintain a list of School Chemical Hygiene Officer(s) to monitor the procurement, use, and disposal of chemicals used in the schools' laboratory and other programs.
- Conduct school lab visits to ensure that inspections of equipment in the laboratory are performed as required and that records of inspections are maintained.
- Assure that the Chemical Hygiene Plan is reviewed annually and revised as needed, so that it is always in compliance with current legal requirements.
- Review requests to use chemicals identified as explosive, carcinogenic, mutagenic, highly toxic, or otherwise represent a high risk for general school laboratories.
- Keep records of employee exposure to hazardous chemicals for a period of 30 years beyond the time of exposure. These records should be filed by the employee, with the school district, in writing, within two weeks of the exposure.

- Assure that medical consultations and examinations are acquired as a result of exposure to hazardous chemical(s).
- Provide training for lab science teachers and staff in chemical hygiene, hazardous material management and lab safety.

2.3 School Chemical Hygiene Officer

The School Chemical Hygiene Officer will serve as the building's contact person for chemical hygiene programs. The District Chemical Hygiene Officer will consult with building principals to facilitate the appointment of School Chemical Hygiene Officers. School Chemical Hygiene Officers are responsible for chemical hygiene training and compliance procedures for that school. In most schools, the Chemical Hygiene Officer duties will be assigned to the science department head, a science department supervisor or a science teacher.

The School Chemical Hygiene Officer will have the responsibilities listed below:

- Ensure that employees receive training in their responsibilities for compliance with the Chemical Hygiene Plan and laboratory safety practices.
- Ensure that employees have access to the Chemical Hygiene Plan, safety data sheets (SDS) and other suitable reference materials. See Appendix B for a selected bibliography.
- Conduct regular, formal chemical hygiene and housekeeping inspections.

2.4 School Employees

All employees working in a laboratory area are responsible for:

- Compliance with the Chemical Hygiene Plan.
- Participating in training programs provided by the school or district.
- Maintaining awareness of health and safety hazards.
- Planning and conducting each operation in accordance with the school district's chemical hygiene procedures.
- Consulting reference materials, including material safety data sheets, related to chemical safety whenever appropriate.
- Reporting accidents, injuries, unsafe practices, and unsafe conditions.

2.5 Students

The District Chemical Hygiene Plan does not specifically cover students as the requirement to have and comply with a Chemical Hygiene Plan instead it is directed at employers for the protection of employees. However, good personal chemical hygiene habits should be taught to all students at every reasonable opportunity, particularly to those who use the laboratory while enrolled in science courses. Students should not be allowed to use school laboratories outside of regular science course classes unless they first obtain permission and are directly supervised by the instructor during their work.

GENERAL PRINCIPLES

The following statements and explanations are general principles for the use of those handling laboratory chemicals. While the list is not complete, these concepts provide the fundamental underpinning for laboratory work in the district.

3.1 Be Prepared

The district will provide training to employees in how to find and use information from SDSs and this Chemical Hygiene Plan. Employees are required to familiarize themselves with the hazards associated with the chemicals they expect to use and must take appropriate steps to minimize their exposure to those chemicals.

3.2 Follow the Chemical Hygiene Plan

Employees are required to follow the practices specified in the Chemical Hygiene Plan to minimize their health and safety risks.

3.3 Minimize Exposures to Chemicals

Laboratory chemicals can present hazards of one type or another. Employees will follow general precautions for handling all laboratory chemicals. Specific guidelines for some chemicals, such as those found in the appropriate SDSs, will also be followed.

3.4 Consider the Risk

The decision to use a particular substance will be based on the best available knowledge of each chemical's particular hazard and the availability of proper handling facilities and equipment. Substitutions, either of chemicals or experiments, will be made where appropriate to reduce hazards without sacrificing instructional objectives. When the risk outweighs the benefit and no substitute is available, then the experiment or procedure will not be conducted.

3.5 Observe PELs and TLVs

The permissible exposure limit (PEL) and threshold limit value (TLV) of a typical chemical used in the laboratory are available on the SDS for that chemical. Staff exposure to hazardous chemicals should not exceed those limits.

3.6 Adequate Ventilation

The best way to prevent exposure to airborne substances is to prevent their escape into the laboratory by using hoods or other ventilation devices. Inspection of fume hoods will be conducted quarterly. All inspections will be recorded and a file containing all inspection documentation will be maintained at the school.

3.7 Use Safety Data Sheets

District employees will not accept a chemical from a supplier unless it is accompanied by the corresponding SDS unless the SDS from that supplier for that chemical is already on file. All SDSs must be accessible to employees at all times. Employees will be provided with training in how to use SDSs.

STANDARD OPERATING PROCEDURES

The goal of the Chemical Hygiene Plan is to protect employees and students working in district labs from injury due to hazardous chemicals. This section is written in several parts and is meant as a guide for the district and its employees. The District or School Chemical Hygiene Officer may add additional general or specific safety rules for a particular laboratory as needed. It is recommended that these same standards be communicated to students, be expected of students, and be promoted by the school and laboratory personnel.

4.1 General Rules

The instructor (and aide, if any) will review laboratory instructions, safety procedures, and reagents prior to each laboratory activity. They should be aware of the following:

- The chemical hazards for each chemical, as determined from the SDS or other appropriate reference.
- Appropriate safeguards for using each chemical, including personal protective equipment.
- Location and proper use of emergency equipment.
- Proper storage of chemicals.
- Appropriate personal hygiene practices.
- Correct methods for transporting chemicals within the laboratory facility.
- Appropriate procedures for emergencies, including evacuation routes, spill cleanup procedures, and fire control.
- Proper procedures for the disposal of hazardous substances.
- Procedures for notifying supervisory persons in the case of an accident or injury.
- Whenever chemicals are in the laboratory and not in locked cabinets or storerooms, the unattended laboratory will be locked.

4.2 Working Alone

Staff should not work alone in a laboratory or chemical storage area unless other employees are in the vicinity and are aware that someone is in the laboratory, in which case periodic checks should be made. Students may not be permitted to work alone in a laboratory or chemical storage area.

4.3 Personal Protective Equipment (PPE)

Washington State employers are required to have a Personal Protective Equipment Program per WAC 296-180-160. Employers are required to conduct and document assessments for potential hazards within the workplace and use the assessment findings in the selection of appropriate PPE for employees (and students). Employees (and students) must be provided with training in proper use of PPE. Once trained, employees (and students) are required to use appropriate protective clothing and equipment. Laboratory aprons or coats, eye protection, and non-permeable gloves are considered standard equipment for school laboratory programs.

Selection, purchase, and maintenance of PPE will be the responsibility of the school Chemical Hygiene Officer. The District Chemical Hygiene Officer, the District PPE Program and WAC 296-180-160 provide guidance on conducting hazard assessments, selection of appropriate equipment, and PPE training and usage.

4.3.1 Eye Protection

Everyone in a laboratory, including visitors, is required to wear eye protection when working or observing others working with chemicals.

Eye goggles should provide splash and impact protection and will conform to ANSI Standard 287.1-1989. Eyeglasses, even with side shields, are not acceptable protection against chemical splashes.

Each school is required to have and use equipment for cleaning and sterilizing goggles. Sterilizers must be used whenever two or more persons use the same goggles.

Contact lenses are not necessarily prohibited in the laboratory. If contact lenses are permitted, chemical splash goggles must also be worn at all times. Because there may be a need to remove contacts quickly, contact lens wearers should inform the appropriate personnel of the contacts before an emergency arises.

Approved standing shields or face shields should be used when there is potential for splashes or when corrosive liquids are used. Goggles should be worn whenever using standing or face shields.

4.3.2 Protective Clothing

Protective clothing worn in the laboratory must offer protection from splashes and spills, be easy to remove in case of an accident, and be fire resistant. Nonflammable, nonporous rubber or plastic aprons offer the least expensive protection. Aprons are to be long enough to cover from the neck area to the knees. Clean chemical and fire-resistant laboratory coats may be worn if they are long-sleeved and long enough to cover the knees. Snap fasteners or Velcro closures are better than buttons, because the laboratory coat is more easily removed in an emergency.

At no time should shorts, cutoffs, or short skirts be allowed in the laboratory. Shoes must have low heels with fully covered "uppers." Open toes or uppers constructed of woven material is inappropriate for laboratory work. Jewelry such as rings or bracelets is to be removed in order to prevent chemical seepage under the jewelry, contact with electric sources, catching on equipment, or damage to the jewelry itself.

Laboratory coats, jackets, aprons, or clothes on which chemicals have been spilled must be washed separately.

4.3.3 Respiratory Protection

The use of respiratory protection is not anticipated for secondary school instruction or incident response. Respiratory protection requires training from and approval by the District Hygiene Officer and the implementation of the program elements of WAC 296-841 Respirator Program for equipment selection, purchase, and maintenance. Where the need for respirators has been established, or the need must be determined through hazard assessments, contact the District Chemical Hygiene Officer or the District Safety Officer for assistance.

4.3.4 Gloves

There are no current ANSI (American National Standards Institute) standards for gloves. Glove selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

When gloves are required, it should be remembered that no one kind of glove is suitable for all situations. The SDS for the chemical contains specific instruction in selecting the proper type of gloves to be used. For example, corrosion-resistant gloves should be worn when working with corrosive liquids.

Chemical resistance gloves may be made of rubber, neoprene, polyvinyl alcohol, or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.

Gloves must be removed before leaving the laboratory or touching doorknobs, telephones, or laboratory notebooks.

Gloves must be checked before each use to ensure the absence of cracks and small holes and should always be worn with the same side out.

4.4 Advance Planning

Do not rely solely on the textbook or laboratory manual or other instructional material for the safety precautions required for a particular experiment. Consult the SDSs for chemicals and safety references for equipment, particularly when the anticipated experiment is new to the instructor. The instructor or laboratory aide should review potential hazards and specifically describe them to all classes and all students immediately before each experiment. The scale of the procedure should be reduced as much as possible to bring to a minimum the generation of waste chemicals. Use only those chemicals for which the ventilation system is adequate.

4.5 Personal Behavior

The laboratory will never be left unattended while students are performing an experiment in that laboratory. However, it is recognized that some experimental procedures, such as crystallization or incubation, rate a normal part of some experiments and that such procedures may safely be left while they are in progress. The staff should use the best available information when deciding whether a particular procedure may be left unattended.

Horseplay, pranks, or other acts of mischief should not be tolerated in chemical work areas and laboratories. Additionally, employees or students are prohibited from performing activities using unauthorized chemicals. Students who exhibit inappropriate behavior, i.e., put themselves or others in danger, shall be immediately removed from class. Appropriate district disciplinary policies and procedures shall be applied.

Every precaution must be taken to insure that unauthorized persons never remove chemicals from the laboratory. Unattended chemical storage areas must be locked. Visitors and students are not allowed to access chemical storage areas alone.

4.6 Personal Hygiene

Staff should use appropriate personal hygiene practices, including the following:

- Wash promptly whenever any hazardous chemical has contacted the skin, except in those few cases in which chemicals will react dangerously with water.
- Always use a bulb or other device for suction. Never pipette by mouth.
- Avoid inhalation of chemicals used for an experiment, including gases, vapors, and aerosols.
- "Wafting" to test chemical odors should only be done with extreme caution and only when specifically directed to do so in the written experimental procedure.
- Wash well with soap and water before leaving the laboratory, even if gloves have been worn.
- Never wash with organic solvents.
- Be aware that tobacco products in opened packages can absorb chemical vapors. Do not apply or store cosmetics in the chemical laboratory.
- Seek immediate and appropriate medical treatment whenever signs or symptoms of exposure to a hazardous chemical are manifested.
- Use proper glove etiquette.

4.7 Housekeeping

Because many accidents may be attributed to sloppy work areas, all laboratory spaces must be kept clean and contain only those items needed for the task at hand. Cleanup should immediately follow the completion of each operation and at the end of each day.

- Place all wastes in appropriate, segregated receptacles that are correctly labeled.
- Store all equipment and chemicals properly. Chemicals should not be stored in aisles, on the floor, in stairwells, on desks or laboratory tables. Or in open lab.
- Do not leave chemicals overnight on shelves over the workbench.
- Never block access to emergency equipment, showers, eyewashes, or exits.
- Clearly label all chemical containers with the identity of the contents and the hazards those contents present. Refer to Section 6.8 for proper labeling practice.
- Keep all cabinets and drawers closed when not in use to avoid catching and bumping hazards.
- Clean all working surfaces and floors on a regular basis. Keep the floor clear of slipping hazards such as ice, spilled liquids, glass beads, or other small items.
- Clean up all chemical spills as soon as they occur. Chemicals and cleanup materials should be disposed of correctly.

4.8 Food Handling

No food or beverages should be stored, handled, prepared, or consumed in the laboratory or other areas where chemicals are used or stored. Additionally, laboratory chemicals and laboratory

equipment should not be brought into eating areas. Glassware or utensils that have been used for laboratory operations should never be used to prepare or consume food. Laboratory refrigerators, ice chests, microwave ovens, and cold rooms should not be used for food storage or preparation.

4.9 Glassware

Careful storage and handling procedures should be used to avoid glassware breakage. In the event of breakage, protection for the hands should be worn when picking up the broken pieces. Use of tongs is encouraged. Small pieces should be swept up with a brush and pan. Broken glass should be separated from other waste by placing it in a special container marked Broken Glass. Broken glass contaminated with chemicals must be treated as hazardous waste.

Use hand protection like heavy gloves or cloth towels when inserting glass tubing into rubber stoppers or corks or when placing rubber tubing on glass hose connections. When inserting glass tubing into a stopper, the hands should be held close together to limit movement of glass, and the glass should be lubricated. Tubing should be fire polished or rounded at the end.

4.10 Flammability Hazards

Open flames should not be used to heat a flammable liquid or to carry out a distillation under reduced pressure. Before lighting a flame, all flammable substances will be removed from the immediate area of the flame. All containers of flammable substances in the area will be checked to ensure that they are tightly closed.

Flammable materials will be stored in a flammable liquid storage cabinet or other appropriate location. When transferring significant quantities of flammable liquids from one container to another, it is particularly important that they be properly grounded to prevent accidental ignition of flammable vapors and liquids from static electricity or other sources of ignition. Large quantities of flammable chemicals stored outside cabinets should be in flameproof storage cans that conform to NFPA (National Fire Protection Association) guidelines. Current NFPA Standards 30, Flammable and Combustible Liquids Code, and 45, Fire Protection for Laboratories Using Chemicals, and/or the applicable local fire codes should be followed.

4.11 Electrical Hazards

All electrical outlets should have a grounding connection accommodating a three-prong plug. GFI receptacles are required if located near sinks. Most electrical equipment is wired with a three-prong plug. The grounding post should never be removed from such a plug. Some equipment is designed for safe use with two-prong plugs. All laboratories should have circuit breakers readily accessible. Employees are required to know how to cut off electrical service to the laboratory in case of emergency. Laboratory lighting should be on a separate circuit from electrical outlets so that electric service can be cut off during an emergency. All electrical outlets should be checked for continuity after initial occupancy (upon new construction or when first used by an employee) and whenever electrical maintenance or changes occur.

If electrical equipment shows evidence of improper heating, immediately unplug the device.

4.12 Compressed Gases

If compressed gas cylinders are used in the laboratory, procedures for their use should be in accordance with guidelines established by the Compressed Gas Association, particularly CGA P-1 919965, Safe Handling of Compressed Gases. Some of the more important considerations in using gas cylinders correctly are the following:

- No cylinder should be moved from one location to another until the protective cap is securely in place.
- Both full and empty cylinders should only be stored where straps, chains, or a suitable stand may securely restrain them.
- All cylinders should be used with a correct regulator and should be fitted with delivery tubes that do not leak and which are tightly fastened to the cylinder.
- A cylinder should be considered to be empty when there is still a slight positive pressure.
- An empty cylinder should be returned to the supplier as soon as possible after having been emptied, or when it is no longer needed.
- Cylinders should not be exposed to temperatures above 50° C (122° F).

4.13 Prior Approval

Teachers, instructors, and aides will obtain prior approval from the School Chemical Hygiene Officer whenever a new laboratory experiment or test is to be carried out. This prior approval is also required for experiments that have not been performed recently or for which the flammable or explosive chemicals are used individually or in combinations. The potential for harm may be affected by a change in the amounts of materials being used, the conditions under which the experiment is to be conducted, or the substitution, deletion, or addition of a chemical.

Prior approval before doing any procedure should be obtained where one or more of the following conditions exist:

- Potential for a rapid rise in temperature.
- Potential for a rapid increase in pressure.
- Substitution of flammable solvent for one less flammable.
- Potential for chemical explosion.
- Potential for spontaneous combustion.
- Potential for the emission of toxic gases that could produce concentrations in the air that exceed toxic limits.
- Change in a procedure, even if the change is quite small.

Prior approval should be obtained before again performing any procedure after there has been a failure of any of the equipment needed for the process, especially of safeguards such as fume hoods. Accidents and equipment failures must be reported to the School Chemical Hygiene Officer.

RECORD KEEPING PROCEDURES

Specific records are required as a part of program compliance.

5.1 Air Concentration Monitoring

The district requires that records of air concentration monitoring be maintained for at least 30 years and that they are accessible to employees and/or their representatives. Such monitoring should be done as recommended by the Chemical Hygiene Officer and follow generally accepted monitoring techniques.

Regular instrumental monitoring of airborne concentration is not usually justified or practical in school laboratories. Monitoring may be appropriate when toxic materials are used or stored, or when ventilation devices are tested or redesigned. It is required after each documented incident of exposure to toxic chemicals.

5.2 Training Records

The district is required to maintain records of employee training for at least 30 years. All training attended, both "in-district" and "external" must be documented and included in employee training records. Attendance will be recorded at "in-district" training. Employees are required to submit copies of certificates of attendance or completion from external training attended. Training records are to be maintained at the school level and be made available to employees and/or their representatives when requested.

5.3 Safety Data Sheets (SDSs)

The district is required to maintain a file of manufacturers' SDSs and is also required to make them accessible to employees in the laboratory. If an SDS is not available when a new chemical is received, that chemical should not be used until an SDS is obtained. Copies of SDS for chemicals in the lab should be maintained outside of the chemical storage area. The main office is the most suitable location for duplicate SDS binders. This duplication, while time consuming, facilitates more efficient and comprehensive responses in emergency situations.

5.4 Exposure Testing Records

Records of exposure assessments will be maintained for at least 30 years, and they will be made available to employees and/or their representatives upon request. Exposure testing procedures and results of that testing will be forwarded to the District Chemical Hygiene Officer, who is responsible for maintaining these records. An accurate record of any measurements taken to monitor employee exposures must be kept, transferred, and made accessible to each employee. Employees will be notified of any monitoring results within 15 working days after receipt of the results, either individual; in writing, or by posting the results in an appropriate location that is accessible to employees.

5.5 Medical Records

The district requires the records of medical consultations, medical examination, and all reports derived from such consultations and examinations be maintained for at least 30 years. These records must be accessible to employees and/or their representatives upon request.

5.6 Prior Approval

Laboratory employees will be informed of those laboratory procedures and operations that require prior approval from the Chemical Hygiene Officer, so that these activities can be carefully monitored for adherence to the Chemical Hygiene Plan. Request for approval must be made in writing, using the form provided in Appendix B.

5.7 Incident Reports

Each incidence of an accident of injury or "near miss" will be reported to the school Chemical Hygiene Officer and the District Chemical Hygiene Officer in writing in accordance with Worker's Compensation rules. If staff or students were witnesses to the accident of injury they will complete the appropriate form found in Appendix C. The district will keep records for 30 years from the time of the occurrence. Near miss reports are very useful in determining what areas require specific attention during the annual required review of procedures.

5.8 Chemical Inventory Records

Each school is required to maintain a Chemical Inventory List, which will be updated annually. Copies of the Chemical Inventory List will be kept at the local school and the original will be provided to the District Chemical Hygiene Officer. If this record-keeping requirement is completed via a computer-based inventory program, both the school and District Chemical Hygiene Officers will provide for backup copies to be maintained in a separate location.

5.9 Waste Disposal Records

The district should maintain records of waste chemicals and products from reactions or processes that are transferred to an authorized and/or certified chemical disposal agent, and chemicals that are transported to a new site. These records should conform to requirements of the Environmental Protection Agency and Department of Transportation, either of which may have jurisdiction over these types of transfers. The records should also conform to state requirements.

5.10 Safety Inspections and Recommendations

The district will keep records of safety inspections, including the date of the inspection and the person conducting the inspection. Examples of equipment to be inspected are fire extinguishers, drench showers, eye wash fountains, and fire blankets. The district will maintain records showing dates of needed repairs and regular maintenance for control systems.

The district will keep a record of safety suggestions from employees, including the date the suggestion was submitted, the name of the person submitting the suggestion, the disposition of the suggestion, and the reasoning for the action taken.

LABORATORY SAFETY PROCEDURES

6.1 Employee Exposure Protections and Monitoring

If there is reason to believe that exposure levels for a regulated substance have exceeded the action level or permissible exposure limit, the school Chemical Hygiene Officer will immediately take steps to ensure that employee exposure to that substance is measured.

Factors that may raise the possibility of overexposure and therefore warrant an initial measurement of employee exposure include:

- The manner in which the chemical procedures or operations involving the particular substance are conducted.
- The existence of historical monitoring data that shows elevated exposures to the particular substance for similar operations.
- The use of a procedure involving significant quantities or that is performed frequently or over an extended period of time.
- There is reason to believe that an exposure limit may be exceeded.
- Signs or symptoms of exposure (e.g., skin or eye irritation, shortness of breath, nausea, or headache), which are experienced by employees. (Some of these symptoms are very general and can be due to many other causes including emotional stress or hysteria.)

If the initial exposure determination described above indicates employee exposure over the action level for a particular substance, the district will immediately comply with the exposure-monitoring requirements for that substance.

6.2 Laboratory Facilities

The type and scale of work conducted in a laboratory must be appropriate to the physical facilities available and to the quality of the ventilation system. A laboratory should include, where appropriate:

- An adequate general ventilation system with air intakes and exhausts located so as to avoid intake of contaminated air and to vent lab air directly to the exterior of the building.
- On-demand ventilated stockrooms and storerooms that vent air directly outside. Proper chemical storage for specific hazardous materials such as flammables, corrosives, carcinogens, and highly toxic chemicals, so far as they are likely used.
- Adequate laboratory hoods and sinks.
- Emergency equipment, including proper fire extinguishers, spill kits, alarms, access to a telephone with an outside line, eyewash, safety shower, and fire blanket.
- First aid equipment including first aid kits.
- Arrangements for proper waste storage and disposal.

6.3 Laboratory Ventilation

Laboratory fume hoods are not meant for either storage or disposal of chemicals. If a hood must be used for storage, in order to provide adequate ventilation for flammable chemicals, for example, it must not be used for laboratory experiments or transfer of chemicals. In that event, it must be used only for storage.

General laboratory ventilation should not be relied on for protection from exposure to hazardous chemicals. A rate of 8-12 room air changes per hour is the accepted standard when local exhaust systems such as hoods are used as the primary method of control. Laboratory airflow should not be turbulent and should flow continuously throughout the laboratory.

A laboratory hood with a minimum of 2-3 linear feet of hood space per person should be provided for every two students if they spend most of their time working with chemicals. Airflow into and within the hood should not be excessively turbulent. Excessive turbulence may be produced when a hood face velocity exceeds 125 linear feet per minute. Fume hoods should provide adequate airflow at about 60-100 linear feet per minute. The airflow should be measured and recorded regularly by the instructor or School Chemical Hygiene Officer.

Cabinets and rooms that store hazardous chemicals are required to be separately ventilated.

The quality and quantity of ventilation must be evaluated when installed, regularly monitored, and reevaluated whenever a change in ventilation devices is made, or the ventilation system is repaired. Section K, Lab Safety of the most recent edition of the Department of Health and OSPI K-12 Health and Safety Guide will be used to determine the required frequency of inspection.

6.4 Medical Consultations and Medical Examinations

Employees who work with hazardous chemicals will be provided with an opportunity to receive medical attention when overexposure to a hazardous chemical is reasonably suspected.

Cause for Consultation or Examination

In relation to the exposure of hazardous chemicals, medical attention will be provided to an employee under the following circumstances:

- Whenever an employee develops signs or symptoms of exposure to a hazardous chemical to which the employee may have been exposed in the laboratory.
- Whenever exposure monitoring reveals an exposure level above the action level or permissible exposure level for an OSHA-regulated substance.
- Whenever an event such as a spill, leak, or explosion, takes place in a laboratory that may result in exposure to a hazardous substance

Type of Medical Attention

All medical examinations and consultations should be performed under the direct supervision of a licensed physician and should be provided without cost to the employee, without loss of pay, and at a reasonable time and place. All questions regarding medical consultations and examinations should be directed to the District Chemical Hygiene Officer, who should arrange for consultation with the Puget Sound Workers' Compensation Trust.

Information for the Physician

The following information should be provided to the physician conducting medical consultations and examinations:

- The identity of hazardous chemicals to which the employee may have been exposed.
- A copy of the material safety data sheet for the chemical.
- A description of the conditions under which the exposure occurred, including quantitative exposure data.
- A description of the signs and symptoms of exposure that the employee is experiencing.

Physician's Report

A written opinion from the examining physician for any consultations or examinations performed under this standard should include any recommendation for further medical attention, the results of the medical examination and any associated tests, any medical condition revealed during the examination which might compromise employee safety during, or as a result of, exposure to hazardous chemicals found in the workplace, and a statement that the employee has been informed by the physician of the results of the consultation or examination and any medical condition that may require further examination or treatment. The written opinion should not reveal specific diagnoses unrelated to occupational exposure, except as noted above.

6.5 Chemical Purchase and Procurement

The purchase of chemicals will be guided by the maxim that less is better. The lower the chemical inventory, the fewer the problems associated with storage, and the less likely that accidents or exposures will occur. Quantities in excess to the needs of the instruction will result in the school and/or the district incurring excessive costs to dispose of outdated or surplus chemicals.

- Chemicals will be ordered in quantities that are likely to be consumed in two years or less.
- Chemicals will be purchased only when needed for specific experiments or research projects. The chemicals will be purchased only in the quantity sufficient for the declared use.
- A chemical will not be accepted or used without being accompanied by the material safety data sheet.
- The container will be marked with the date at the time it is received and the date it is opened.
- Chemicals will not be accepted if the original container has been broken, opened, or has been compromised in some other way.

- The Chemical Inventory List will be updated each time a chemical is received. Employees will not accept donated chemicals.

6.6 Storage and Distribution

- All chemicals shall be in tightly closed, sturdy, and appropriate containers.
- If the chemical has been transferred to a secondary container, the new container will be appropriately labeled, including all of the hazard information. Specifications for labeling follow in Section 6.8.
- Chemicals should be stored based on the reactive nature of the chemical. Storage patterns should never be based solely on the alphabetical arrangement of chemicals.
- The District Chemical Hygiene Officer is responsible for establishing a classification system to be used for the storage of chemicals. School Chemical Hygiene Officers will implement the storage system and the storage system will be displayed in storage areas.
- Large containers and containers with reactive chemicals, such as acids and bases, will be stored on lower shelves. No chemical should be stored on top of a storage shelf or cabinet.
- All shelves on which chemicals are stored are required to have a lip of approximately 3/4" or greater in order to prevent bottles from sliding off the shelf.
- Flammable chemicals will be stored in approved storage cans or approved flammable chemical storage cabinets.
- Combustible packaging material will not be stored near flammable chemical storage cabinets.
- Employees will securely lock all storage areas when not in use. Storage and preparation areas are to be accessible only to those persons authorized to use the chemicals and be restricted to personnel that have had proper training in the handling and use of the chemicals. Visitors and students are not permitted to have access to chemical storage areas. Students must be directly supervised by a trained employee in prep areas.
- Use or storage of chemicals classified as acute poisons is discouraged. If stored, these chemicals will be kept in a separate, locked location, which has been appropriately labeled.
- Chemicals presenting a fire hazard will be stored in quantities less than 500 ml, unless metal safety cans are used, or the container is stored in a suitable flammable storage cabinet.
- If approved metal safety cans are used, the spring-loaded closure will not be disabled, the flame-arrestor screen will be kept in place, the arrestor screen will be replaced if punctured or damaged, and the arrestor will never be immersed in the flammable liquid.
- Chemicals may not be distributed to other persons or to other areas of the school without prior approval of the School Chemical Hygiene Officer. Chemicals may not be transferred to another location without the simultaneous transfer of a copy of the appropriate safety data sheet, nor will they be transferred without the person receiving the chemicals having had appropriate training in their use, storage, and disposal.

6.7 Inventory Control

- The Chemical Inventory List must be updated each time a chemical is received or consumed. The School Chemical Hygiene Officer will audit the list for accuracy on an annual basis.
- The Chemical Inventory List will contain the following information about each chemical found in storage:
 - The chemical name.
 - The date purchased.
 - The amount present.
 - The Chemical Abstracts Registry (CAS) number.
 - Risk classification-hazard identification.
 - The examination date for possible disposal.
- Every area in which chemicals are used or stored must also have an up-to-date inventory.
- The School Chemical Hygiene Officer and the District Chemical Hygiene Officer will keep a printed copy of the most recent inventory.

6.8 Hazard Identification and Labels

- Laboratory chemicals should be properly labeled to identify any hazards associated with them for the employees' information and protection.
- If a chemical is stored in its original bottle, it should have the manufacturer's original label identifying potential hazards, and the date of purchase, the date opened, and the initials of the person who opened the container.
- If a chemical has been transferred to a secondary container, the new container should be appropriately labeled with the chemical name, formula, concentration (if in solution), solvent (if in solution), hazard warnings, and name or initials of the person responsible for the transfer.
- Unlabeled bottles should not be opened, and such materials should be disposed of promptly, as outlined in the section on disposal procedures.

6.9 Safety Data Sheets (SDSs)

- The safety data sheets for each chemical used in the laboratory contain recommended limits or OSHA-mandated limits, or both, as guidelines to exposure limits. Typical limits are expressed as threshold limit values (TLVs), permissible exposure limits (PELs), or action levels. When such limits are stated, that limit, along with any other information about the hazardous characteristics of the chemical, should be used to set laboratory guidelines. These laboratory guidelines may be used by the District or School Chemical Hygiene Officer and the teacher in determining the safety precautions, control measures, and personal protective equipment that apply when working with that toxic chemical.
- Each SDS received with incoming shipments of chemicals should be maintained and made readily available to laboratory employees and to students.
- A safety data sheet for each compound on the Chemical Inventory List is required.
- Chemical manufacturers and suppliers are required to supply one copy of a safety data sheet the first time the chemical is purchased by the school or institution.

- All laboratory employees will be trained to read and understand the SDSs.

6.10 Waste Disposal

The District and School Chemical Hygiene Officers will ensure that laboratory chemicals are disposed in compliance with appropriate regulations and in a manner that minimizes damage to human health and the environment.

Every process that uses chemicals has the potential for producing hazardous waste. The purchaser or producer of chemicals will take into consideration the waste that will be produced and the cost of waste disposal. The product of a reaction or process only becomes hazardous waste when it is removed from the reaction system and called waste and it is hazardous material.

Treatment of hazardous waste must be done by a licensed facility. If a process generates a hazardous waste, either that waste will be collected for treatment outside the school or the experimental procedure will be altered to avoid production of the waste.

The following are specific guidelines for hazardous waste disposal:

- Chemicals will be ordered in quantities that are likely to be consumed in two years or less.
- Potential waste materials are surplus, old, and/or unnecessary chemicals. Every attempt must be made to avoid accumulating such chemicals.
- No flammable, combustible, or water-insoluble material will be poured down the drain.
- Separate waste containers will be provided for heavy metal compounds, chlorinated hydrocarbons, and non-chlorinated hydrocarbons. Separation of wastes in this manner will make disposal less costly.
- Acids and bases may be neutralized before disposal down the drain. Hazardous waste will never be placed in the common solid trash container(s).
- Waste chemicals will be stored in appropriately labeled containers, inside secondary containment.
- The products of projects, experiments, or other chemical procedures will be recycled and/or decontaminated whenever possible.
- All waste containers will have an up-to-date log of the material that is in the container. Each entry for an addition to the container will be dated and initialed by the instructor, or person who puts the waste in the container. The entry will provide the correct chemical name and amount of chemical added.
- When feasible and safe, a large container of a given waste will be used instead of several small containers of the same material for financial reasons.
- Waste materials will not be allowed to accumulate in laboratories or preparation rooms. The sealed containers will be removed to the designated waste storage location. There are regulatory limits depending on quantity that need to be verified with local officials.
- Waste materials will be identified using a chemical identification form and/or label ensuring sufficient information for their safe transportation, treatment, storage, and disposal.
- The disposal of hazardous wastes will follow the guidelines established by the appropriate local, state, and federal regulations.

PROCEDURES FOR INSPECTIONS

All employees will be alert to unsafe conditions and should inform the School Chemical Hygiene Officer in writing when an unsafe condition occurs.

7.1 Laboratory Equipment

The presence of necessary safety equipment, in proper working condition, a list of which is provided in Appendix D, will be verified and maintained in each school and laboratory area at least quarterly by the Chemical Hygiene Officer. The following general standards will apply:

- Each hood will have a face velocity of 60-100 linear feet per minute.
- Each shower will be capable of supplying a continuous flow of tepid, potable water. (ANSI Standard 2358.1-1990) Showers not meeting this standard will be reported to the Support Services Department for repair or removal.
- Every eyewash station will be capable of supplying a continuous gentle flow of aerated, tepid, potable water to both eyes. (ANSI Standard 2358.1-1990) Eye wash stations not meeting this standard will be reported to the Support Services Department for repair or removal.
- Each fire extinguisher will be fully charged and must have a valid annual inspection tag attached.
- Every goggle sanitizer will have its UV bulb and timer operating properly.
- Equipment will be tagged following the inspection, showing the date, inspector, and results.

The Chemical Hygiene Officer will maintain written records of all inspections and the records will be made available to employees upon request.

7.1.1 Safety Inspections

Safety inspections of the laboratory will be conducted at least twice each year. The School Chemical Hygiene Officer will keep inspection records. A form for conducting these inspections is shown in Appendix F. These general inspections will cover all of the emergency equipment identified above, and also include the following:

- All gas cylinders are firmly secured.
- Chemicals are not being stored in hoods in which experiments are performed.
- Egress routes are not obstructed.
- Chemicals are not stored on top of cabinets or on shelves that do not have lips.
- Electrical cords are in good condition.
- Rubber hoses are not cracked and are otherwise in good condition.
- Other items will be listed on the "safety audit, or inspection," sheet.

SPECIFIC EXPOSURE CONTROL MEASURES

This section addresses criteria that would invoke the use of specific exposure control measures, which are more stringent than those procedures specified as standard operating procedures or general laboratory safety rules. These specific exposure control measures are designed to reduce the exposure of instructors, aides, students, and other employees to especially hazardous chemicals. Employees will read and understand these practices before commencing a procedure using one or more of these chemicals.

8.1 Toxic Chemicals

The SDSs and labels for many of the chemicals used in the laboratory recommend specific limits for exposure. Other limitations may be specified by OSHA-mandated limits. Typical limits are threshold limit values (TLVs), permissible exposure limits (PELs), and action levels. When such limits are stated, they will be used to assist the Chemical Hygiene Officer(s) and the teacher in determining the safety precautions, control measures, and safety apparel.

When a TLV or PEL value is less than 50 PPM or 1 mg/m³ or lower, the user will only use it in an operating fume hood, glove box, vacuum line, or other device equipped with appropriate traps. If none are available, no work will be performed using that chemical.

If a TLV, PEL, or comparable value is not available, no work should be performed using that chemical.

Whenever laboratory handling of toxic substances with moderate or greater vapor pressures is likely to exceed air concentration limits, work with such liquids and solids should be conducted in a fume hood, glove box, vacuum line, or similar device equipped with appropriate traps. If none are available, no work will be performed using that chemical.

Use of most toxic chemicals with low TLVs, PELs or action levels is considered high risk for secondary school lab instruction.

8.2 Flammable Chemicals

In general, the flammability of a chemical is determined by its flash point, the lowest temperature at which an ignition source can cause the chemical to ignite momentarily under certain controlled conditions.

Chemicals with a flash point below 200°F (93.3°C) should be considered "fire-hazard chemicals". Any chemical whose SDS or label states "Flammable" is in this category.

OSHA standards and the National Fire Protection Association (NFPA) guidelines or local fire regulations should be consulted on the proper use of flammable chemicals in the laboratory. Specific references are found in Appendix B.

Fire-hazard chemicals in excess of 500 ml should be stored in a flammable solvent storage area, safety cans, or in storage cabinets designed for flammable materials.

8.3 Reactive Chemicals

Reactivity information may be given in manufacturers' SDSs and on labels. The most complete and reliable reference on chemical reactivity is the current edition of Bretherick's Handbook of Reactive Chemical Hazards, edited by P.G. Urben, published by Butterworths. Other useful references are cited in Appendix G.

A reactive chemical is one that:

- Is described as such on the label, in the SDS, or by Bretherick.
- Is ranked by the NFPA as 3 or 4 for reactivity.
- Is identified by the Department of Transportation (DOT) as an oxidizer, an organic peroxide, or an explosive (Class A, B, or C).
- Fits the Environmental Protection Agency (EPA) definition of reactive in 40 CFR 261.23.
- Is known or found to be reactive with other substances.

Reactive chemicals must be handled with all proper safety precautions, including segregation in storage and prohibition of mixing even small quantities with other chemicals without prior approval and appropriate personal protection and precautions.

Use of most reactive chemicals is considered high risk for secondary school lab instruction.

8.4 Corrosive Chemicals and Contact-Hazard Chemicals

Corrosives, allergen, and sensitizer information is provided in manufacturers' SDSs and on labels. Other guidelines on which chemicals are determined to be corrosive can be found in the publications cited in Appendix G.

A corrosive chemical is one that:

- Fits the OSHA definition of corrosive in 29 CFR 1910.1450 or 29 CFR 1910.1200.
- Fits the EPA definition of corrosive in 40 CFR 262.22 (has a pH greater than 12 or less than 2.5).
- Is known to be reactive to living tissue, causing visible destruction of or irreversible alterations of tissue at the site of contact.

A contact-hazard chemical is an allergen or sensitizer that:

- Is so identified or described in the SDS or on the label.
- Is so identified or described in medical or industrial hygiene literature.
- Is known to be an allergen or sensitizer.

Corrosive and contact-hazard chemicals will be handled with all proper safety precautions, including wearing safety goggles, gloves tested for the absence of pinholes and known to be resistant to permeation or penetration by the chemical, and a laboratory apron or laboratory coat.

Use of most corrosive chemicals at concentrations above 1 m. are considered high risk for secondary school lab instruction.

8.5 Reproductive Toxins

A reproductive toxin is a compound that:

- Is described as such in the applicable SDS or label, or
- Is identified as such by the Oak Ridge Toxicology Information Resource Center (TIRC), (615) 576-1746.

No reproductive toxins will be used or stored in school laboratories without written authorization from the District Chemical Hygiene Officer.

If such chemicals are used, they should be handled only in a hood and when satisfactory performance of the hood has been confirmed; using gloves and wearing protective apparel aides in the avoidance of skin contact. Persons using such substances should always wash hands and arms immediately after working with these materials. Unbreakable containers of these substances should be stored in a well-ventilated area and will be labeled properly.

8.6 Select Carcinogens

All work with these substances should be conducted in a Designated Area, such as a fume hood, glove box, or portion of a laboratory designated for use of chronically toxic substances. Such a Designated Area will be clearly marked with warning and restricted access signs.

Any procedure that may result in a generation of aerosols or vapors will be performed in a hood whose performance has been verified as satisfactory.

Use gloves and other protective equipment to avoid skin contact. Any protective clothing should be removed before leaving the Designated Area and placed in a labeled container. Hands, arms, face, and neck should be washed after working with these materials.

Select carcinogens must be stored in unbreakable containers in a ventilated area with controlled access. All containers should be labeled with the identity and hazard of the substance. Immediately upon completion of the project, all unused reproductive toxins should be disposed of following standard hazardous waste disposal procedures.

No select carcinogens are allowed in school laboratories without written authorization from the District Chemical Hygiene Officer.

Use of formaldehyde for storage of biological specimens is no longer considered appropriate for secondary school lab instruction.

8.7 Exposure Potential

The routes of exposure to chemicals are inhalation, ingestion, contact with skin or eyes, or injection.

Inhalation of chemical vapors, aerosols, gases, or dusts can produce poisoning through the mucous membranes of the nose, mouth, throat, and lungs. The degree of injury resulting from exposure to these chemicals depends on the toxicity of the material, its solubility in tissue fluids, its concentration, and the duration of exposure.

Ingestion is extremely dangerous. The relative acute toxicity can be evaluated by comparing the LD50, which is defined as the quantity of chemical that will cause the death of 50% of the test animals when ingested. Many chemicals will directly damage the tissue of the mouth, throat, nose, lungs, and gastrointestinal tract.

Contact with skin and eyes can lead to local irritation as well as significant chemical injury. In addition, many chemicals can be absorbed through the skin and may cause systemic poisoning. Alkaline materials, phenols, and strong acids can cause permanent loss of vision upon contact with the eye.

Injection of chemicals can occur through mechanical injection from glass or other materials contaminated with chemicals.

TRAINING OPPORTUNITIES

The district will provide training opportunities for all employees. Development, delivery, and verification of training for employees are the responsibility of the District and School Chemical Hygiene Officers.

These training opportunities will include the transfer of information about the hazards of chemicals present in the laboratory and about sources of information. In particular, the training program will cover information found in the Laboratory Standard, manufacturers safety data sheets, this Chemical Hygiene Plan, as well as the expected responsibilities of the district and the employee.

Staff will receive training on the potential chemical hazards in the employees' work areas and on appropriate sections of the Chemical Hygiene Plan. This training will be provided to all employees who actually work in the laboratory as well as to other employees whose assignments may require that they enter a laboratory where exposure to hazardous chemicals might occur. Employees who are responsible for receiving and handling shipments of new chemicals or chemical wastes must also be informed of the potential hazards and appropriate protective measures for chemicals they may receive.

Employees will receive information and training at the time of their initial assignment to a laboratory and before assignments involving new exposure situations. Opportunities to refresh their working knowledge will be provided at least once a year. Training of laboratory personnel should be documented and made a part of the permanent record.

9.1 Information Program

Laboratory employees will be informed of at least the following information:

- The contents of appropriate governing standards, as shown in Appendix A.
- The location and availability of the Chemical Hygiene Plan.
- The location and availability of known reference materials on the hazards, safe handling, storage, and disposal of hazardous chemicals found in the laboratory.
- The use and location of safety data sheets.

9.2 Employee Training Program

Laboratory employees should be trained on the applicable details of the Chemical Hygiene Plan, including a review of the general rules for laboratory safety. The training program should describe appropriate sections of the standard operating procedures, particularly those procedures that require prior approval of the Chemical Hygiene Officer. Employees should be informed as to the responsibilities of the Chemical Hygiene Officer responsible for the laboratory in which they work. Emergency procedures adopted by the school district, including response to spills, fires, explosion, evacuation, and decontamination, should be described. Employees should be trained in measures they may take to protect themselves from exposure to hazardous chemicals, including the location and proper use of protective apparel and emergency equipment. In addition, the training must also include inventory procedures to be followed, proper storage and ordering rules, and district hazardous waste disposal procedures.

9.3 Training of Students

The district requires that instruction in laboratory safety practices be provided to all students involved in laboratory studies. Such training must be appropriate to their level of chemical handling and potential exposure to hazardous chemicals. The extent of training should be based on the grade level, course of study, the laboratory facility, and the Chemical Hygiene Plan. The education of students is particularly important because they are near the beginning of their experience with science, chemicals, and chemical safety. Instruction in safety will include the importance of the label and the SDS as important reference sources. As appropriate, the student will also be introduced to other sources of chemical safety information.

EMERGENCY PREVENTION AND RESPONSE

10.1 Standard Emergency Procedures

Emergency procedures will be specific response actions for a failure in the ventilation systems, evacuation, fire and spill response, or the failure of other procedures to limit exposure of employees to hazardous chemicals. Once emergency procedures are established, drills will be conducted and the procedures will be posted in classrooms and labs. These procedures will include the routes of egress from the laboratory procedures by which to notify appropriate individuals, a method of accounting for staff and students after evacuation. Each classroom and lab must post instructions on how to call for emergency services by calling the office or 9-1-1. Staff and students

will not re-enter the building until directed to do so by emergency response authorities. (Fire Department)

10.2 Specific Emergency Response Procedures

When helping another person, employees should evaluate the potential danger to themselves before taking action. Do not move any injured persons unless they are in immediate danger from chemical exposure or fire. Call the main office or 9-1-1 if necessary and report the nature and location of the emergency. The Chemical Hygiene Officer must be notified as soon as possible.

The employee should follow the facility's emergency response procedures. These procedures have been established, documented, and practiced.

10.3 First Aid

Suitable first aid equipment should be available in the laboratory area, including a blanket, a general first aid kit, and small bandages for minor cuts and abrasions. The school should have personnel trained in first aid available during working hours to render assistance until medical help can be obtained. Personal injury beyond the purely superficial requires professional medical treatment. Additional information may be obtained from the District Health Services Director, or the Red Cross-references in Appendix G.

10.4 Emergency Equipment

The School and District Chemical Hygiene Officers should ensure that adequate emergency equipment is available in the laboratory and inspected periodically to ensure that it is functioning properly. All personnel should be properly trained in the use of each item. It is recommended that students also be trained to use the fire blanket, eye wash fountain, safety drench shower, and telephone for safety purposes.

Equipment items that should be available in the laboratory include:

- Eye wash fountain.
- Fire extinguisher of an appropriate type.
- Safety drench shower.
- Telephone, with access to an outside line, for emergency response.
- Fire blanket
- Identification signs.

Refer to the Safety Inspection Report in Appendix E.

10.5 Fire Prevention

The best way to fight a fire is to prevent it. Fires can be prevented or their severity considerably reduced by proper housekeeping and by thoughtful reflection about what is being done. This includes the prompt removal of waste, separation of flammable liquids from combustible material, storage of only limited quantities of flammable material, and the maintenance of unobstructed aisles and exits.

10.6 Dealing with a Fire

In preparation for dealing with a fire, a copy of the current Chemical Inventory List should be available outside the work area. Laboratories should be posted with the National Fire Protection Association (NFPA) diamond, which provides much emergency information. The information on the NFPA warning must be current. Since fires involving laboratory chemicals increase the possibility of explosions, special care should be taken to keep fire or excessive heat from volatile solvents, compressed gas cylinders, reactive metals, and explosive compounds.

If a fire occurs, the following actions should be followed, depending on its severity:

- A fire contained in a small vessel should be suffocated by covering the vessel. The vessel should not be picked up, nor covered with dry towels or cloths.
- Nearby flammable materials should be removed to avoid spread of the fire.
- If a fire burns over a larger area, all persons should evacuate the area.
- Only trained people should use the fire extinguisher, and only from a position from which escape is possible. Stairs, not elevators, should be used to leave the area of the fire.
- The fire alarm should be activated and the main office and 9-1-1 called.
- Firefighters should be informed of what chemicals are directly involved and a copy of the Chemical Storage List must be available if requested.

All extinguishers that were used should be recharged or replaced with full extinguishers.

10.7 Personal Injuries Involving Fires

Persons whose clothing is ablaze should STOP-DROP-and-ROLL. If a safety shower is immediately available, the individual may be doused with water. Once the fire is out, the individual should be wrapped to avoid shock and exposure. The individual should be kept warm, and medical attention must be promptly sought.

If a fire blanket is available, it should be used to smother the fire. The person should not be wrapped to avoid the chimney effect with the fire blanket.

10.8 Chemical Spills on Personnel

For spills covering small amounts of skin, the area will be washed immediately with flowing water for 15 minutes. To facilitate cleaning, jewelry should be removed. Medical attention will be obtained by calling the main office and 9-1-1. The SDS should be consulted to determine if any delayed effects should be expected. Depending on the information from the SDS, follow-up medical attention may be necessary.

For larger spills, the same procedures apply, except that it may be appropriate to use the safety drench shower to assure thorough and complete washing. It may be necessary to use a shower away from the immediate spill area, due to potential airborne or contact exposure to others.

Clothing and shoes, as well as jewelry should be removed as quickly as possible to facilitate washing. The safety drench shower should be used for 15 minutes or until an EMT arrives and any

affected skin should be thoroughly flooded for 15 minutes. The washing should be resumed if pain continues. No creams, salves, or lotions should be placed on the affected area, and medical attention should be sought as soon as possible.

Special care should be taken to prevent chemicals from entering the eyes. Contaminated clothes should be washed separately from other personal clothing.

10.9 Splashes in the Eyes

Whenever potentially harmful chemicals enter the eye(s), 9-1-1 should be called and the eye(s) should be immediately flushed with tempered potable water from a gently flowing source for at least 15 minutes or until an EMT arrives. The eyelids should be held away from the eyeball, while the eyeball is moved up, down and sideways to wash behind the eyelid(s). Assistance is absolutely necessary at this time. If contact lenses are worn, they should be removed as soon as possible to allow complete rinsing of the eye(s). Procedures need to include how to contain water from showers in the absence of direct drainage at the shower and eyewash station.

10.10 Dealing with Medical Help

Medical personnel will be provided with information about the chemical involved in the spill and the circumstances of the spill. Whenever possible a safety data sheet will be provided to the medical person providing assistance.

10.11 Other Accidents Involving Personal Injury

Anyone overcome with smoke or fumes will be removed to uncontaminated air and treated for shock. Potential rescuers should evaluate the possibility of harm to themselves before entering or remaining in a toxic environment.

If hazardous chemicals are ingested, the first aid treatment shown on the label or in the safety data sheet should be undertaken.

If an injured person is not breathing, the rescuer should initiate CPR and call 9-1-1.

Compressing the wound with a clean cloth or other appropriate compress should control bleeding. However, because of the possibility of infection with one or more bloodborne pathogens, personal protection should be used. The injury should be elevated above the level of the heart. After bleeding is controlled, the injured person should be covered to avoid shock. Medical attention must be summoned as soon as possible.

If a person is in contact with a live electrical circuit, the power should be shut off at the most convenient switch or breaker panel. The person should not be touched until the power has been disconnected.

10.12 General Chemical Spills

School Chemical Hygiene Officers, supported by the District Chemical Hygiene Officer, will develop specific response procedures, and ensure that spill response resources are available. Spill response procedures will be posted in classrooms, labs, and storage areas. Containment of spilled chemicals minimizes the danger and facilitates clean up. Absorbent materials must be in the spill response kits. After the spill has been contained, it must be cleaned up with appropriate tools, including commercial spill control kits. If the spilled material is a hazardous chemical, that chemical and all the cleanup material must be treated as chemical waste and properly disposed.

10.13 Accident Reports

All accidents and near accidents should be carefully investigated. The results of that investigation and recommendations for the prevention of similar occurrences should be forwarded to the Principal and the District Chemical Hygiene Officer. Accident reports should be kept on file, as indicated in the record-keeping section of this document.

SPILL RESPONSE PROCEDURES

11.1 Personal Injury

In the event of a spill, the first response should be to determine if anyone has come in contact with the spilled chemical. All persons who have been splashed should be assisted to the deluge shower. A minimum 15-minute rinse is indicated. Remember if clothing is splashed, it must all be removed, since the rinse is designed to remove chemicals only from the skin. Any suggestion of splash in the eyes requires a 10-minute rinse at the eyewash station. Hold the eyelids open and allow the water to rinse the eye surface. If contact lenses are worn, they should be removed as soon as possible to allow a complete rinsing of the eye.

11.2 Identification of the Spill

If the spill appears to be organic solvents, ammonia, or other volatile reagents, evacuate the area as soon as possible. Initiate fire/exit drill procedures and ventilate the area. Be aware of the possibility of sparks from electrical switches, open flames, or other sources of ignition. The School Chemical Hygiene Officer will be contacted to determine if the size and type of spill will require outside assistance prior to beginning clean-up activities.

11.3 Containment of the Spill

If there is no immediate danger to personnel, containment should be accomplished by use of spill pillows, towels, rolls, or other devices that will keep it from spreading.

If practical, a dam to contain the spill may be formed using coarse vermiculite, kitty litter, or another absorbent material.

Another inexpensive absorbent can be made from a mixture of sand and sodium carbonate. This is particularly effective with corrosives because the soda will neutralize acids, and the sand

improves the footing and minimizes the possibility of slipping and falling into the spill. The use of sodium bicarbonate is also effective, and it will neutralize caustic spills.

11.4 Cleanup

If hazardous vapors are suspected, the building must be evacuated and re-entry prevented. Only emergency response (Fire) may authorize re-entry.

Cleanup can proceed once the area is vented and the spill is contained. A mop, shovels, scoops, and buckets can be used in the usual manner.

Once the spill is thoroughly absorbed, the waste should be collected in heavy plastic bags, clearly labeled, and isolated for disposal.

After all hazardous material has been removed; cleanup can be completed using standard custodial cleaning procedures.

11.5 Protective Equipment

Minimum protective equipment to be used in the cleanup process includes chemical splash goggles, face shields, gloves appropriate to the chemical, coveralls or aprons or lab coats, and either rubber boots or plastic over-the-shoe protectors.

In no case should someone who is not HAZWOPER trained undertake the cleanup of a major spill. No one employee will work on cleanup activities alone. The buddy system is essential to protect the workers. Further, the cleanup team may not begin work prior to consulting with the Chemical Hygiene Officer or other appropriate emergency response authorities.

11.6 Training Requirements

The District Chemical Hygiene Officer will facilitate employee spill response training, including a determination of the need for both school clean-up teams and an additional district team.

To undertake the cleanup of a major or extremely hazardous spill, all responders must have Hazardous Waste Operations and Emergency Response (HAZWOPER) training. This training is available at various levels:

11.6.1 First Responder at the Awareness Level (Level 1)

The "First Responder at the Awareness Level" must understand the nature of hazardous materials and the associated risks, recognize the presence of hazardous materials in an emergency, and understand the first responder's role in the school's emergency response plan, which is to determine risk, assist injured, evacuate, and call for assistance.

11.6.2 First Responder at the Operating Level (Level 2)

The "First Responder at the Operating Level" will know the basic hazard and risk assessment techniques and terms, will select and use proper personal protective equipment, will perform basic control, containment, and/or confinement operations using the capabilities available within the school, will implement basic decontamination procedures, and will understand the relevant standard operating procedures and termination procedures. The Chemical Hygiene Officer will serve as the on-scene-incident commander for a second-level response, and a trained cleanup team will carry out the cleanup. The Chemical Hygiene Officer will determine if additional assistance is required.

11.6.3 HAZWOPER Third and Fourth Level Response

"HAZWOPER Third and Fourth Level Response" requires a trained HAZMAT team, i.e., the fire department.

11.7 Disposal

If the spilled material was a hazardous chemical, all of the materials involved in the cleanup will usually be considered hazardous waste and must be disposed of as such. In those few instances in which the cleanup transformed the material to a non-hazardous form, the cleanup residue may be disposed of in a local sanitary landfill. Check with local landfill authorities before attempting to do this.

11.8 Record-Keeping

Complete records of the incident, including injuries, witnesses, response and cleanup procedures, waste disposal, additional assistance, and final evaluation will be collected by the School and District Chemical Hygiene Officers. Documentation will be provided to the Risk Management Office for further action and record retention.

Reminder: All spills, accidents and near misses will be reported to the School and District Chemical Hygiene Officers.

LABORATORY SAFETY EQUIPMENT RECOMMENDATIONS

Personal Clothing and Equipment

Recommendations

Aprons, rubber or plastic

Extends to or below the knees.

Gloves

The material from which the glove is made must be carefully chosen so that the glove is not permeable to the liquids or vapors anticipated for the experiment.

Chemical splash goggles

Meets ANSI Standard Z87.1 for chemical splash proof goggles. Indirect ventilation,

Face shield

Used with goggles.

Laboratory coat

Tyvek or Dacron and cotton or cotton; has long sleeves; has Velcro or snap fasteners. Extends to or below the knees.

Drench shower

Ceiling and wall-mounted showers operated by chain pull valves. Required to deliver tepid, potable water for at least 15 minutes without need to hold valve.

Fire blanket, wool

Most useful to keep a victim warm while waiting for medical attention. A blanket should be available but not on a roller. The purpose of the fire blanket is to cover the victim, not encircle.

Fire blanket, wool

Wrapping a burning victim may cause additional burns to neck and face due to the chimney effect.

Fire extinguisher

Should be suitable for Class A, B & C fires.

First aid kit

Any good, general-purpose first aid kit is suitable.

Flammable storage cabinet

May be made of wood or metal. Should be vented directly to the outside. Check local fire Codes. Self-closing door is required.

Personal Clothing and Equipment

Fume Hood

Recommendations

Should have a face velocity of 60-100 linear feet per minute.
Should be vented to the outside.
May have a vertical or horizontal sash.
Should be kept clean and uncluttered.

Safety cans

Some occasions demand the volatile, flammable or combustible solvents be stored in safety cans. Each can should have a flame arrestor in good working order. Check local fire codes and NFPA standards 30 and 45.

Signs

Signs are required for designating the location of safety equipment, means of ingress and egress, etc.
Signs will be chosen to conform with state guidelines and recommendations.

Smoke alarm

Check local fire codes.

Spills – acid

Best treated with sodium bicarbonate, which may be mixed with kitty litter and/or sand.

Spills – base

Best treated with sodium bisulfate, which may be mixed with kitty litter and/or sand.

Spills – halogen

Best treated with sodium thiosulfate, which may be mixed with kitty litter and/or sand.

Spills protection in the laboratory

A general-purpose adsorbent, such as a mixture of kitty litter, sand, and vermiculite is suitable for containing many chemical spills.

SAFETY EQUIPMENT INSPECTION REPORT

Facility Inspected: _____ Date: _____

LAB AREA	YES	NO
A. Evacuation Plan Posted?		
B. General Housekeeping (Comments):		
1. Equipment will be tagged following the inspection, showing the date, inspection, and results.		
2. General Housekeeping Satisfactory?		
C. Storage Area (Comments):		
1. Flammable storage cabinet vented to outside?		
2. General shelving incorporates ¾ inch lip to prevent spillage in the event of earthquake or other shaking event?		
3. No Chemicals stored above eye level (except those in a secure cabinet with a door)?		
4. Shelves secured to walls?		
5. Storages Areas Satisfactory?		
D. Fume hoods (Comments):		
1. Vertical or horizontal sash?		
2. Clean and uncluttered?		
3. Face velocity of 60-100LFPM?		
4. Vented to facility exterior and chemicals not stored in hood?		
5. Date of last inspection:		
6. Fume Hoods Satisfactory?		
E. Moveable Furniture (Comments):		
1. Moveable Furniture Satisfactory?		

SAFETY EQUIPMENT AND PERSONAL PROTECTION	YES	NO
A. Chemical Splash Goggles (Comments):		
1. Every goggle sanitizer UV bulb and timer operating properly?		
2. Chemical Splash Boggles Satisfactory?		
B. Face Shields (Comments):		
1. Face Shields Satisfactory?		
C. Protective Clothing (Aprons, Lab Coats, Gloves, Etc.) (Comments):		
1. Do aprons (rubber or plastic) extend to or below the knees for lab students and instructors?		
2. Adequate number of clean aprons available for all who need them?		
3. Are laboratory coats made of Tyvek or Dacron and cotton or cotton with long sleeves and Velcro or snap fasteners that extend to or below the knees?		
4. Protective Clothing (Aprons, Lab Coats, Gloves, Etc.) Satisfactory?		
D. Fire Extinguishers (Comments):		
List all Extinguishers:		
<div> <div>Type</div> <div>Quantity</div> <div>Date of Last Inspection</div> </div>		
1. Suitable for Class A, B, and C fires?		
2. All staff trained in use?		
3. Each fire extinguisher fully charges?		
4. Each extinguisher checked and shaken monthly?		
5. Fire Extinguishers Satisfactory?		

SAFETY EQUIPMENT AND PERSONAL PROTECTION (Continued)	YES	NO
E. Signage (Comments):		
1. Signs are useful for designating the location of safety equipment, means of ingress and egress, etc.?		
2. Signs in conformity with state guidelines and recommendations?		
3. Signage Satisfactory:		
F. Eye Wash Station(s) (Comments):		
1. Delivers tepid, potable water to both eyes?		
2. Provides steady, gentle flow for a minimum of 15 minutes without need to hold valve?		
3. Tested monthly to assure proper working conditions?		
4. Date last tested:		
5. Path to station is free of obstruction?		
6. Eye Wash Station(s) Satisfactory/		
G. Safety shower (Comments):		
1. Mounted on wall or ceiling and operated by chain pull valve?		
2. Delivers tepid, potable water for at least 15 minutes without the need to hold the valve"		
3. Tested monthly to assure proper working condition?		
4. Date last tested:		
5. Safety Shower Satisfactory/		
H. Fire Blanket(s) (Comments):		
1. Wool blanket in good, clean condition?		
2. Storage allows for unobstructed access to blanket?		
3. For B;amlets Satisfactory?		

SAFETY EQUIPMENT AND PERSONAL PROTECTION (Continued)	YES	NO
I. First Aid Kit(s) (Comments):		
1. Kits clearly marked and easily accessible?		
2. Kit is in good condition containing general-purpose first aid materials?		
3. First Aid Kit(s) satisfactory?		
UTILITIES		
A. Electrical Outlets Satisfactory?		
B. Cords Satisfactory?		
C. Breaker Box/master Cut-Off(s) Satisfactory?		
D. Emergency Lighting Satisfactory?		
E. Water and Drains Satisfactory?		
F. Telephone Access/Intercom Satisfactory?		
G. Tagout/Lockout Cards/Cords Satisfactory?		
H. Smoke Alarm(s) Satisfactory?		
CHEMICAL STORAGE		
A. Inventory list posted?		
1. Last Updated:		
B. Safety Data Sheets Posted?		
1. Last Updated:		
C. Compressed Gas Cylinders (Comments):		
1. Securely fastened to wall?		
2. Pressure gauges unobstructed and readable?		
3. Properly placarded?		
4. All cylinders used with a correct regulator?		
5. All cylinders fitted with deliver tubes that do not leak and which are tightly fastened to the cylinder?		
6. A cylinder should be considered to be empty when there is still a slight positive pressure.		
7. Compressed Gas Cylinders Satisfactory?		
D. Security (Comments):		
1. Security Satisfactory?		
E. Appropriate Organization (Comments):		

1. Appropriate Organization Satisfactory?		
CHEMICAL STORAGE (CONTINUED)	YES	NO
F. Labeling (Comments):		
1. Labeling Satisfactory?		
G. General housekeeping (Comments):		
1. General housekeeping Satisfactory?		
H. Hazardous Waste Storage (Comments):		
1. Hazardous Waste Storage Satisfactory?		
I. Laboratory Spill Protection (Comments):		
1. Is a general-purpose absorbent, such as a mixture of kitty litter, sand, and vermiculite available and clearly marked for containing chemical spills?		
2. Is sodium bicarbonate available and clearly marked for acid spills?		
3. Is sodium bisulfate (mixed with kitty litter and/or sand) available for base spills?		
4. Is sodium thiosulfate available for halogen spills?		
5. Laboratory Spill Protection Satisfactory?		

Person Performing Inspection: _____
Signature

Print Name Date

Chemical Hygiene Officer: _____
Signature

Print Name Date

Principal: _____
Signature

Print Name

Date

RECORD OF CHEMICAL TRAINING

Employee Name: _____ District ID # _____

Job Assignment: _____ Job Location: _____

The above-named employee has received training, as specified in the applicable Chemical Hygiene Plan, in the following areas:

<u>Training Topic</u>	<u>Date</u>	<u>Location</u>	<u>Trainer's Name/initials</u>
Federal & state chemical hygiene standards	_____	_____	_____
Location/content of the District Chemical Hygiene Plan	_____	_____	_____
Hazards of chemical in the workplace	_____	_____	_____
Proper procedures of requesting authorization to obtain and use chemicals considered too hazardous for general school laboratories	_____	_____	_____
Labeling and storing practices and information to interpret labels	_____	_____	_____
Location and content of SDS's	_____	_____	_____
Location of safety references	_____	_____	_____
Location and proper use of protective apparel and equipment	_____	_____	_____
Appropriate first aid techniques	_____	_____	_____
	_____	_____	_____

Procedures for responding to
chemical exposures

Procedures for reporting
accidents

Detecting presence of release
of hazardous chemicals

Proper operation of fire
extinguisher

_____	_____	_____
_____	_____	_____
_____	_____	_____

OUTDOOR HEAT EXPOSURE PREVENTION PLAN

Purpose: The purpose of this program is to ensure compliance with the Outdoor Heat Exposure rule, WAC 296-62-095, for employees who are exposed to temperatures at or above Table 1 of the regulation. Employees with only incidental exposure as defined in the rule are not covered.

Scope: The following requirements are only in effect during the months of May through September each year for the following job categories or positions having outdoor heat exposure:

- Groundskeepers
- Plumbers
- Painters
- Summer helpers
- General maintenance
- Warehousepersons
- HVAC technicians
- Electricians
- Locksmiths
- Carpenters

[**Note:** There are WAC rules that address drinking water, first aid, accident prevention programs and training requirements for other months of the year and for employees who are not at the action temperatures May through September.]

Outdoor Heat Exposure Prevention Plan

Training: Each year prior to the month of May, all employees working in the categories listed above will be provided training on signs and symptoms of outdoor heat exposure and on the company policies to prevent heat-related illness. Additional training will be scheduled for a make-up class as needed. When new employees are hired during the summer months, training will be provided prior to the new employee working in the outdoor environment.

Employee Training Content: Training on the following topics will be provided to all employees who may be exposed to outdoor heat at or above the temperatures listed in WAC 296-62-09510(2) Table 1:

- a. The environmental factors that contribute to the risk of heat-related illness;
- b. General awareness of personal factors that may increase susceptibility to heat-related illness including, but not limited to, an individual's age, degree of acclimatization, medical conditions, drinking water consumption, alcohol use, caffeine use, nicotine use, and use of medications that affect the body's responses to heat. This information is for the employee's personal use;
- c. The importance of removing heat-retaining personal protective equipment such as non-breathable chemical resistant clothing during all breaks;
- d. The importance of frequent consumption of small quantities of drinking water or other acceptable beverages;
- e. The importance of acclimatization;

- f. The different types of heat-related illness, the common signs and symptoms of heat-related illness; and
- g. The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

Supervisor Training Content: Prior to supervising employees working in outdoor environments with heat exposure at or above the temperature levels listed in WAC 296-62-09510(2) Table 1, supervisors will be given training on the following topics:

- a. The information required to be provided to employees listed in the employee training content section above;
- b. The procedures the supervisor must follow to implement the applicable provisions of WAC 296-62-095 through 296-62-09560;
- c. The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures; and
- d. Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider, if necessary.

Drinking Water: On days when the temperature is at or above those listed in Table 1 of the regulation, employees will be provided a sufficient quantity of drinking water which is readily accessible at their work location. The water quantity will be sufficient to allow each employee to drink at least a quart or more of water each hour.

[**Note:** Drinking water packaged as a consumer product and electrolyte-replenishing beverages such as sports drinks that do not contain caffeine are acceptable.]

As the temperature increases through the day, additional water will be made available or replaced. It is the responsibility of this employer to ensure that the supply of available drinking water does not run out.

Franklin Pierce School District purchases of water bottles in bulk from local vendor and each vehicle carries a bundle of water bottles to be available during the summer months.

Responding to Signs and Symptom: Time is critical when people are experiencing heat stress/heat stroke. The quicker any employee experiencing symptoms can be removed from the heat and cooled down, the better the chances are for a full recovery. On days when the temperatures will be at or above those listed in Table 1 of the regulation, the company will:

Ensure that workers susceptible to heat stroke will work in pairs to provide an extra level of safety to observe each other.

Never leave an employee who is experiencing heat-related problems by themselves; if they do not respond quickly to cooling attempts, immediately call emergency medical services. If a co-worker is having trouble, do not hesitate to bring it to the attention of the supervisor or lead worker.

FALL PROTECTION WORK PLAN

<u>FALL PROTECTION WORK PLAN</u>			
<p>Note: Employees must review the requirements of this fall protection work plan prior to starting work. This plan must be available at the jobsite during work activities. Also, employees must be trained and instructed in accordance with Washington Administrative Code, WAC 296-155-245, and Part C-1. This program involves establishing a fall protection work plan, system, or a combination of prevention and protection measures.</p>			
Job Location:			
Date:			
Description of Work:			
1.	Identify all fall hazards (10 ft) or more in the work area:		
	<input type="checkbox"/> Leading edge	<input type="checkbox"/> Stairways	<input type="checkbox"/> Floor openings
	<input type="checkbox"/> Perimeter edge	<input type="checkbox"/> Ladders	
	<input type="checkbox"/> Scaffold erection/disassembly	<input type="checkbox"/> Through a roof	
	<input type="checkbox"/> Other (describe):		
2.	Method of fall protection to be provided:		
	<input type="checkbox"/> Fall Restraint	Type of Harness: Full Body Harness and Lanyard Anchor Point:	
	<input type="checkbox"/> Fall Arrest	Type of Harness: Full Body Harness and Lanyard Anchor Point:	
	<input type="checkbox"/> Safety Warning Line System	<p>Note: Warning line must erected 15 feet back from the unprotected edge.</p> <p>Caution or danger tape is acceptable for a warning line. WISHA will accept it as equivalent to a flagged rope or chain warning line.</p>	

FALL PROTECTION WORK PLAN

	<input type="checkbox"/> Safety Watch System	Note: Can be used when the employee is conducting any repair work or servicing equipment on a roof that has a pitch no greater than four in twelve. There can only be two people on the roof while the safety watch system is used: the employee acting as the safety watch and the employee engaged in repair work.	
3.	Describe the correct procedure for handling, storage, and securing of tools and material:		
5.	Describe the method for prompt, safe removal of injured workers:		
	<input type="checkbox"/> Initiate emergency response (911)	<input type="checkbox"/> Use drop lines or retraction devices	<input type="checkbox"/> Use ladders
	<input type="checkbox"/> Utilize lift truck or personnel platform	<input type="checkbox"/> Utilize scaffolds	
	<input type="checkbox"/> Other (describe):		
8.	Identify the employees working at/near a "leading edge."		
Fall Protection Plan Completed By:			

ABBREVIATIONS

AHERA-Asbestos Hazard Emergency Response Act

ANSI-American National Standards Institute

ASTM-American Society for Testing and Materials

DOE-Department of Energy

EPA-Environmental Protection Agency

L&I-Department of Labor and Industries

SDS-Safety Data Sheets

OSHA-Occupational Safety and Health Administration

OSPI-Office of Superintendent of Public Instruction

WAC-Washington Administrative Code

WIAA-Washington Interscholastic Athletic Association

WISHA-Washington Industrial Safety and Health Act

WORKERS' COMPENSATION FILING INFORMATION

IF A WORKPLACE INJURY OR DISEASE OCCURS

The Franklin Pierce School District is subject to Washington State industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the law. The Department of Labor and Industries regulates your employer's compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled, and your benefits paid by your employer. ‘

IN CASE OF INJURY OR DISEASE

REPORT YOUR INJURY OR DISEASE *to your supervisor (listed below).*

Your employer will provide you with a “Self-Insured Accident Report” (SIF-2). You must complete this form with your employer if you seek medical treatment.

GET MEDICAL CARE. *You have the right to go to the doctor of your choice.*

Complete a “Physician’s Initial Report” form at your doctor’s office. Have your doctor mail this form to your employer’s claims administration address listed below. The claims administrator will evaluate your claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by your employer. You may be entitled to wage replacement or other benefits. Your employer will explain this to you.

IMPORTANT

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers’ compensation benefits for any injury or illness, which results from his/her job.

Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any questions or concerns, contact your employer’s representative at the claims administration address or phone number below, or call the Department of Labor and Industries, Self-Insurance Section (360) 902-6901.

EMPLOYER MUST COMPLETE THE FOLLOWING:

Report your injury to:

Claims administration address:

Your Supervisor or Site Manager

Puget Sound Workers' Compensation Trust
800 Oakesdale Ave SW Renton WA 98057-5221
(425) 917-7667