

**RSU #63**

- |                                     |  |
|-------------------------------------|--|
| <b>a. NEPN/NSBA Code:</b>           | <b>BCA</b>                                   |
| <b>b. Title:</b>                    | <b>Board of Directors Code of Ethics</b>     |
| <b>c. Author:</b>                   |  |
| <b>d. Replaces Policy:</b>          | <b>BCA</b>                                   |
| <b>e. Date Approved:</b>            | <b>01/27/2014 RSU #63</b>                    |
| <b>f. Date Previously Approved:</b> | <b>01/27/2014 4/7/2009</b>                   |
| <b>g. Policy Expiration:</b>        | <b>Review as Needed</b>                      |
| <b>h. Responsible for Review:</b>   | <b>Board of Directors</b>                    |
| <b>i. Date Reviewed:</b>            | <b>01/13/2021 12/2/2013 Policy Committee</b> |
| <b>j. References:</b>               | <b>MSMA Handbook</b>                         |
| <b>k. Narrative:</b>                |  |

**~~BOARD OF DIRECTORS CODE OF ETHICS~~**

Having accepted the challenge of public service on the Board of Directors, I accept the principles set forth in the following Code of Ethics to guide me in helping to provide free, quality public education to all the children of my district.

1. I will view my election/appointment to the Board of Directors as an opportunity to serve my community, state, and nation, because I believe public education is a means to promote the welfare of our people and to preserve our democratic way of life.
2. I will, at all times, think of children first and base my decisions on how they will affect the children, their education, and their training.
3. I will make no disparaging remarks, in or out of committee meetings, about other members of the Board of Directors or their opinions.
4. I will remember at all times that, as an individual, I have no legal authority outside the meetings of the Board of Directors, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
5. I will recognize that my responsibility is not to operate the schools, but to see they are well operated.
6. I will seek to provide education for all children in the community commensurate with their needs and abilities.
7. I will listen to all citizens, but will refer all complaints to the proper authorities, and discuss such complaints only at a regular Board of Directors meeting after the completion of the administrative process, failure of administrative solutions, or ~~at a regular meeting~~ if the result has not been communicated to me.
8. I will support a decision graciously once it has been made by the majority of the Board of Directors.

9. I will not criticize employees publicly, but will take such criticism to the Superintendent for investigation and action, if necessary.
10. I will make decisions only after all facts bearing on a question have been presented and discussed.
11. I will refuse to make promises as to how I will vote on a matter that should properly come before the Board of Directors as a whole.
12. I will not discuss the confidential business of the Board of Directors in my home, on the street, or in my office; the place for such discussion being at a Board of Directors meeting.
13. I will confine my Board of Directors action to policy-making, planning, and appraisal, leaving the administration of the schools to the school Superintendent.
14. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies, which affect their welfare and that of the children they serve.
15. I will endeavor at all times to see that schools have adequate financial support within the capabilities of the community and state, in order that every child may receive the best possible education.
16. I will resist every temptation and outside pressure to use my position as a Board of Directors member to benefit myself or any other individual or agency apart from the total interest of the district.
17. I will endeavor to attend every regular and special Board of Directors meeting and each committee meeting to which I am assigned. If I find this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board of Directors.
18. I will recognize at all times that the Board of Directors of which I am a member is an agent of the state and, as such, I will abide by the laws of the State of Maine and the regulations formulated by the Maine Department of Education and by the State Board of Education.

## RSU #63

- |                              |   |
|------------------------------|---|
| a. NEPN/NSBA Code:           | BCB   |
| b. Title:                    | Board Member Conflict of Interest                           |
| c. Author:                   |   |
| d. Replaces Policy:          | BCB   |
| e. Date Approved:            | <del>1/27/2014</del> RSU #63                                |
| f. Date Previously Approved: | <del>01/27/2014</del> <del>10/22/2007</del>                 |
| g. Policy Expiration:        | Review as Needed  |
| h. Responsible for Review:   | Board of Directors/Policy Committee                         |
| i. Date Reviewed:            | <del>01/13/2021</del> <del>1/13/2014</del> Policy Committee |
| j. References                | 30-A MRSA 2605; 20-A MRSA 1002 and 1004                     |
| k. Narrative:                |   |

### **~~BOARD MEMBER CONFLICT OF INTEREST~~**

School ~~B~~board service is a matter of public trust. Board Members making decisions that affect the schools within our district(s) have the duty to act in the interest of the common good and for the benefit of the people they represent. A true conflict of interest may arise when there is an incompatibility between a Board Member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the Board.

Board Members have a legal and ethical responsibility to avoid not only actual conflicts of interest, but the appearance of conflict of interest as well. ~~A Board member should do nothing to give the impression that his/her position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.~~

~~Board members will attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention.~~

- I.** ~~A Board member has a financial interest in a question or contract under consideration when he/she or a member of his/her immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which he/she has a financial interest.~~

~~In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:~~

- A.** ~~Make full disclosure of his/her interest before any action is taken; and~~
- B.** ~~Abstain from voting, from the negotiation or award of the contract and from otherwise attempting to influence the decision.~~

~~The Secretary of the Board will record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.~~

- II.** It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee or owner of the firm. This policy is designed to prevent placing Board members in a position where their interest in public schools and their interest in their places of employment (or other direct or indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

To that end, a Board member may not, during the time he/she serves on the Board, and for one year after the member ceases to serve on the Board, be appointed to any civil office of profit or accept any employment position, which has been created, or the compensation of which has been increased, by the action of the Board of Directors during the time the member served on the Board.

- III.** For purposes of this policy, the following statutory definitions apply:

- A.** “Employee” means a person who receives monetary payment or benefits, no matter the amount paid or number of hours worked, for personal services performed for the school district.
- B.** “Volunteer” means a person who performs personal services for the district without monetary payments or benefits of any kind or amount.

- IV.** A Board of Directors member, or any member of his/her immediate family, ~~shall~~ **will** have no financial or other material benefit or be an employee in any contracted business with the district unless the following is observed:

- A.** The Board member and/or the immediate family member ~~shall~~ **will** be clearly identified as to their employment position and/or financial interest in any bid proposal submitted in response to publicly and properly advertised bid procedures,
- B.** The Board member makes full public disclosure of any and all interest or employment he/she or any immediate member of his/her family has in a submitted bid before any bids are opened,
- C.** Neither the Board member nor any member of his/her immediate family ~~shall~~ **will** participate in any preliminary presentation, on-going discussion, or selection process of the submitted bids.
- D.** The Board member ~~shall~~ **will** abstain from voting on the award of a contract involving any bid submitted in which he/she or any member of his/her immediate family has a financial or employment interest.

Failure to comply with these requirements ~~shall~~ **will** make any contract voidable where the Board member and/or an immediate member of his/her family have a pecuniary interest.

- V.** In the event a Board member is employed by a corporation or business, or has a secondary interest in a corporation or business, that furnishes goods or services to the schools, the member ~~shall~~ **will** declare his/her secondary interest and refrain from

debating or voting upon the question of contracting with the company.

- VI.** A School Board member or his/her spouse may not be an employee in a public school within the jurisdiction of the school board to which the member is elected.
- VII.** When a Board member participates in the selection, award or administration of a contract that is supported by a federal award, the Board member will also comply with the Board's policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct.
- VIII.** A School Board member or his/her spouse may not serve as a volunteer when that volunteer has primary responsibility for a curricular or extracurricular program or activity and reports to the Superintendent, Principal, Athletic Director, or other school administrator in a public school within the jurisdiction of the School Board to which the member is elected.

Volunteer activities of a Board member, or a member's spouse, other than in roles prohibited by this section, may be dictated by other policies developed and approved by the district's Board of Directors.

- IX.** Any questions by members of the public regarding a potential conflict of interest of a Board member regarding contracted business, employment, or volunteer status within the district should be reported in written form with the signature of the originator(s). That document ~~shall~~ **will** be submitted to the Superintendent with a copy to the Board Chairperson. The Superintendent ~~shall~~ **will** be responsible for investigating and reviewing the allegation and presenting his/her findings to the Board of Directors in Executive Session as soon as expeditiously possible. Unsigned documents submitted will not be accepted for investigation.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: **BEDH**
- b. Title: **Public Participation at Meetings**
- c. Author:
- d. Replaces Policy:
- e. Date Approved: **02/26/2014 CSD #8; \_\_\_\_\_ 1/27/2014 RSU #63**
- f. Previously Approved: **01/27/2014 03/03/2003**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Superintendent/Board of Directors/Policy Committee**
- i. Date Reviewed: **12/28/2020 1/13/2014 Superintendent  
01/13/2021 Policy Committee**
- j. References: **1 MRSA par. 401 et. Seq.**
- k. Narrative:

**PUBLIC PARTICIPATION AT MEETINGS**

Board meetings are conducted for the purpose of carrying on the official business of the school system. All meetings of the RSU 63 Board of Directors (the Board) are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy. This policy applies only to meetings of the full Board, not to meetings of Board subcommittees.

Although Board meetings are not public forums, the Board will provide appropriate opportunities at its meetings for members of the public to express opinions and concerns related to the matters concerning education and RSU #63 schools. The intent is to allow a fair and adequate opportunity for the public to be heard while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

Regular, special, and emergency meetings of the Boards of Directors (the Boards) are open to the public. The Boards, as elected representative bodies of RSU #63 districts (the District) CSD #8 and RSU #63, wishes to provide an opportunity for citizens to raise questions, and to express interests and/or concerns related to their districts. The Boards cordially invites the public to attend and participate in the Boards' meetings as set forth in this policy.

- I. The Boards conducts meetings for the purpose of carrying on their district's official business. Board meetings are not public forums, but, rather, conducted to do the district's business in public. The public may attend all meetings except employee contract negotiations and executive sessions. The Minutes of each public meeting record the actions taken and show how individual members of the respective Board voted on each item presented for action. In accordance with the law, Minutes are open and available for public review during normal business hours at the Superintendent's office. RSU #63 Minutes are also posted on ~~that~~ the district's website.

**DRAFT**

- II. While the Boards encourages public comments, the orderly conduct of a meeting does not permit spontaneous discussion from members of the public present nor among Board members.
- III. Individuals or groups desiring additional information about any item on the agenda should direct inquiries to the ~~office of the~~ Superintendent. Appropriate response ~~shall~~ will be initiated by the Superintendent or by ~~his/her~~ their designee.
- IV. The agenda for each regular Board meeting will include one or more items titled: "Questions and Comments from the Public." The purpose is to permit members of the public to speak, within reasonable time limitations, on matters of immediate concern within the jurisdiction of the Board. The Board Chairperson may limit the amount of time available for discussion to ten (10) minutes if there is a long agenda. If this is needed, the Chairperson will so advise the Board and the public in attendance at the beginning of the "Questions and Comments from the Public" agenda item. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which will be addressed through established policies and procedures. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- V. General rules for speaker presentations within "Questions and Comments from the Public" agenda items are as follows:
  - A. Citizens and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
  - B. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves by name and their community of residence when they begin speaking.
  - ~~C. Speakers should identify themselves by name and their community of residence.~~  
(Note: Language moved to B.)
  - D. Speakers should limit their comments to three (3) minutes speaking time.
  - E. Speakers ~~shall~~ will not participate in gossip, make defamatory comments, or use abusive or vulgar language.
  - F. Speakers should limit their comments to items that directly relate to their school district.
  - G. The Board Chairperson will maintain the prerogative to discontinue any presentation that violates any of the public participation guidelines.



**DRAFT**

- H. If several people wish to speak on the same topic, the Board Chairperson may request that a single spokesperson be selected by groups or organizations speak to the Board on the topic to avoid repetitious information. **All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.**
  - I. **With the approval of the Board Chairperson, questions or comments may be directed to specific Board members or officers of the district. Board members and the Superintendent may have the privilege of asking questions of any person who addresses the Board.**
  - J. In order to avoid contention and personal arguments between the Board, or individual members of the Board, with members of the public, challenges by members of the public regarding decisions or actions taken by the Board on any particular issue will not be debated in public. If the Board Chairperson chooses, he/she may state that the item will be taken under consideration to allow Board members to think further on the issue. **Members of the Board and the Superintendent may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.**
  - K. Unless an item is posted on the agenda, discussion and action may be inappropriate. **No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.**
  - L. **If a personnel issue is not satisfactorily resolved by the Superintendent, the complaint can be filed in writing by the party or parties in question and sent to the attention of the Board Chairperson where it may be scheduled for discussion within an executive session.**
- VI. Individuals or organizations desiring to make requests, presentations, or proposals for consideration by the Board ~~shall~~ **will** have that opportunity. However, in order for the Boards to discharge ~~their~~ **it's** responsibilities fairly and adequately, citizens desiring to address ~~a district~~ **the** Board on a topic not otherwise on the agenda are urged to submit a request in writing to the Superintendent or Board Chairperson no later than 5:00pm on the ninth working day prior to a scheduled Board meeting. That request should state the name of the individual or group submitting the request, a contact telephone number and address, the purpose of the request, and the topic to be addressed. The Superintendent or Board Chairperson may add the item at his/her discretion.
- A. The Superintendent ~~shall~~ **will** confer with the Board Chairperson concerning approval to place the requested item on the agenda, and to determine the appropriate meeting for that to occur.
  - B. Presenters may be scheduled by the Superintendent to address subjects that are already on the agenda.



## DRAFT

- C. ~~Speakers~~ **Presenters** will be introduced by the Board Chairperson at the appropriate time during the agenda. ~~and will be invited to make comments on the specific item. Speakers may offer objective comments of school operations and programs that concern them. Any expression of personal complaint about school personnel or against any person connected with the school district will not be permitted by the Board. Persons with personal complaints regarding personnel will utilize the Board Administrative Complaint Resolution Process as a means of bringing concerns for consideration and disposition available from the Superintendent's office.~~
  - D. ~~If a personnel issue is not satisfactorily resolved by the Superintendent within the Board Administrative Complaint Resolution Process referenced in C. above, the complaint can be filed in writing by the party or parties in question and sent to the attention of the Board Chairperson where it may be scheduled for discussion within an executive session.~~
  - E. Initial presentations by speakers are limited to five (5) minutes, although the Board of Directors may wish to extend the time allocated or through discussion.
  - F. ~~With the approval of the Board Chairperson, questions or comments may be directed to specific Board members or officers of the district. Board members and the Superintendent may have the privilege of asking questions of any person who addresses the Board.~~
- VII. The overall intent of this policy is to allow: a fair and adequate opportunity for the public to be heard, to allow the Superintendent to take action when policies have been established by the Boards on the subject of a request, to provide adequate time for the Boards to obtain necessary information concerning a subject, and to see that time devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Boards of Directors at any particular meeting.
- VIII. **Opportunity for public participation at Board subcommittee meetings is not required but may be permitted at the discretion of the subcommittee chair.**

**RSU #63**

- a. **NEPN/NSBA Code:** EBABA
- b. **Title:** Chemical Hygiene Plan
- c. **Author:** Superintendent/Board of Directors
- d. **Replaces Policy:**
- e. **Date Approved:** 02/24/2020 RSU #63
- f. **Previously Approved:** ~~02/24/2020~~ ~~03/25/2019~~
- g. **Policy Expiration:** Annual Review (required by state law)
- h. **Responsible for Review:** Superintendent, Director of Facilities, & Policy Committee
- i. **Date Reviewed:** ~~12/28/2020~~ ~~02/04/2020~~ Superintendent  
~~12/29/2020~~ ~~01/22/2020~~ Director of Facilities/CHO  
~~01/13/2021~~ ~~02/04/2020~~ Policy Committee
- j. **References:**
- Legal Reference:** 29 CFR 1910.1450 & 1910.1020  
26 MRSA § 565  
ME Hazardous Waste Mgmt. Rules  
Chap. 800 (3)(A)(4)(xvii)(xviii)  
Maine Dept. of Education Regulations Ch.161  
Department of Environmental Protection  
Waste Rules Chap. 850 & 851  
Commissioner's Administrative Letter No. 33,  
June 9, 2005 (Chemicals in Schools)
- Cross Referenced Policies:** EBCC-Bomb Threats  
EBAA-Chemical Hazards  
EBCD-Emergency School  
Closings/Situations  
DJB-Purchasing Procedures  
GBGAA-Exposure Control Plan
- k. **Narrative:**

RSU #63 (the District) is committed to provide a safe environment. All personnel have a right to know about health hazards associated with their work in order to make knowledgeable decisions regarding personal risks. The District Chemical Hygiene Plan includes hazardous conditions or chemicals in the district (classes, kitchens, custodial areas, and bus garage) and required training for personnel in appropriate safe working conditions.

- I. New personnel are to be trained within their first month of employment. All personnel are to receive refresher/updated training as required.
- II. It is important administrators assume responsibility for classroom safety and personnel training. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

**III.** This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

**IV. Responsibilities:**

Specific to this Chemical Hygiene Plan (CHP) for the District, employees (teachers, staff), administrators (Superintendent, Principals), and students all have responsibilities to conform to this standard. The District Administration will provide continuing support for institutional chemical hygiene. *29 CFR 1910.1450 (e) (3) (vii) and Appendix A(B)*

**A. Administration Responsibilities:**

1. The Chemical Hygiene Officer (CHO) for the District is the Transportation and Facilities Director.
2. Implement a CHP conforming to the OSHA Lab Standard. *29 CFR 1910.1450.*
3. Ensure that employees receive training regarding the CHP.
4. Allocate staff time for regular, formal, chemical hygiene, and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records.
6. Ensure confidentiality of all personal records.
7. Provide resources to ensure that facilities and equipment align with requirements of the plan.
8. Ensure local Fire Departments receive a copy of the annual chemical inventory.
9. Provide training to colleagues, including administrators, teachers, and facilities staff.
10. Submit budget for maintenance of lab equipment and inspections.

**B. CHO Responsibilities:**

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use, and disposal of chemicals in the lab, including determining facilities and training levels are adequate for any chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS, formerly called Material Safety Data Sheets – aka MSDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the custodian cage, local first responders, and the State of Maine. In the District, this occurs every September and updated as needed within the year.
6. Maintain legal regulations for Holbrook Middle School's 8<sup>th</sup> grade science laboratory and chemical safety.
7. Coordinate annual review of the CHP by science staff.
8. Coordinate annual hazardous waste disposal for the science department.
9. Oversee maintenance of appropriate spill kit(s) and materials.

10. Maintain communication with administration regarding the CHP.

**C. Teacher Responsibilities:**

1. Plan and conduct each laboratory operation in accordance with the CHP and safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with CHP. Teach good personal chemical hygiene habits. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemical inventory.
5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting a new chemical.
6. Annually submit a list of experiments and materials needed to the CHO.
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with CHO.

**D. Student Responsibilities:**

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to teacher immediately.

**E. Custodian Responsibilities:**

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training and using the proper materials.

**V. Basic Safety Rules and Procedures:**

“The Chemical Hygiene Plan will include ... standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use hazardous chemicals.” *29 CFR 1910.1450 (e) (3) (i) and Appendix A (E)*

- A. Adhere to the intent and procedures of this CHP.
- B. Know the safety equipment. Users of the science labs must know:

1. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits and emergency exit;
  2. How to respond in case of an emergency; and
  3. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
- C. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from an SDS.
- D. No horseplay, games, or pranks in the laboratory.
- E. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
- F. Report any chemical accidents or unsafe conditions to the CHO immediately.
- G. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
- H. Do not eat, drink, or apply cosmetics in the laboratory.
- I. Do not taste any chemical. Do not smell chemicals directly.
- J. Do not perform pipette solutions by mouth.
- K. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
- L. Promptly flush exposed skin with water. **In Holbrook Middle School, Drench Showers are located in Room 128.**
- M. Also see the Housekeeping section of this CHP.

**VI. Chemical Procurement: 29 CFR 1910.1450 Appendix A (D)**

- A. Before a chemical is procured, proper handling, storage, and disposal methods must be known to those responsible for handling the chemical.
- B. Purchase the smallest possible amounts. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
- C. No container will be accepted without an adequate label and SDS.
- D. **The District** will follow its purchasing policy (Policy DJB) and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
- E. No chemical will be purchased in quantities greater than a two-year supply. (*Maine Department of Education regulations, Ch. 161*)
- F. Requests for procurement of new chemicals will be made through the building Principal. Any concerns about the safety of a requested chemical should be brought to the attention of the CHO.
- G. All chemicals will be received at the District Central Services Office by the CHO.
- H. The school will not accept donations of chemicals from outside sources without review by the CHO to insure the material is:
1. needed by the school,
  2. useful to the school's program,
  3. a quantity no greater than a two-year supply, and
  4. not a hazardous waste at the donating organization.
- I. The school will follow Maine's Hazardous Waste Management Rules, *Chapter 850 Section (3) (A) (4) (xvii) & (xviii)* for applicable exclusions and procedures

for transfer.

## VII. Control Measures:

“The Chemical Hygiene Plan will include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment, and hygiene practices...” *CFR 1910.1450 (e) (3) (ii)*

### A. Engineering Controls:

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection.

**Immediately report improper functioning of engineering controls to the CHO.**

1. Laboratory Hoods will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
  - a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
  - b. Do not store chemicals inside the hood.
  - c. Do not use hood for disposal of volatile chemicals.
  - d. Minimize interference with inward flow of air into the hood.
  - e. Maintain face velocity between 75 and 125 linear feet per minute.
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with bungs left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located to avoid intake of contaminated air.

### B. Protective Clothing and Equipment:

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment, and chemicals being used. List activities requiring PPE and type of PPE required:

Activity	Type of PPE required
Chemical handling	Chemical goggles and gloves

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
  - a. Wear eye protection during chemical transfer and handling.
  - b. Do not wear sandals, perforated shoes or bare feet in labs.
  - c. Shorts and skirts will not be worn unless a disposable apron is worn.
  - d. Gloves appropriate to the materials and task will be provided. All gloves have breakthrough time. The teacher will check manufacturers



recommendations.

3. The school will provide required PPE for all employees at no cost.
4. PPE for students will be provided as necessary.
5. The District will provide training for students at no cost.
6. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
7. Each science laboratory will have
  - a. An easily accessible drench-type safety shower
  - b. An eyewash-fountain
  - c. An ABC fire extinguisher
8. Fire alarms are located near each building's exterior doors.
9. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.
10. **An emergency phone is located by the lab classroom door. Dial 100 for the main office.**

**C. Housekeeping:**

Each instructor is responsible for keeping his/her workspace clean and is jointly responsible for common laboratory areas.

1. Access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits is to be kept unobstructed.
2. Work areas are to be kept clean and uncluttered. Chemicals and equipment are to be properly labeled and stored. Work areas are to be cleaned at the end of each operation or each day. All gas and water outlets are to be completely shut off. All items used in the experiment are to be returned to their proper storage location.
3. Dispose of chemical wastes according to Department of Environmental Protection hazardous waste or solid waste rules. (ref. Chapters 850 and 851)
4. Any spills on the floor or bench are to be cleaned up immediately using proper materials.

**D. Hazardous Material Handling and Storage:**

Follow all federal, state, and local regulations for material handling and storage and waste disposal.

1. **At Holbrook Middle School, chemicals will be stored in Room 128.** The 8<sup>th</sup> grade Science Teacher will oversee the chemical storage room (s).
2. All used chemicals and hazardous waste will be stored in the Holbrook garage for no more than three months.
3. All chemicals in the stock room should be stored according to chemical compatibility. Chemicals will be hazard classified and compatible in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs in place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.

7. Gas cylinders should be properly secured from falling, segregated according to compatibility and stored upright & away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed unsupervised in the storage area.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. Before opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells, hallways, floors, or on desks.
12. Maintain a complete inventory of chemicals in the chemical storage room. In compliance with state law, inventory science chemicals in September (update as needed). File the inventories with the Holden Fire Dept., the Eddington Fire Dept., and with the CHO.
13. **During the inventory, any chemicals identified as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See Waste Disposal – Section XI.**
14. Mark the acquisition dates on all peroxide forming chemicals; test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents & neutralizers) in any room used for chemical storage or use.
16. At Holbrook Middle School, the 8<sup>th</sup> grade Science Teacher is responsible for ensuring that the exhaust air is properly ducted. **Starting in 2016-17, no science projects are conducted that require exhaust/ducting.**
17. Use explosion or explosion-safe-design-refrigerators-design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated when to be disposed of where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. **Chemical containers should be checked for rust, corrosion, leakage, and for container integrity by the 8<sup>th</sup> grade science teacher at least once a month.**
20. Chemical labels should state name of chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain a clear access to and from the storage areas. Where possible, two separate exits will be provided in chemical storage areas.
23. Highly toxic chemicals (LD 50 mg/kg), whose containers have been opened, will be stored in secondary containers.

#### **E. Inspections:**

1. **The day custodian is responsible for activating safety showers and eyewash fountains once per week to flush the lines and to verify proper operation. Eyewash fountains are located Room 128 at Holbrook Middle School, and in the kitchens and custodial areas in all three schools.**

2. **The day custodian is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly.** Fire extinguishers should be securely mounted on the wall with a sign indicating their location posted above the fire extinguisher.
3. Users should inspect personal protective equipment prior to each use.
4. In addition to daily walk-through inspections, **the day custodian is responsible for conducting safety inspections in each lab weekly to monitor housekeeping and to make sure safety equipment is working.**
5. **Keep records of inspections.** Inspection records are maintained in a manual kept in the CHO's office. Inspection records go back to 2/1/2005:

Inspection Description	Date Inspected	Inspected By

#### VIII. Medical Program:

"The Chemical Hygiene Plan will include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." *CFR 1910.1450 (e) (3) (vi) and (g)*

##### A. Medical Consultation and Examination

When employees or supervisors suspect that an employee or student has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the victim. *Medical records will be retained according to state and federal laws in accordance with 29 CFR 1910.1020.* The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including, but not limited to, rash, headache, nausea, coughing, dizziness, tearing, irritation or redness of eyes, irritation of nose or throat, or the loss of motor dexterity or judgment.
4. The District has arranged for Occupational Health and Rehab to provide medical consultation/examination in the event of chemical exposure.

##### B. Exposure Assessment:

1. All chemical exposure incidents will be documented on an accident report form along with any action taken. If no further action is taken, the reason for that decision should be included. In the District, the CHO is responsible for investigating chemical exposure incidents.

C. First Aid:

1. Personnel trained in first aid should be available during work hours. The following individual/s has/have received first aid training and is expected to render first aid: **The school nurse.**
2. **The closest emergency rooms with medical personnel are the EMMC on State Street in Bangor, ME and St. Josephs Hospital on Broadway in Bangor, ME**

IX. **Signs and Labels:** (in accordance with *29CFR1910.1450 Appendix A (D) (8)*):  
The following signs and/or labels should be posted prominently in the laboratory:

A. **Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.**

Rescue: 911

Fire: 911

Poison Control: 1-800-222-1222

CHO: (207) 561-9238

Lab Instructor: (207) 843-7769

Dept of Public Safety: (207) 945-4636 and/or 911

B. **Clean Harbors for an emergency spill: 1-800-526-9191 or (207) 234-4008.**

C. **Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.**

D. **Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.**

E. **Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED"**

F. **Warnings at areas or equipment where special or unusual hazards exist.**

G. **Additional labeling will be done as necessary.**

X. **Spills and Accidents:** (*29CFR1910.1450 Appendix A (D)(9)*)

A. **In the event of a spill, staff must immediately contact the CHO before beginning clean up. The CHO or other authorized person will assess the nature of the spill using the School's Emergency Plan to determine the appropriate response.**

**The Emergency Response Plan for Holbrook Middle School is located in the Central Office.**

B. **The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.**

C. **The CHO is responsible for reviewing the Employee's Incident Report and Supervisor's Incident Report (provided by the Maine School Management Association. The CHO will maintain copies of the accident report.**

D. **Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.**

E. **In the District, the CHO and nurse are responsible for promptly addressing the needs of people who may have been exposed.**

F. **The CHO must report the spill to the Dept of Public Safety (1-800-452-4664).**

G. **All waste generated from a chemical spill will be treated as hazardous waste.**

H. **Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. The following list identifies those people who are trained to conduct spill response at this school and the date their training was conducted:**

Employees trained in spill response	Date trained
Ryan Porter, Eddington Elementary	02/21/2020
Richard Elliot, Holly Knowles, Holbrook	02/21/2020
Ken Robichaud, Josh Baillargeon, Holden Elementary	02/21/2020
Keith Kennedy, Tom Colavito, Jake Morgan, Bus Garage	02/21/2020

**XI. Waste Disposal:** “Aim: To ensure that minimal harm to people, other organization, and the environment will result from the disposal of waste laboratory chemicals” *CFR 1910.1450 Appendix A (D) (11)*

Environmental regulations also govern chemical waste disposal. Reference: Department of Environmental Protection Rules, Chapters 850 and 851.

- A. Prior to the start of each semester, the 8<sup>th</sup> grade Science Teacher will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
- B. The CHO will coordinate hazardous waste disposal. Waste will be collected for disposal at least twice a year.
- C. Indiscriminate disposal by pouring waste down the drain or adding them to the trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
- D. If large quantities of hazardous chemical waste are being stored or if a container is full, a hazardous waste pick-up will be scheduled by the CHO within 10 days of the call to Clean Harbors for a container to be picked up.
- E. The CHO is responsible for all hazardous waste manifests and associated paperwork.
- F. No waste pick-ups will be scheduled during regular school hours.
- G. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, the Holbrook Middle School garage, in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
  - 1. “Hazardous Waste”
  - 2. The chemical contents
  - 3. The date that waste was first put in
  - 4. The date the container was filled
  - 5. Waster is collected, segregated, stored, transported, and disposed of at Holbrook Middle School in accordance with this disposal plan.
- H. When a hazardous waste pick-up is needed, this school will contact Clean Harbors at 1-800-526- 9191 or (207) 234-4008 to transport and dispose of hazardous waste.

**NOTE:** Most schools are usually considered Small Quantity Generators by the Dept. of Environmental Protection. Schools that do not know their regulator status should check with DEP at (207) 287-7703.

Non-hazardous liquid may be disposed of down the drain without the permission of the CHO. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metal, solvents, etc.) and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). **Custodians must be notified of any chemical put**

in the trash for disposal.

**XII. Information and Training: (29CFR 1910.1450 (f))**

- A. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
- B. Teachers are responsible for teaching students about hazards and safe practices.
- C. The CHO is responsible for ensuring that all employees receive information and training annually to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
  - 1. The contents of OSHA Lab Standard and appendices information.
  - 2. Location and availability of CHP, chemical safety reference materials, including Safety Data Sheets, and the Permissible Exposure Limits for OSHA regulated substances.
  - 3. In Holbrook Middle School:
    - a. A copy of the CHP is kept in the Superintendent's office and room 128.
    - b. Safety Data Sheets are kept in the CHO's office and room 128.
    - c. Additional safety information is located in the kitchen and custodian areas.
    - d. Signs and symptoms associated with exposure to hazardous chemicals.
  - 4. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visual appearance, odor, monitoring equipment and etc.)
  - 5. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
  - 6. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.
  - 7. Use of fire extinguishers and other emergency equipment.

**XIII. Annual Chemical Hygiene Plan Audit (29CFR 1910.1450 (e) (4))**

**The CHO will conduct an audit of all phases of the Chemical Hygiene Plan each year. He/She will provide audit results to the Superintendent and principals, who are responsible for taking corrective action.**

**\*MSMA INCIDENT REPORT FORMS TO BE USED\***



RSU #63

- a. NEPN/NSBA Code: GBGAA
- b. Title: Exposure Control Plan
- c. Author:
- d. Replaces Policy:
- e. Date Approved: ~~01/27/2020~~ RSU #63
- f. Previously Approved: ~~01/27/2020~~ ~~02/25/2019~~
- g. Policy Expiration: Annual Review Required
- h. Responsible for Review: Superintendent, Policy Committee,  
Transportation and Facilities Director,  
Business Manager
- i. Date Reviewed: ~~12/28/2020~~ ~~11/05/2019~~ Superintendent  
~~01/13/2021~~ ~~11/05/2019~~ Policy Committee  
~~12/29/2020~~ ~~12/10/2019~~ Transportation and Facilities  
Director  
~~12/29/2020~~ ~~12/10/2019~~ Business Manager
- j. References: OSHA Standard 29 CFR 1910.1030  
Occupational Exposure to Bloodborne Pathogens  
The Hazard Communication Standard (29 CFR 1910.1200)  
National Institute of Occupational Safety & Health  
(NIOSH)  
Cross References:  
Policy EBCF-R – Automated External Defibrillators-  
Administrative Procedure  
Policy EBCA-Comprehensive Emergency Management Plan
- k. Narrative:

RSU #63 (the District) is committed to providing a safe and healthful work environment for our entire staff. This includes protection from the daily potential for injury to students and staff by exposure to contamination from bloodborne pathogens. The Occupational Safety and Health Administration (OSHA) issued a standard to reduce the risk and protect employees from this threat. This District Bloodborne Pathogens Exposure Control Plan is adopted to meet this standard.

**I. Purpose:**

The Purpose of this Exposure Control Plan is to provide and maintain a safe working environment for all employees by eliminating and/or minimizing occupational exposure to bloodborne pathogens, including, but not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). It is the responsibility of the employer to provide and maintain appropriate engineering controls and personal protective equipment (PPE), and to develop, establish, and promote safe work practices, ongoing training, and education for its employees. It is also expected that employees will practice and follow the guidelines set forth by this plan.

**II. Scope:**

This plan covers all employees who could be “reasonably anticipated” as a result of the performance of their job duties, to come into contact with blood or other potentially infectious materials. (See **Exposure Determination: Category I** – section IV).

“Good Samaritan” acts, such as assisting a co-worker with a nosebleed, would not be considered an occupational exposure.

**III. Background:**

The Center for Disease Control (CDC) has recognized the following as linked to the potential transmission of HBV, HIV, and other bloodborne pathogens in the occupational setting:

- A. blood/blood products,
- B. semen,
- C. vaginal secretions,
- D. amniotic fluid,
- E. saliva (in dentistry),
- F. any body fluid visibly contaminated with blood,
- G. pleural fluid,
- H. peritoneal fluid,
- I. cerebrospinal fluid,
- J. all body fluids in situations where it may be difficult or impossible to differentiate between fluids

These substances shall be collectively referred to as blood or “other potentially infectious material” (OPIM) for the remainder of this document.

**IV. Exposure Determination:**

- A. **Category I:** Employees who are likely to have occupational exposure as part of their normal work routine. **Identified staff:** Bus Driver, Coach, School Nurse, Custodians/Maintenance, Cooks; Pre-Kindergarten and Kindergarten Teachers, Physical Education Teachers, Special Ed Teachers and Ed Techs, Mechanics, and School Secretaries.
- B. **Category II:** Employees who *do not* have occupational exposure as part of their normal work. **Identified staff:** All other staff.

**V. Hepatitis B Vaccine:**

All District employees defined as Category I personnel will be offered the vaccine for HBV, which is a life-threatening bloodborne pathogen. Informed consent as per standard medical regulations will be used. (Appendix A)

The vaccination will be done at no cost to the employees and is provided as a precaution for personnel safety. **Vaccinations will be provided by a health care provider approved by**

**the District.** If an employee chooses not to receive the HBV vaccination, the employee must sign a letter of declination (Appendix A). A copy will be placed in the employee's file.

**VI. Universal Precautions, Engineering Controls, and Work Practice Controls:**

The following procedures will be followed by all staff:

- A. Universal precautions (Appendix B) will be followed by all employees at all times. All blood and OPIM will be considered potentially infectious.
- B. Employees are advised to wear gloves and safety glasses when exposed to blood and OPIM.
- C. If an employee becomes contaminated, wash the area immediately with soap and water. If running water is not available, employees will be provided an appropriate hand wash substitute, such as antiseptic foam cleanser or towelettes until an appropriate handwashing facility can be utilized.
- D. All waste containers will be lined with a plastic bag. Waste containers in the health/school nurse offices will be double bagged and emptied each school day by custodians.
- E. Plastic needle containers will be kept in each School Nurse's office. All needle-like contaminated "sharps" and first aid equipment will be deposited in designated containers. Full "sharps" containers will be taken by the School Nurse to the school physician's office for disposal.
- F. If clothing should become contaminated with OPIM, it should be double-bagged and placed in a designated container for proper cleaning.
- G. Contaminated surfaces or areas will be decontaminated with an appropriate disinfectant immediately after exposure.
- H. When a spill occurs, the building administrator will limit access to areas of potential exposure and notify the custodian immediately.
- I. All work tasks will be performed in a manner that will reduce the risk of exposure. Employees in areas where exposure hazards exist are expected to adhere to the following:
  - 1. Eating, drinking, applying lipstick or balm, and/or handling contact lenses are prohibited in work areas where there is reasonable anticipated exposure.
  - 2. Food and drink will not be kept in refrigerators, shelves, or cabinets where blood or OPIM are stored or present.

**VII. Personal Protective Equipment:**

- A. Personal Protective Equipment (PPE), including but not limited to gloves and

protective eye wear, will be provided by the District and kept in each School Nurse's office and custodial closet.

- B. Non-latex gloves and Band-Aids will be provided by the School Nurse to each classroom. School bus supplies will be provided by the Transportation Department at the beginning of the year and replenished as used.
- C. Training in the use of the appropriate PPE for the tasks or procedures the employee will perform will be provided by the School Nurse and/or an appropriate course.

**VIII. Training for Exposure Control:**

- A. Employees in Category I will, upon hire, be initially trained on the precautions, risks, and actions to take if exposure to bloodborne pathogens occur.
- B. Employees in Category I who perform tasks which have been determined to have a potential for exposure will be provided training annually.
- C. Training will include explanation and location of 29 CFR 1910.1030, Bloodborne Pathogens Standard and location of this plan.
- D. Custodians will be provided annual cleaning procedures for exposure to bloodborne pathogens.
- E. Certification of training will be maintained with copies in the employee's file.

**IX. Post-Exposure Procedures and Evaluation:**

Employees who come in contact with OPIM in the performance of their job will take steps necessary to safeguard their health. "Contact" will be considered as having said fluids enter one's body through cuts in the skin or splashes of fluids into eyes, mouth, nose, or other mucous membranes. If exposed:

- A. Immediate first aid – Employees will wash the exposure site thoroughly with soap or disinfectant and water. Flush eyes and/or mucous membranes with water immediately.
- B. Employee will immediately report the injury to his/her immediate supervisor. When school is not in session, the employee is to be referred to a health care provider approved by the District or a hospital Emergency Room. Report the incident to the **Business Manager** within 24 hours.
- C. The School Nurse will arrange for a medical post-exposure evaluation and follow-up. This evaluation and follow-up is to be provided by a **health care provider approved by the District or the employee's personal health care provider. If the School Nurse is not available, the Business Manager or Transportation and Facilities Director will arrange for the evaluation.**

- D.** The immediate supervisor will complete a Supervisor's Incident Report (provided by Maine School Management Association [MSMA]), which will include the circumstances under which the incident occurred and documentation of the route of exposure (skin, mucous membrane, etc.) and should be submitted to the Business Manager within 24 hours of the accident. This report will be forwarded along with the Employee's Incident Report (provided by MSMA) to MSMA as required.
- E.** If the source individual is known, the School Nurse will attempt to obtain consent and assist in making arrangements to have the source individual tested as soon as possible to determine HIV, HBV, and HCV infectivity. Results of the testing will be sent to the employee's medical provider.
- G.** Flow of forms:

  - 1. Original forms to Business Manager for filing in the Worker's Compensation files.
  - 2. Copies of forms to be kept in the employee's file for further follow-up.

DRAFT

APPENDIX A

RSU #63

**INFORMED CONSENT/REFUSAL FOR HEPATITIS B VIRUS VACCINE  
(Mandatory if employee refuses vaccination)**

I, the undersigned employee, have read the portion of this two-page form regarding information about Hepatitis B and the Hepatitis Vaccine. I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection in the workplace. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself.

I further understand the risks involved in making this decision and I agree that RSU #63, its agents and employees, who are required by law or regulation to make the Hepatitis B Vaccine available to me, are not legally responsible or liable for the side effects that may occur as a result of my accepting/not accepting the Hepatitis Vaccine.

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I have already had the Hepatitis B Vaccine.

\_\_\_\_\_ I agree to accept the Hepatitis B Vaccine, given in three (3) doses over the next 6 months. (If you are pregnant or breast feeding, it is advisable that you consult with your doctor before taking the Hepatitis B Vaccine series.)

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School/Location: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



*Reference: Occupational Safety Health  
Administration Fact Sheet,  
Hepatitis B Vaccine Protection*

**RSU 63  
HEPATITIS B VIRUS VACCINE**

**For Your Information – Please Read Carefully**

**The Disease** – Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1% to 2% of patients infected. Most people with Hepatitis B recover completely but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic hepatitis or cirrhosis. Carriers face other problems, too. They run a high risk of developing primary liver cancer and pregnant carriers transmit the HBV through the placenta with some 90% of infected infants becoming carriers.

**Simple, Effective Solution** – Fortunately, now, there is a simple way to prevent HBV infection. The Center for Disease Control (CDC) recommends vaccination for anyone frequently exposed to blood or other body fluids in the workplace. If you fall into this category, the CDC says that 15% to 25% of these above specified healthcare workers will contract Hepatitis B during their careers. Your individual risk is directly related to how often you are exposed to blood and other body fluids.

**The Vaccine** – The Hepatitis B Vaccine currently used is a noninfectious vaccine made from bread yeast (*Saccharomyces cerevisiae*). When injected into the deltoid muscle, the hepatitis vaccine has induced protection levels of antibodies in more than 90% of the healthy individuals who received the recommended three doses of the vaccine. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine; but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period although some persons may not develop immunity even after three months. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with Hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

**Possible Adverse Side Effects** – the incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons have experienced:

- A. Soreness, swelling, warmth, itching, redness, bruising, and nodule formation at the injection site,
- B. Fever + 100 degrees F and malaise,
- C. Tiredness/weakness,
- D. Headache,
- E. Nausea and/or diarrhea,
- F. Sore throat and/or upper respiratory infection,
- G. Dizziness,
- H. Muscle aches, and/or

I. Joint pain.

**APPENDIX B - RSU 63**

*Reference: Occupational Safety  
Health Administration  
Standard 29 CFR 1910-1030*

**UNIVERSAL PRECAUTIONS**

In order to provide a consistent approach in managing body substances from all students and staff, and reduce the risks of exposure to bloodborne pathogens, the practice of Universal Precautions will be followed by all employees at all times, regardless of the situation. All blood and body fluids will be considered potentially infectious.

Universal Precautions will apply to all blood/blood components and body fluids including semen, vaginal secretions, breast milk, amniotic fluids, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, and wound drainage.

Each job classification may be required to formulate and revise as necessary, separate procedures regarding the use of personal protective equipment (PPE) and development of work practices for the protection of employees. Compliance with Universal Precautions will be monitored by the School Nurse and building administrators.

**A. Hand Washing**

Hand washing continues to be an important means of interrupting disease transmission.

1. Wash hands often and thoroughly, with soap and water.
2. Wash hands after removing gloves or other PPE.
3. Wash hands after contact with blood or other potentially infectious material.
4. In the event hand washing facilities are not immediately available, a substitute antiseptic hand cleaner or towelette can be used. Hands will be washed with running water and soap as soon as possible.

**B. Gloves**

1. Gloves will be worn when there is anticipated or potential contact with blood or body fluids.
2. Gloves will be worn when the employee has non-intact skin (cuts, abrasions, dermatitis, etc.).
3. Gloves will be worn by the person responsible for the transportation of soiled lines, clothing, or waste materials containing potentially infectious materials.
4. Gloves will be worn when cleaning any surfaces soiled with blood or body fluids,
5. Gloves will be worn when handling/cleaning rooms and/or areas where there are potentially infectious materials.
6. Gloves will be changed when visibly soiled or damaged.

**C. Gowns**

Remove clothing if saturated with blood and place in a doubled bag for proper

cleaning. Personal protective gowns are available in the School Nurse's office if deemed necessary.

**D. Needles/Sharps**

1. Needles will not routinely be recapped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
2. Equipment with sharp edges (art supplies, staplers, etc.) will be properly cleaned if exposed to blood.
3. All needles will be disposed of in puncture-proof containers specifically manufactured for this purpose. These containers will be located in the School Nurse's office in each school under the direction of the School Nurse and changed when full.
4. **Sharps (knife blades, guidewires, etc.):** Place the sharp object on a piece of sturdy cardboard and carefully tape the sharp object to the cardboard. Place another piece of cardboard over the taped object and tape the two pieces of cardboard together. Write on both sides of the cardboard – "SHARP OBJECT" – (blade, etc.).

**E. Waste**

All waste should be properly packaged to prevent spill or leakage and labeled for disposal by the area generating the waste.

**F. Blood or Body Fluid Spills**

In the event of a blood or body fluid spill, all visible organic matter must first be removed and then the area decontaminated.

**G. Resuscitation Equipment**

Automated External Defibrillators (AEDs) will be strategically located to provide personnel with immediate access for emergency situations.

**H. Hepatitis B Vaccine Program**

All employees who work in job Category I are likely or may have occupational exposure to OPIM, will be offered the Hepatitis B Vaccine at no cost to the employee. These workers will be vaccinated or if they choose, decline. Any employee who initially declines the vaccine may, at any time, request the vaccine at a later date.

**I. Exposure Incidents**

All exposure incidents and OPIM contacts must be reported to the School Nurse or building administrator within one hour of occurrence.

**J. Education**

All Employees will receive training in Universal Precautions, pertinent to their job classification and will review the Universal Precautions annually through staff development.

## RSU #63

- a. NEPN/NSBA Code: JJIF
- b. Title: Management of Concussions & Other Head Injuries
- c. Author: Superintendent/Board of Directors
- d. Replaces Policy:
- e. Date Approved: ~~11/27/2017~~ RSU #63
- f. Previously Approved: ~~11/27/2017~~ ~~11/28/2016~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Concussion Policy Management Team/  
Policy Committee
- i. Date Reviewed: ~~03/02/2020~~ ~~09/25/2017~~ Concussion Policy  
Management Team  
~~01/13/2021~~ ~~11/14/2017~~ Policy Committee
- i. References:
- j. Narrative:

The RSU #63 School Board (the Board) recognizes that concussion and other head injuries are serious and can result in significant short-term and long-term brain damage or death. Therefore, it is important for concussions to be recognized and properly managed. The Board adopts this policy to promote the safety of students participating in school activities, including, but not limited to, extracurricular athletic activities and interscholastic sports.

# I. Training:

- A. Prior to the beginning of each sports season, school personnel (including volunteers) identified at the RSU #63 Concussion Policy Management Team must:
  - 1. Be made aware of this policy and the protocols related to the management of concussion injuries, and
  - 2. Participate in concussion awareness training that includes recognizing signs, and symptoms, and behaviors that may suggest a concussion or other head injury and include instruction in the use of graduated school reentry protocols. (The “Concussion Sign & Symptoms Checklist” from the U.S. Department of Health & Human Services – Center for Disease & Prevention, which is used, can be found in the Principal’s office in each school and in Central Office.)
- B. Training must be consistent with protocols as identified or developed by the Maine Department of Education (DOE) and include instruction in the use of reporting forms as required by DOE.
- C. Coaches are required to undergo refresher concussion awareness training and instruction in the use of graduated school reentry protocols every two years based on the recommendations of the DOE and/or when protocols and forms have been

revised.

## II. Students and Parents/Guardians

Annually, at the beginning of each school year, students and parents/guardians will be provided information in the parent handbook [Refer to Attachment “A” at the end of this policy] and on the RSU #63 website that will include:

- A. Warnings regarding the risk of concussion and other head injuries and the dangers of continuing participation when a concussion or other head injury is suspected;
- B. Descriptions of the signs, ~~and symptoms,~~ **and behaviors** associated with concussions and other head injuries; and
- C. Reviews of RSU #63 protocols which include:
  - 1. Removal of the student from the activity when the student is suspected of having sustained a concussion or other head injury;
  - 2. Evaluation by medical personnel; ~~and~~
  - 3. **Graduated school reentry protocols;**
  - 4. Return to full participation in school **academics and** activities when **written medically cleared clearance is received.**
- D. Required releases for students participating in sports acknowledging they received and read this information before the student may participate in any school-sponsored athletic activity. [Refer to Attachment “B” of this policy.]

## III. Management of Concussion and Other Head Injuries

- A. It is the responsibility of all staff members involved in school activities to be trained in the signs, ~~and symptoms,~~ **and behaviors** related to concussion or other head injury, and to act in accordance with this policy when any staff member recognizes a student may be exhibiting such signs, ~~and symptoms,~~ **and behaviors** of a concussion.
- B. Any student suspected of having sustained a concussion or other head injury during **school or** a school activity, including but not limited to participation in interscholastic sports,
  - 1. Must be removed from the activity immediately.
  - 2. Must be evaluated using the Concussion Signs and Symptoms Checklist.
  - 3. Even if there are no signs, ~~and symptoms,~~ **and/or behaviors**, the student may not participate in any additional physical activities that day

(including, but not limited to, physical education class, outdoor recess, sports practice, games, etc.)

4. In cases of serious injury or symptoms (ie. a period of unconsciousness), call 911. When any signs, and symptoms, and behaviors are noted, the parents and school nurse will be notified. If there are no symptoms, the school nurse will be notified.
  5. In all cases, the student and his/her parent(s)/guardian(s) will be informed of the need to contact their health care provider for an evaluation for brain injury.
- C. Any student exhibiting signs, and symptoms, and behaviors of a head injury is prohibited from further participation in any school activity until he/she is evaluated for concussion or other head injury.
- D. If a concussion is confirmed, the student is not permitted to return to full participation in any school activity until ~~written medically cleared clearance to do so~~ by a licensed health care provider ~~has been received and the student has fully returned to his/her academic program~~. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.
- E. Coaches and other personnel will comply with the student's treating health care provider's recommendations regarding gradual return to participation. If, at any time during the gradual return to full participation in school activities, the student exhibits signs, and symptoms, and/or behaviors of concussion, the student must be immediately removed from the activity, and re-evaluated by the treating licensed health care provider, and follow the graduated school reentry protocol.

#### IV. Cognitive Considerations

- A. School personnel should be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including but not limited to:
1. Difficulty with concentration, organization, long- and short-term memory; ; and
  2. Sensitivity to bright lights and sounds.
- B. School personnel will accommodate a gradual return to full participation in activities as appropriate, based on the recommendation of the student's health care provider and appropriate designated school personnel (e.g. 504 Coordinator).

#### V. Concussion Policy Management Team

- A. The Superintendent will annually appoint a Concussion Policy Management



Team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to the implementation of this policy. The Concussion Policy Management Team will include:

1. The School Nurse,
  2. The School Principals,
  3. The Activities Coordinator,
  4. Physical Education Teachers, and
  5. May include other school personnel or consultants, as the Superintendent deems appropriate.
- B.** The team will oversee and implement this policy and related protocols for concussion head injuries based on the generally accepted protocols.
- C.** The team will identify the school personnel who will be trained in concussion signs and symptoms.
- D.** The team will review this policy annually before the beginning of each school year and make recommendations to the Superintendent and Policy Committee when generally accepted protocols change.

## 20\_\_-20\_\_ PARENTAL CONSENT FOR SPORTS PARTICIPATION

I/We, \_\_\_\_\_, hereby give my/our son/daughter, \_\_\_\_\_,  
Parent/Guardian name Student's name  
permission to participate in all school sports that he/she decides to try out for at the Holbrook Middle School. \*

I am aware that in order for my child to try out for a sport and to participate in sports programs he/she must have a physical and an annual *Holbrook School Annual Student Health Report* form completed and on file. \*\*

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks or injury. I understand that the dangers and risks of playing or practicing to play/participate in any sport include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of playing or practicing to play/participate in any sport may result not only in serious injury, but also in a serious impairment of my future abilities to earn a living and to engage in other business, social, and recreational activities.

Because of the dangers of participating in any sport, I recognize the importance of following coaches' instructions regarding playing and training technique, team rules, etc., and agree to obey such instructions.

In consideration of the Holbrook Middle School Department's permitting me to play sports and engage in all activities related to the team, including, but not limited to, practicing or playing any sport, I hereby assume all the risks associated with such participation. I agree to report all of my injuries to my coach within 24 hours of their occurrence.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**\*Currently sports offered at Holbrook are: baseball, basketball, cheerleading, soccer, cross-country, softball, and track.**

**\*\* Students are required to have a physical in the 5<sup>th</sup> grade and a Holbrook Middle School Annual Student Health Report annually [Refer to Attachment "B"]. Students who have not had a physical in 5<sup>th</sup> grade are required to have a physical prior to tryouts and participation in any sport.**

**HOLBROOK SCHOOL ANNUAL STUDENT HEALTH REPORT**

20\_\_ - 20\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TEACHER \_\_\_\_\_

Date of most recent physical \_\_\_\_\_

Name of Doctor \_\_\_\_\_ Phone \_\_\_\_\_

**Has your child had any immunizations recently?** ☐ Yes ☐ No

(If yes, please send in a copy of the immunization record.)

**Has your child been hospitalized or had surgery in this past year?** ☐ Yes ☐ No

If yes, please indicate:

a. Reason for hospitalization \_\_\_\_\_

b. Type of surgery \_\_\_\_\_

**Has your child had any recent accidents, illness, or injury?** ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

---

**Has your child had a seizure, concussion, or been unconscious for any reason in the last year?** ☐ Yes ☐ No**Has your child EVER had a seizure, concussion, or been unconscious for any reason?**☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

---

**List medications taken on a daily basis and what condition the medication is for**

---

**List medications taken on an "as needed" basis and what condition the medication is for**

***Please check the following conditions that apply to your child. Please include a brief explanation in the space provided below:***

☐ Allergies: ☐ Bee stings ☐ Foods (please list below) ☐ Medications (please list below)  
Other (please list below)

\_\_\_\_\_  
\_\_\_\_\_  
Please describe what the allergic reaction is like \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child carry an Epi pen?** ☐ Yes ☐ No

**Where is it?** \_\_\_\_\_  
\_\_\_\_\_

**Does your child have a food allergy action plan?** ☐ Yes ☐ No If yes, please send a copy.

**Is there a history of heart disease or sudden death in your family?** ☐ Yes ☐ No

**If yes, please explain** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete if your child has asthma:**

**Does your child have an asthma plan?** ☐ Yes ☐ No

**How often does your child have an acute episode?** \_\_\_\_\_  
\_\_\_\_\_

**What triggers your child's asthma? (please explain)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child carry his/her own inhaler?** ☐ Yes ☐ No **Where?** \_\_\_\_\_  
\_\_\_\_\_

**If yes, please list name(s) of medication(s)** \_\_\_\_\_  
\_\_\_\_\_

**Are you or your child worried about any medical problem or condition at this time?**

☐ Yes ☐ No

**If yes, please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRAFT**

If you think your child will need to use medications during school hours, please ask for a medication permission form in the office or print one from the RSU #63 web site. You and your child's physician will need to complete the form per the district's medication policy.

All middle school students participating in sports must have a physical on file as well as a yearly health update. Students will not be able to participate until these are on file in the office.

*Any student suspected of having sustained a concussion or other head injury during a school activity, including but not limited to participation in interscholastic sports, must be removed from the activity immediately. A student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student is allowed to return to full participation in school activities including learning. For the complete concussion policy, please see the student handbook.*

*No student is permitted to return to the activity or to participate in other school activities on the day of the suspected concussion.*

I have read and understand the Concussion Policy, **JJIF Management of Concussions and Other Head Injuries**, as described in pages \_\_\_\_ - \_\_\_\_ in the student handbook. I agree to adhere to the policy as it relates to keeping my child out of play and seeking medical advice before returning to play.

**(Please Print Clearly)**

**Name & Phone Number of Parent(s)/guardian(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of student** \_\_\_\_\_ **Date** \_\_\_\_\_