ACTION ITEM #1

Written Workplace Health and Safety Program

Mineral County School District

Arlo K. Funk District Services Center
751 A Street, Hawthorne, Nevada 89415

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Section 1: Policy Statement

Program Policy Statement

The Mineral County School District (MCSD) shall comply with all applicable federal and State of Nevada occupational safety and health laws. To accomplish this, employees must be constantly aware of unsafe acts and conditions in all work areas that can cause injury. Employees are neither expected nor required to work at a job that is not healthy and safe. Safety of our employees is vital to successful public service. This Plan incorporates provisions of Nevada Revised Statutes Chapter 618 and OSHA 29 CFR 1910. MCSD shall not:

1. Require or permit any employee to go or be in any employment or place of employment which is not healthy and safe;
2. Fail to furnish, provide, and use safety devices and safeguards or fail to adopt and use methods and processes reasonably adequate to render such employment and place of employment healthy and safe;
3. Fail or neglect to do everything reasonably necessary to protect the life, safety, and health of such employees; and
4. Maintain any place of employment that is not healthy and safe.

Safety is an important consideration for all employees. Employees must follow the responsibilities outlined in this Written Workplace Safety Plan (WWSP) and must especially inform supervisors immediately of any safety situation that may be beyond their ability or authority to correct.

Supervisors and managers may be disciplined for failure to properly train employees whom they directly supervise.

[*Name of Employee*] Date:

[*Name, Signature and Title of Relevant Supervisor*] Date:

Stephanie Keuhey, Superintendent and Safety Director Date:

Section 2: Assignment of Responsibilities

The following sections describe the responsibilities of management and employees that will ensure the WWSP is successfully implemented throughout MCSD. The prevention of bodily injury and safeguarding the health of employees are the first considerations in all workplace actions and are the responsibility of every employee at every level. MCSD is committed to maintaining a safe working environment in which work is performed in a safe manner and energies are directed toward protecting the safety of the individual, other employees, and the public they serve. In keeping with this commitment, all employees in the course of their employment are required to adhere to organization wide and departmental safety rules, regulations, and practices, Chapter 618 of the Nevada Revised Statutes, Occupational Safety and Health Act, and other pertinent Federal and State laws. The cooperation and commitment of all employees to the goals established will help to provide for a safe work environment for both employees, students, and members of the public.

1. Superintendent of Schools

A. Ensure the development and implementation of the MCSD WWSP.

B. Set high standards with respect to health and safety and lead by example.

C. Ensure that financial, material, and personnel resources are provided to achieve the goals and objectives of the health and safety program, by informing and working closely with the MCSD Board of Trustees.

D. Ensure accountability.

2. Safety Director, or designee

A. Serve as Chairperson of the Safety Committee.

B. Ensure that the WWSP is adequately and appropriately administered.

C. Promote health and safety and serve as a resource to assist MCSD in completing the WWSP goals.

D. When requested or as appropriate, work with supervisors and employees to (a) assess knowledge of safety practices; (b) identify any need for, and ensure proper use of, appropriate safety devices and safeguards; and (c) ensure duty or job specific standards, practices, and procedures establish the safest method of accomplishing the duty or job.

E. Investigate incidents resulting in death or serious injury following the procedure in this WWSP and prepare a written Incident Investigation Report.

F. Review each Incident and Near-miss Report with the Safety Committee, while observing any confidentiality requirements.

G. Report all reportable occupational injuries to OSHA; maintain OSHA 300 Log data and prepare annual summary of work-related injuries.

H. Monitor, review, and evaluate incidents to identify trends and develop policies and procedures to prevent recurrence.

3. Administrators (Principals)

A. Adopt, implement, and administer approved district safety standards, plans, policies, and/or procedures.

B. Ensure site safety records are kept.

C. Maintain a safe and healthy working environment.

D. Assist supervisors and/or the Safety Director in investigating incidents, near-misses, and reported safety concerns to determine root causes and identify appropriate corrective measures.

E. Monitor site safety assessment or inspections and complete any required Job Hazard Analysis reports and update as needed.

F. Ensure appropriate prompt and reasonable corrective action is taken to resolve identified hazards.

4. Supervisors

A. Ensure that relevant standards, policies, and procedures pertaining to health and safety are posted in a prominent location of the work area, communicated to all employees, and employees understand and acknowledge their obligation to follow relevant standards, policies, and procedures.

B. Ensure that employees are adequately trained in the proper and accepted way each duty or job must be accomplished upon initial assignment and any change in standard, policy, procedure, or assignment. Advise the Safety Director of training needs of employees under their supervision.

C. Before assigning the operation of any equipment or machinery, ensure that employees are trained in the proper and accepted method of operating the equipment or machinery.

D. Ensure that safety devices, safeguards, and Personal Protective Equipment (PPE) for each duty or job are available and functional.

E. Ensure employees can identify where PPE is required and are trained in its proper and accepted use.

F. Conduct daily health and safety inspection of his/her school/department and any equipment or machinery used. Ensure that any maintenance required for equipment or machinery is current.

G. Stop or shut down any activity or operation considered to be an imminent danger to employees or the public. Remove employees from potentially hazardous duties or job where appropriate safety device, safeguard, and/or protective equipment is not properly used.

H. When an incident occurs, investigate and complete an Incident Investigation Form. See **Section 19: Forms & Checklists.** If a Near-miss is reported, complete a Near-miss Form. See **Section 19: Forms & Checklists.** Ensure reports are provided to the Safety Director in a reasonably prompt fashion.

I. Ensure that prompt and reasonable corrective action is taken whenever hazards are identified, or unsafe acts found or observed.

J. If a member of the Safety Committee, attend and participate in Committee meetings. Ensure that health and safety suggestions and/or comments from employees are encouraged and where appropriate, forwarded to the Safety Director for consideration.

6. Employees

A. Be an active participant in the health and safety program and training.

B. Perform his/her duty or task in accordance with established standards, policies, procedure, and other relevant safe work practices.

C. Evaluate the health and safety of his/her workspace daily.

D. Inspect and ensure that all safety devices and safeguards on equipment or property are properly adjusted and in good working order. Operate equipment or machinery only if trained and authorized to do so. Do not attempt repairs of equipment or machinery unless trained and authorized to do so.

E. Inspect and ensure that protective equipment is functional and in good working order. Do not attempt repairs of protective equipment unless trained and authorized to do so.

F. Use and/or wear protective equipment and devices where it is necessary to perform a duty or job.

G. Immediately report any hazards to a supervisor.

H. Immediately, or as soon as reasonably possible, report any incident, injury, illness, or property damage to a supervisor.

I. Cooperate fully with any investigation concerning incidents, injury, illnesses, or property damage.

J. Offer or make suggestions and/or comments regarding the health and safety of his/her work area, duty, or job.

K. If a member of the Safety Committee, attend and participate in Committee meetings.

Section 3: Safety Committee

1. Purpose

To implement, oversee, and update the MCSD's WWSP and to identify corrective measures needed to eliminate or control recognized safety and health hazards. Oversee and implement entity safety projects and objectives. The Safety Committee shall foster on-going communication and cooperation between employees and management on all issues related to safety and health.

2. Membership

A. In addition to management, the Safety Committee must include representatives of employees. Members can be assigned by management, voted on by employees, or selected from volunteers. If the employees are represented by a labor organization, the employee representatives must be selected by the employees and not appointed by the employer. See NRS 618.383(2)(b).

B. The Safety Director will serve as the chairperson of the Safety Committee. The terms of other committee members will be determined by the Safety Committee and should be staggered to provide continuity to the committee.

C. Employee representatives, while engaging in the business of the Safety Committee, including attendance at meetings, authorized inspections, or any other activity of the committee, must be paid as if the employee were engaged in his/her usual work activities.

3. Responsibilities

A. The Safety Committee will:

(1) Hold meetings as described in paragraph 4 of Section 3 to discuss safety and health issues, suggestions, and concerns.

(2) Assist management in communicating procedures for evaluating the effectiveness of control measures used to promote safety and health practices.

(3) Review all employee and non-employee injuries and near-misses occurring since the last Safety Committee meeting and develop a process to address the root causes and take corrective action.

(4) Review and update safety standards, practices, and/or policies based on incident investigations reports, near-miss reports, or employee hazard reports.

(5) Assist management in developing, reviewing, and annually updating the WWSP. Reviews and annual updates to the WWSP will be accomplished by evaluating investigation reports, incident reports and near-miss reports; formulating corrective measures; and recommending proper training to prevent recurrence.

(6) Promote safety and health awareness and participation through continuous improvement to the WWSP.

(7) Participate in safety training and be responsible for assisting management in monitoring safety training to ensure that it is in place, effective, and documented.

(8) Conduct periodic safety inspections and compile and distribute a report on issues found.

B. Safety Committee Positions.

(1) Chairperson. The Chairperson, or designee, will:

(a) Attend and conduct each Safety Committee meeting;

(b) Ensure that the WWSP is functional, appropriate, current; and develop the meeting agenda (see **Section 19: Forms & Checklists** for an agenda template);

(c) Inform the Board of Trustees of safety concerns and projects;

(d) Review each incident with the Safety Committee and conduct any investigation wherein an incident has resulted in serious injury or property damage (including "near-misses"); and

(e) Oversee and document corrective action.

(2) Secretary. The Secretary will:

(a) Attend all Safety Committee meetings;

(b) Record minutes of meetings (see **Section 19: Forms & Checklists** for a minutes template);

(c) Distribute minutes to committee members;

(d) Post minutes for other employees; and

(e) Assume chairperson's duties if required.

(3) Members. Members of the Safety Committee will:

(a) Attend all Safety Committee meetings;

(b) Report injuries, near-misses, accidents, unsafe conditions, and practices from their department;

(c) Contribute ideas and suggestions for improvement of workplace safety;

(d) Influence others to work safely;

(e) Participate in inspections of their Department;

(f) With the Safety Director and Committee, ensure that applicable OSHA standards are identified and made accessible to their Department;

(g) With the Safety Director and Committee, identify safety procedures, training, and appropriate safety equipment (including PPE) required within their department; and

(h) Monitor whether new-hire training is occurring within their Department and report to the Safety Committee.

4. Meetings

A. Safety Committee meetings shall be held at least quarterly and more often if needed. A quorum will consist of a simple majority of membership.

B. Management will post the agenda and minutes of each meeting in an accessible place, available for all.

C. Safety Committee records will be maintained for not less than three (3) years.

5. Training

A. Safety Committee members should be trained in:

(1) How to work in a committee, such as Robert's Rules of Order or other committee system.

(2) How to conduct inspections and recognize hazards.

(3) Accident investigation techniques.

(4) Available safety and health resources within the local area.

6. Records

A. Records from all Safety Committee meetings will be handled as follows:

(1) Minutes of all committee meetings will be drafted by the secretary, who is either elected or appointed.

(2) The agenda, minutes, and attendance of those participating in the committee meeting will be retained by the Safety Director for at least three (3) years and must be available for review by the Division of Industrial Relations upon request.

(3) The agenda and copies of minutes should be posted in an easy to access area and provided to each Safety Committee member, principal, department manager, and supervisor.

Section 4: Hazard Identification, Analysis and Control

1. Identification & Analysis

MCSD is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. To that end, hazards will be identified and analyzed using some or all the following programs/tools:

A. Outside, site-specific assessment or inspection.

(1) ADA Site Assessments should be conducted on an as needed basis. (Nevada Center for Excellence in Disabilities, ADA Nevada MS0285, University of Nevada, Reno, 89557, (775) 682-9056.)

(2) CyberSecurity: Dark Web Monitoring, Passive Network Assessments (PNA), KnowB4 program and similar services may be conducted by Anthony Rucci, Information Internal Associates, Inc., through coordination with POOL/PACT.

(3) Nevada Safety and Health Consultation and Training Section (SCATS) Assessments, conducted in association with POOL/PACT, may perform worksite hazard assessments on an as needed basis.

B. Employee Occupational Safety and Health Concerns. All employees are not only encouraged, but responsible for notifying their supervisor regarding conditions they believe to be a safety, health, or environmental hazard without fear of reprisal. Notification may be made verbally or by submitting a Safety Concern or Near-miss Form.

C. Equipment and/or Machinery Inspections and Maintenance Records.

(1) The Transportation Department is responsible for regular inspection and maintenance of bus and vehicle fleets. Inspections will be performed before and after fleet vehicle use. Maintenance will be conducted in accordance with manufacturer service specifications and as needed. Inspection and maintenance records will be kept until the vehicle is removed from fleet service.

(2) The Maintenance Department is responsible for regular building and equipment inspections.

(a) Visual building safety inspections will be performed seasonally. These inspections will address obvious defects, damages, safety hazards, seasonal weatherization, and the documentation of the inspection and any corrective action taken. Records should be maintained for the life of the building.

(b) Visual equipment inspections will be performed before and after each use. Maintenance will be conducted in accordance with the manufacturer service specifications and as needed. Inspection and maintenance records will be maintained for the life of the equipment.

D. Record Review. Review of Incident, Near-miss, and OSHA 300 Log of Work-related Injuries and Illnesses will be conducted by the Safety Director.

E. Review of Property and Casualty and/or Workers Compensation Claims. Member Valuation & Performance (MVP) Reviews may be conducted on an as needed basis with POOL/PACT Risk Management and include analysis of property and casualty and/or workers compensation claims to identify and minimize or eliminate hazards or causes of injury.

H. Job Hazard/Safety Analysis (JHA). JHA establishes a method for analyzing potentially dangerous jobs for the purpose of creating standards, policies, and/or procedures for safety. Directors/Site Administrators shall require the development of a JHA for all hazardous jobs performed by their employees. The JHA will be updated whenever the job changes or standard, policy, and/or procedure deficiencies are noted. Hazards may be caused by equipment used to perform the job, actions needed to perform the job, or the environment in which the job is performed. Involving employees in the JHA process will help minimize oversights in the analysis. The JHA will analyze steps employees take in performing job duties to identify means to minimize or eliminate known hazards. Information gathered from JHA may be used in training, reasonable accommodations, writing job descriptions, audits, and return-to-work programs.

2. Elimination & Control of Workplace Hazards

Hazard control is triggered by a determination that a hazard or potential hazard exists and includes methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner, based on whether the hazard is imminent or non-imminent.

A. Imminent Hazard

(1) An Imminent Hazard is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately, or before the danger can be eliminated.

(2) If an imminent hazard is observed or discovered by an employee, the employee should notify their supervisor immediately. The supervisor will notify the appropriate administrator immediately.

(3) Corrective action should be taken at once to abate the hazard including, but not limited to, placing an out of service tag on defective tools or equipment, as a temporary means of warning employees. If an imminent hazard cannot be immediately abated, all personnel will be removed from the area. The Safety Director will determine what safeguards and corrective measures are to be implemented.

B. Non-imminent Hazards

(1) If a non-imminent hazard is observed or discovered by an employee, the employee's immediate supervisor and/or site administrator should be made aware of the exposure so that a corrective action can be taken in a timely manner. Determination of the time allotted for correction will be at the discretion of the supervisor.

C. Hazard Control

(1) Any hazard that can be eliminated will be.

(2) All other hazards will be controlled using engineering or work practice controls, or a combination of these, as appropriate. We will meet or exceed the requirements of safety standards where there are specific rules about a hazard or potential hazard in our workplace.

(3) The Safety Director will evaluate and implement controls for the hazards.

(4) Supervisors are responsible for correcting hazards within their sites and ensuring that any remaining hazards are passed to the Safety Director for corrective action.

(5) Work practice controls may be designated as a separate program or part of our procedures. The following controls for specific situational hazards can be found in separate programs:

(a) Emergency Operations Plan, Evacuation Plan, and/or Continuity of Operations Plan, Section 8.

(b) Portable Fire Extinguishers, Section 9.

(c) Medical and First Aid, Section 10.

(d) Bloodborne Pathogen Exposure Control Plan, Section 11.

(e) Ergonomics and Workplace Safety, Section 13.

(f) Hazard Communication Program, Section 14.

(g) Forklift Safety, Section 15.

(h) Heat Illness Prevention Plan, Section 17.

(6) Protective equipment will be used as a last option or as an interim measure. Where necessary, PPE will be provided at no cost to the employee. If PPE is selected, a PPE Program should be developed and implemented.

(7) The Site Administrator will monitor the progress of all elimination and/or control measures and ensure all affected employees are apprised of the status.

(8) The Site Administrator will coordinate safety standards, policies, and procedures to any vendors and/or subcontractors working within the facility or on location.

(9) The Site Administrator will provide the Safety Committee with the status of implemented controls, pending controls, and needed controls based upon identification and analysis.

3. Basic Safety Rules

The following basic safety rules have been established to help make our work environment safe and efficient place to work. Never do anything that is unsafe to get the job done. If you are unsure about whether you are engaging in an unsafe activity, ask your supervisor. If a job is unsafe, stop and report it to your supervisor.

A. Always keep safety devices or safeguards in place.

B. Operate equipment and/or machinery only if you have been trained and authorized to do so.

C. Obey all safety warning signs.

D. Use appropriate personal protective equipment whenever required.

E. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.

F. Do not bring firearms or explosives onto Mineral County School District property.

G. Smoking and vaping is not permitted on school grounds or in school district vehicles.

H. Horseplay, running, and fighting are prohibited.

Section 5: Safety Training

Training must be conducted in a language and format the employees understand. NRS 618.383(4). If substitute teachers or staff are used, MCSD will ensure they are provided training for safety of employees before they begin work at each site.

MCSD has developed a training program in compliance with NRS 618.383. Under no circumstances should an employee perform their work duties until he/she has successfully completed the appropriate training.

Each department at each site in MCSD is responsible for developing topics and providing training for both new employees and existing employees who need training or retraining for specific hazards to which they are exposed. The goal of the training program is not just to provide knowledge, but to affect behavior and provide employees with enough information so they can actively participate in protecting themselves.

Resources include eLearning provided through POOL/PACT. Please contact your supervisor or the MCSD Human Resources (HR) Department concerning training needs that are not currently in the catalog.

1. Supervisory Training

The MCSD administrators and supervisors are key figures in the implementation and overall success of the health and safety program. As a minimum, administrators and supervisors shall be trained in the following areas:

A. The need to establish and maintain healthy and safe working conditions in the area supervised.

B. The dangers associated with a duty, task, or job; the potential effect on employees; and the standards, policies, and/or procedures for control of these dangers.

C. How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.

D. Incident investigation such as OSHA Course #7505, *Introduction to Incident Investigation*, or a substantially similar incident investigation training.

E. Suggested **eLearning** courses, in addition to New-Hire training:

(1) Nevada Anti-Harassment Training for Supervisors.

(2) Safe and Sober Workplace for Employees – Supervisor Supplement.

(3) Nevada Ethics in Government.

2. New-Hire Employee Orientation

All new hires must attend a new-hire orientation prior to commencing employment. It is the responsibility of the supervisor to ensure that each new hire is trained in the following:

A. Review and explanation of this WWSP, including how to access relevant documents and forms.

B. Disciplinary procedures for non-compliance with the WWSP.

C. Emergency Action Plans.

D. Hazardous Condition Reporting.

E. Incident Reporting.

F. Safe Use of Equipment and Machinery.

G. Personal Protective Equipment (when applicable).

H. Signed and dated NV OSHA Employee Rights and Responsibility Agreement (NRS 618.376) placed in employee's file.

I. Mandatory Child Abuse Reporting Laws

J. Suggested new-hire **eLearning** courses:

(1) Cyber Security Awareness, Phishing, Ransomware, and enrollment in KnowBe4 program for all employees who will have access to MCSD network server(s).

(2) Bullying in the Workplace.

(3) Workplace Violence Awareness.

(4) Nevada Anti-Harassment Training for Employees.

(5) Whistleblower Protections – What, When, and How.

(6) Conflict of Interest.

(7) Hazard Communication; *see* OSHA Hazard Communication Quickcards.[1]

(8) Back Safety in the Workplace.

(9) Bloodborne Pathogens Awareness.

(10) Controlling Workplace Exposure to Bloodborne Pathogens.

(11) Safe and Sober Workplace for Employees

(12) Slip, Trip, and Fall Prevention – Extended Course.

[1] Hazard Communication QuickCards may be found at https://www.osha.gov/publications/bytype/popular-downloads.

(13) Fire Extinguisher Training.

(14) Active Shooter.

3. Job Specific Training

In addition to general orientation training, certain employees may receive additional, specific training depending upon work assignments. Supervisors for every department are responsible for being aware of job hazards in their area and ensuring that those under their supervision receive in-house or contracted to an outside source training. The training must be consistent with the specific hazards to which employees are exposed. Some job specific training may be provided through the eLearning catalog.

4. Retraining/Evaluation

The following OSHA general industry rules include annual retraining or employee information requirements:

A. Access to employee exposure and medical records related to exposure.

B. Bloodborne Pathogens.

C. Permit-required confined space/rescue.

D. Portable Fire Extinguishers.

5. Training Record Retention

Records of employee training attendance shall be kept in employee files and must include (1) who was trained, (2) the instructor, (3) the date of training, and (4) training topic. Records maintained for a period of three (3) years from the date of training and will be made available for inspection or review, upon request, by the employee, the employee's supervisor, the Safety Director, and/or the Division of Industrial Relations (OSHA).

Section 6: Incident Investigation and Corrective Action

1. Purpose

Incident investigation is an integral part of our workplace safety and health program. It is a fact-finding function – incident investigations are **not** fault finding. The purpose is to promote safety by identifying root causes and any shortcomings in the overall safety plan to prevent the incident from happening again. To that end, the MCSD will investigate all incidents, including near-misses, for prevention or reduction controls.

2. Training

All persons performing incident or near-miss investigations shall complete OSHA Course #7505, *Introduction to Incident Investigation*, or a substantially similar incident investigation training, prior to an incident investigation.

3. Incident Investigation

A. Responsibilities

(1) Employee Responsibilities

(a) For occupational injuries, seek appropriate medical care.

(i) For emergency medical care, go to the nearest emergency room or call 911.

(ii) For PACT member non-emergency care, contact the **24-7-365 Nurse Triage Program at (844) 334-6472**. Otherwise, go to an approved workers compensation provider.

(iii) If the injury is minor and only requires first aid, obtain supplies from the nearest first aid kit.

(b) Report the injury or near-miss.

(i) Contact your supervisor and complete the C-1 Notice of Injury Form. See **Section 19: Forms & Checklists** for links to workers' compensation forms.

(ii) The C-1 must be sent to your supervisor for signature.

(iii) If a Near-miss, complete the Near-miss Form and give it to your supervisor.

(c) File a Workers Compensation Claim.

(i) During your initial medical evaluation, alert medical staff that your injury or illness is work related.

(ii) Complete the C-4 Form with the medical provider.

(d) Follow up on medical care and modified duty.

(i) Notify your supervisor in advance of medical appointments.

(ii) If placed on modified duty, notify HR of the work restrictions in writing prior to your return to work. Only work within your restrictions.

(iii) Contact your supervisor at least once every two weeks if off work.

(2) Supervisor Responsibilities

(a) Ensure proper medical treatment is received.

(i) For emergency medical care, go to the nearest emergency room or call 911.

(ii) For PACT member non-emergency care, contact the **24-7-365 Nurse Triage Program at (844) 334-6472**. Otherwise, go to an approved workers compensation provider. Transport the employee if necessary.

(iii) If the injury is minor and only requires first aid, assist in first aid.

(b) Investigate and Report the Injury/Illness.

(i) Review the C-1 Form with the employee and sign it.

(ii) Investigate the incident and complete the Incident Investigation or Near-miss Form.

(iii) Forward both forms to the Safety Director and HR Department. The HR Department will forward the forms to Davies Claims Solutions.

(iv) Correct the hazard immediately when possible.

(v) For incidents involving death or serious injury, the Safety Director must be notified, and the incident scene secured, as soon as reasonably possible after proper emergency care is provided.

(c) Follow up on employee medical care and modified duty.

(i) Provide modified duty as appropriate.

(ii) Contact the employee every two weeks if the employee is off work to determine medical progress.

(3) Safety Director, or designee

(a) For incidents involving death or serious injury, the Safety Director will assist the Supervisor in arranging emergency medical care if appropriate, and secure or

assist in securing the scene after ensuring emergency medical care is provided. Once emergency care is provided and the scene secure, begin the Incident Investigation. Upon completion, complete a written Incident Investigation Report and provide a copy to the Safety Committee.

(b) Notify OSHA (within 8 hours for work-related deaths and within 24 hours for work-related inpatient hospitalizations, amputations, and any losses of an eye). The reports required by this paragraph must contain:

(i) The name of the employer;

(ii) The location and time of the incident resulting in death or serious injury;

(iii) The number and names of employees hospitalized as inpatients or who suffered fatalities, amputations, or loss of an eye as a result of the incident;

(iv) A brief description of the incident; and

(v) The name and contact information of the Safety Director.

(c) Comply with Nevada OSHA Injury and Illness Recordkeeping and Reporting Requirements. See **Section 19: Forms and Checklists** for links or OSHA Injury and Illness Reporting forms.

B. Incident Investigations and Corrective Measure

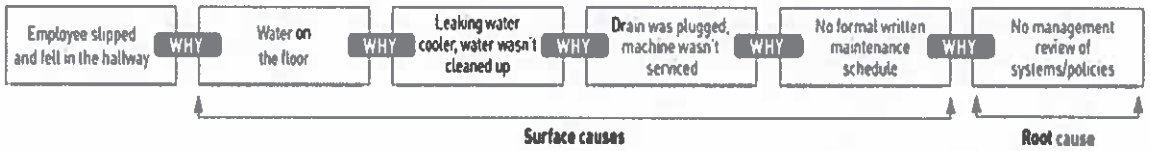
(1) The Safety Director, or designee, will review C-1, Incident Investigation, and Near-miss Forms upon receipt to determine if any further investigation is warranted. If necessary, the Safety Director will contact the reporter for additional information and clarification.

(2) Where needed or required according to this WWSP, the following steps will serve as a guide for conducting the investigation. The primary purpose of investigations is to identify root causes and develop corrective actions to prevent future occurrence, not to determine or assign blame.

(a) *Secure the Scene.* The primary goal is to secure and preserve the scene as quickly as possible to protect the well-being of the affected employee, prevent further injury, and protect information from being destroyed. Use of caution tape, cones, or other barricades may be necessary.

(b) *Collect Information.* Document facts using the Incident Investigation Form. See **Section 19: Forms & Checklists**. Take photos, video, or draw diagrams of the area. Interview witnesses as quickly as possible. Review relevant records such as equipment manuals, maintenance schedules/logs, policies, procedures, training records, audits, assessments, previous corrective action recommendations, etc.

(c) *Determine Root Causes.* Use the data collected to determine the sequence of events. Analyze the facts and sequence of events to determine the root cause. The "Five Whys" technique, or other similar analytical tool should be used to determine the root cause. The main goal is to understand how and why existing barriers against the hazards failed or proved insufficient, not to find blame.



(d) *Recommend or Implement Corrective Measures.* Recommendations and corrective action should directly address root causes to the greatest extent possible. Identify who will be responsible for the corrective action and the time frame in which it will be implemented. If necessary, incorporate the corrective action into the safety program. The Safety Director and/or Site Administrator will follow up to ensure that the corrective action is implemented within the established time frame. Communicate the action to employees and provide necessary training.

Section 7: Program Compliance

1. Violations of health and safety rules, standards, policies, and/or procedure may result in discipline of the employee, in accordance with MCSD policy and negotiated agreements, up to and including termination.

2. Each supervisor will be responsible for administering this policy within his/her area of control and to his/her subordinates. Violations of health and safety rules, standards, policies, and/or procedures may result in discipline of the supervisor, in accordance with MCSD policy and negotiated agreements, up to and including termination.

3. All records pertaining to compliance issues will be maintained in the employee's personnel file.

Section 8: Emergency Action Plan (EAP), Evacuation Plan, and/or Continuity of Operations Plans (COOP)

MCSD is statutorily required to develop a School District Emergency Operations Plan Development Committee. In turn, the Development Committee must create and maintain an Emergency Operations Plan (EOP). Procedures for emergencies, evacuations, and continuity of operations are required annexes of the EOP. For further information, please contact the Mineral County School District Superintendent and/or the Mineral County School District Emergency Operations Plan Development Committee.

Section 9: Portable Fire Extinguishers

1. Intended Operation. MCSD maintains portable fire extinguishers at its premises. Portable fire extinguishers are provided to combat early-stage fires only. Employees are not required to use portable fire extinguishers in the event of any fire. If an employee decides to use a fire extinguisher to combat a fire, the employee must:

A. Ensure the fire department has been called or notified by **calling 911** or triggering a monitored fire alarm system.

B. Ensure other occupants are alerted to the fire.

C. Ensure other occupants have begun evacuating the building.

D. Ensure the fire is small and not spreading.

E. Only operate a portable fire extinguisher if the employee has received appropriate training.

F. Ensure that there is a safe means of escape that is not obstructed by the fire or other hazards.

*** ***If there is <u>any</u> doubt that one of the above conditions is not satisfied, <u>evacuate</u>.*** ***

2. Location and Type.

A. Location. Portable fire extinguishers are generally located at intervals of 75 feet in every MCSD building.

B. Type(s) of portable fire extinguisher(s). Generally, extinguishers are rated for class A, B, and C fires. Extinguisher rates for class K fires are in kitchen facilities. Extinguishers using Purple-K dry chemical agents are utilized for fuel pumps.

3. Inspection, Maintenance, and Testing

A. Inspection. The Safety Director, or designee, shall conduct monthly visual inspections of all portable fire extinguishers.

B. Maintenance and Testing. The Safety Director, or designee, shall ensure that all portable fire extinguishers are subject to annual maintenance, six (6) year internal maintenance, and twelve (12) year hydrostatic testing. Additionally, hydrostatic testing will be performed whenever the portable fire extinguishers show new evidence of corrosion or mechanical injury.

C. Removal and Replacement. Whenever a portable fire extinguisher fails visual inspection, annual maintenance, internal maintenance, or hydrostatic testing it will be removed from the workplace and replaced with a functioning unit.

4. Training. All employees will take Fire Extinguisher Training upon initial employment and annually thereafter.

Section 10: Personal Protective Equipment (PPE) Program

1. Purpose

A. Personal protective equipment (PPE), including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

B. This PPE Program is intended to

(1) Assist departments/sites in completing hazard assessments for PPE selection.

(2) Provide resources for employee information and training.

2. Responsibilities

A. Safety Director

(1) In accordance with this program, make available the necessary and appropriate PPE and training for each job duty or task where PPE is required.

(2) Ensure that the PPE Program is properly implemented across MCSD.

(3) Empower the designated Site Administrators and supervisors to implement the PPE Program.

B. Site Administrator

(1) Will perform the required hazard assessment for the site/department to which he/she is designated. Upon completion, the hazard assessment will be provided to the Safety Director.

(2) Based on the hazard assessment, assist in the selection of the necessary and appropriate PPE for each job duty or take where PPE is required.

(3) Ensure that the PPE program is properly implemented within the designated site/department.

C. Supervisor

(1) Will assist the Site Administrator in conducting, and/or conduct, the hazard assessment as may be appropriate.

(2) Ensure employees that must use PPE are appropriately and adequately trained according to this program. Where necessary, ensure employees receive any required retraining.

(3) Ensure that PPE is appropriately maintained in a sanitary and reliable condition. Where PPE is damaged or defective, properly dispose of and replace PPE.

(4) Verify the adequacy, proper maintenance, and sanitation of any employee purchased PPE.

D. Employee

(1) Will not use PPE unless he/she has been trained in the proper use, limitations, and case of the PPE according to this program.

(2) Where PPE is used, assist in the proper care and maintenance of reusable PPE and the proper disposal of single-use, damaged, or defective PPE.

(3) Notify the supervisor where PPE is damaged, defective, or otherwise needs replacement.

3. Hazard Assessment

A. Each site/department will perform, document, and certify that a PPE hazard assessment is conducted to identify hazards for each job or task.

B. Each site/department will also review the PPE hazard assessment when changes occur to the job, task or work environment. A PPE hazard assessment will also be conducted for new equipment, processes, and tasks where new hazards may be introduced.

C. The hazard assessment should begin with a walk-through survey of the site/department to develop a list of potential hazards in the following basic hazard categories: (1) impact, (2) penetration, (3) compression (roll-over), (4) chemical, (5) heat/cold, (6) harmful dust, (7) light (optical) radiation, and (8) biologic.

D. In addition to noting the basic site/department layout and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through include:

(1) Sources of electricity.

(2) Sources of motions, such as machines or processes where movement may exist that could result in an impact between personnel and equipment.

(3) Sources of high temperature that could result in burns, eye injuries or fire.

(4) Types of chemicals used in the workplace.

(5) Sources of harmful dust.

(6) Sources of light radiation such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.

(7) The potential for falling or dropping objects.

(8) Sharp objects that could poke, cut, stab, or puncture.

(9) Biologic hazards such as blood or other potentially infectious material.

4. Selection

A. The Site Administrator, Department Supervisor, and/or designee will select appropriate PPE based upon any uncontrolled, recognized hazard.

B. General Requirements

(1) Selected PPE should be of safe design and construction.

(2) Consideration should be given to the appropriate fit and comfort of selected PPE. If multiple types of PPE must be used together, PPE compatibility should be considered to ensure effective coverage.

(3) Selected PPE must meet ANSI standards (Z87.1 eye and face protection, Z89.1 head protection, Z41.1 foot protection).

(4) The site/department will consider the following when evaluating PPE:

(a) **Eye and face protection** when there is potential to encounter hazards such as flying debris, chemical splashes, chemical fumes, molten metal, potentially infectious material, and harmful light. Face shields used for splash protection must be used in conjunction with either safety glasses or goggles. NOTE: Affected employees wearing prescription lenses must wear eye protection that incorporates the prescription in its design or protection that can be worn over.

(b) **Head protection** may be required when there is a danger form falling objects from above, fixed objects (i.e. low clearance), or electrical shocks and burns.

(c) **Hand and arm protection** may be required when skin may be exposed to harmful substance, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures, or amputations.

(d) **Foot and leg protection** may be required when hazards such as falling or rolling objects, crushing or penetrating materials, exposure to hot or corrosive materials, and electrical are present in the workplace.

(e) **Body protection** may be required when exposed to hot splashes from molten metals or other hot liquids, impact from tools or machines, or hazardous chemicals.

(f) **Hearing protection** may be required when an employee is exposed to industrial noise above 85dBA or electrical work involving an arc flash hazard (in conjunction with a hearing protection program).

(5) MCSD will provide PPE at no cost to employees that are required to comply with provisions in 29 CFR 1910.[2] When employees provide their own PPE, the supervisor will verify its adequacy, proper maintenance, and sanitation.

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[2] See 29 CFR 1910.132(h), https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132 (as viewed Dec. 3, 2021).

5. Maintenance

A. Defective and/or damaged PPE shall not be used. Notify a supervisor if PPE is defective and/or damaged.

B. Reusable PPE should be kept in plastic bags or other storage to promote cleanliness and prevent contamination or degradation.

C. Manufacturers' instruction should be followed in cleaning and maintaining reusable PPE.

6. Training

A. Before starting a job or task that requires PPE use, each employee that uses PPE must be trained to at least know the following:

(1) When PPE is necessary.

(2) What PPE is necessary.

(3) How to properly put on, take off, adjust, and wear the PPE.

(4) The limitations of the PPE.

(5) The proper care, maintenance, useful life, and disposal of PPE.

B. Supervisors should ensure that employees required to use PPE can demonstrate an understanding of the PPE training as well as the ability to properly wear and use PPE before the perform work requiring PPE use.

C. Retraining will be provided where:

(1) A supervisor believes that a previously trained employee is not demonstrating proper understanding or skill in use of PPE.

(2) Changes in the workplace or in the type of PPE required for the job or take make prior training obsolete.

D. Training must be documented to certify the name of each employee trained, the date of the training, and the subject of the certification.

7. Program Availability

A copy of this program will be made available, upon request, to workers, their designated representatives, and OSHA.

Section 11: Medical and First Aid

1. FIRST AID KITS

A. Contents

(1) Each department shall be equipped with a standard first aid kit suitable for the size of the workforce. The minimally acceptable number and type of first aid supplies for first aid kits adequate for small work sites may be found at https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.266AppA.

(2) All first aid supplies shall be inspected at least monthly and replenished as needed using the checklist located with each kit.

B. Location

First aid kits are clearly marked "FIRST AID" and are located at:

(1) Hawthorne Elementary School Main Office and Gymnasium.

(2) Hawthorne Junior High School Main Office and Gymnasium.

(3) Mineral County High School Lobby and Gymnasium.

(4) Schurz Elementary School Main Office and Gymnasium.

(5) Each bus operated by MCSD.

2. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

A. Location

(1) AED must be located so that they can be utilized within three (3) to five (5) minutes of report of an incident or injury.

(2) AED Stations are located at

(a) Hawthorne Elementary School Main Office.

(b) Hawthorne Junior High School Teacher's Lounge.

(c) Mineral County High School Main Office and Gymnasium.

(d) Schurz Elementary School Teachers' Lounge.

(e) Mineral County District Office Main Office.

(f) Mineral County District Office Hallway.

(g) Mineral County High School Athletic Department Office.

(h) Mineral County School District Transportation and Maintenance Department.

B. Inspections

(1) AED units must be inspected, tested, and maintained in accordance with the manufacturers' specifications.

(2) The Safety Director, or designee, should ensure that AED units are routinely inspected, tested, and maintained.

C. Training

(1) Employees that may use an AED should receive training, and if applicable, retraining, in accordance with the manufacturers' specifications.

(2) Employees that may use an AED should receive training, and if applicable retraining, in basic emergency care of a person in cardiac arrest that includes training in the operation and use of an AED and in conducted in accordance with the standards of the American Heart Association, the American National Red Cross, or any similar organization.

(2) Other training considerations. OSHA recommends that a worksite AED program be developed with physician oversight; compliance with local, state, and federal regulations; coordination with local EMS; a quality assurance program; and periodic review.

3. FOLLOWING AN INJURY:



A. The employee's injury will be evaluated and if appropriate, first aid rendered.

(1) All MCSD coaches and nurses are trained in, and responsible for administering, first aid.

(2) In **the event of a serious injury, contact 911 for emergency medical assistance.**

B. As a PACT member, the **24-7-365 Nurse Triage Program** can be used for non-life-threatening occupational injuries requiring medical attention. For additional information contact **POOL/PACT Risk Management** at (775) 885-7475.

C. If the injury requires medical attention and is not an emergency, the employee will be escorted to the nearest appropriate medical facility. Further evaluation and treatment will be rendered.

D. The procedures for Incident Investigation and Report found in Section 6 of the WSP will be followed to appropriately document, report, and investigate the injury for hazard elimination to minimization.

E. The facts and circumstances of each incident will be reviewed by the Safety Director to assess the root cause of the incident. The safety training provided by the involved employee's supervisor will also be assessed.

4. FIRST AID TRAINING

A. Teaching Methods. Teaching methods which incorporate the following principles:

(1) Basing a curriculum on a consensus of scientific evidence;

(2) Developing "hands-on" skills;

(3) Having appropriate first-aid supplies;

(4) Using visual aids to expose trainees to various situations;

(5) Including resources for both during and after training;

(6) Allowing enough time for emphasis on common situations;

(7) Emphasizing skills training and confidence-building; and

(8) Emphasizing quick response.

B. Responding to a Health Emergency. The training program should instruct trainees in the following areas:

(1) Prevention as a strategy;

(2) Interacting with EMS;

(3) Maintaining emergency telephone numbers that are accessible to all;

(4) Understanding the legal aspects of first-aid care;

(5) Understanding the effects of stress, fear, and panic on a situation; and

(6) Learning the importance of precautions, such as body substance isolation to protect from bloodborne pathogens and other infectious materials.

C. Assessing the Injury. The training program should include:

(1) Instruction in assessing the scene;

(2) Prioritizing care when several people are injured;

(3) Assessing each victim for responsiveness;

(4) Taking a victim's history at the scene;

(5) Performing head-to-toe check for injuries;

(6) Continuously monitoring the victim; and

(7) providing methods for safely moving and rescuing victims and repositioning victims to prevent further injury.

D. Responding to Life-Threatening Emergencies. First-aid instruction should be given in the following areas:

(1) Establishing responsiveness;

(2) Establishing and maintaining an open and clear airway;

(3) Performing rescue breathing;

(4) Treating airway obstruction; performing CPR;

(5) Using an AED;

(6) Recognizing signs and symptoms of shock and addressing the correct first-aid;

(7) Controlling bleeding;

(8) Dealing with poisons;

(9) Recognizing and treating asphyxiation; and

(10) Responding to other medical emergencies such as chest pain, stroke, breathing problems, seizures, impaled object, pregnancy complications, and more

.

E. Responding to Non-Life-Threatening Emergencies. The training program should include instruction on:

(1) Wound care.

(2) Burn care.

(3) Temperature extremes.

(4) Musculoskeletal injuries.

(5) Mouth and teeth injuries.

(6) Bites and stings.

F. Trainee Assessment. The training program should include instructor observation of acquired skills and a written performance assessment.

G. Retraining. Instructor led retraining for life-threatening emergencies should occur annually. Retraining for non-life-threatening emergencies should occur periodically.

Section 12: Bloodborne Pathogens Exposure Control Plan

Definitions

"Blood" means human blood, human blood components, and products made from human blood. 29 CFR 1910.1030(b).

"Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b).

"Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface. 29 CFR 1910.1030(b).

"Contaminated Laundry" means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps. 29 CFR 1910.1030(b).

"Contaminated Sharps" means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires. 29 CFR 1910.1030(b).

"Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. 29 CFR 1910.1030(b).

"Engineering control" means a physical change to the workplace that removes a hazard or creates a barrier between an employee and a hazard. See NRS 618.7304; The National Institute for Occupational Safety and Health (NIOSH), https://www.cdc.gov/niosh/engcontrols/ (as viewed Nov. 19, 2021).

"Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. 29 CFR 1910.1030(b).

"Handwashing Facilities" means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines. 29 CFR 1910.1030(b).

"Licensed Healthcare Professional" is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up. 29 CFR 1910.1030(b).

"HBV" means hepatitis B virus. 29 CFR 1910.1030(b).

"HIV" means human immunodeficiency virus. 29 CFR 1910.1030(b).

"Occupational exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. 29 CFR 1910.1030(b).

"Other Potentially Infectious Materials" means:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV. 29 CFR 1910.1030(b).

"Source Individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. 29 CFR 1910.1030(b).

"Work practice control" means a practice, procedure, or rule that is used to reduce the risk of a hazard in the workplace. See NRS 618.7310; Occupational Safety and Health Administration (OSHA), https://www.osha.gov/ergonomics/control-hazards (as viewed Nov. 19, 2021).

"Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. 29 CFR 1910.1030(b).

1. Policy

The goal of the MCSD Bloodborne Pathogen Exposure Control Plan (ECP) is to outline the basic requirements of the OSHA Bloodborne Pathogen standard and procedures at MCSD. General requirements include:

A. A written ECP, reviewed and updated annually.

B. Use of universal precautions.

C. Use of engineered and work practice controls, appropriate personal protective equipment (gloves, face and eye protection, gowns), and housekeeping requirements.

D. Hepatitis B vaccine offered to employees who have occupational exposure free of cost.

E. Medical follow-up in the event of exposure and training.

F. Communications of hazards to employees.

G. Recordkeeping.

I. Procedures for evaluating circumstances surrounding exposure incidents.

2. Roles and Responsibilities

A. The Safety Director, or designee, is responsible for implementing the ECP. The Safety Director will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified standards, practices, and/or procedures.

B. Those employees determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

C. The Maintenance Supervisor, Athletic Director, Superintendent, and/or designee will provide and maintain all necessary personal protective equipment (PPE), engineering controls, labels, and red bags as required by this standard. The Maintenance Department will ensure that adequate supplies of PPE are available in appropriate sizes.

D. The School District Nurse and/or Site Administrators will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

E. Human Resources will be responsible for training, documentation of training, and making the written ECP available to employees and OSHA representatives.

3. Employee Exposure Determination

A. The following is a list of all job classifications at MCSD in which employees may have an occupational exposure:

Job Title	*Department/Location*
Maintenance employees	• Maintenance Department
Transportation employees	• Transportation Department
School nurses	• Hawthorne Elementary • Hawthorne Junior High • Mineral County High School • Schurz Elementary
Athletics Department employees	• Hawthorne Elementary • Hawthorne Junior High • Mineral County High School • Schurz Elementary
Custodians	• Hawthorne Elementary • Hawthorne Junior High • Mineral County High School • Schurz Elementary • District Office
Teachers	• Hawthorne Elementary • Hawthorne Junior High • Mineral County High School • Schurz Elementary
Other	• Adult Education

	• Paraprofessionals • Substitute teachers • Secretaries

4. Methods of Implementation and Control

A. Universal Precaution

(1) All employees will utilize universal precautions.

B. Exposure Control Plan

(1) Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their new-hire training. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their shifts by contacting Human Resources. If requested, MCSD will provide an employee a copy of the ECP free of charge and within 15 days of the request.

(2) The Safety Director, Human Resources Department, and Maintenance Department is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified standards, policy, or procedure that affects occupational exposure and to reflect new or revised employee positions with occupational exposure.

C. Engineering and Work Practice Controls.

(1) Engineering and Work Practice Controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific Engineering and Work Practice Controls used are listed below:

(a) Engineering Controls. These controls must be employed to minimize exposures to workers while performing their job. This includes engineering controls used to prevent needlestick injuries. Any device or procedure that requires the use of a needle must be engineered using the best available technology. Preferably a needle is not used to perform the task but, if necessary, then the operator must be protected from needlestick injury. Engineering controls to be used include, but might not be limited to, the following:

- Sharps disposal containers
- Eye wash facilities
- Hand wash facilities
- Biohazardous waste bags

(b) Work Practice Controls. This method utilizes best practice work procedures to eliminate or minimize the occupational exposure potential to employees.

- Procedures for inspecting, maintaining, and safe disposal of contaminated sharps and sharps disposal containers.
- Procedures for eye or other membrane flushing upon exposure incident, followed by parental contact.

- Procedures for handwashing upon exposure incident, followed by parental contact.
- Procedures for disposing of used, disposable PPE, or other items saturated during an exposure incident in red Biohazardous waste bags

(c) The Safety Committee is responsible for identifying the need for changes in engineering and work practice controls through its activities as specified in Section 3. New procedures and products are reviewed by the Safety Director, or designee, and brought to the Safety Committee through appropriate channels. The Safety Director, or designee, is responsible for ensuring Safety Committee actions relevant to the ECP are implemented in a timely fashion.

D. Personal Protective Equipment (PPE)

(1) MCSD provides PPE to employees at no cost whenever there is potential for occupational exposure. Training in the use of the appropriate PPE for specific tasks or procedures is provided by Supervisors and/or Site Administrators.

(2) PPE available to employees consists of gloves, gowns, and/or face shields. PPE is available in MCSD nurses' offices and custodial closets.

(3) All employees using PPE must observe the following precautions:

(a) Wash hands immediately or as soon as feasible after removing PPE.

(b) Remove PPE after it becomes contaminated and before leaving the work area.

(c) Used, disposable PPE may be disposed of in red biohazardous waste bags.

(d) Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.

(e) Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

(f) Never wash or decontaminate disposable gloves for reuse.

(g) Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

(h) Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

(4) The procedure for handling used PPE is used, disposable PPE will be placed in red, properly labeled, biohazardous waste bags and provided to the MCSD nurse for proper disposal at Mt. Grant General Hospital or the Community Health Clinic.

E. Housekeeping

(1) Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (see the following paragraph, "Labels"). Sharps disposal containers are available at both MCSD nurses' offices.

(2) Sharps disposal containers are in both MCSD nurses' offices. When full, or at predetermined intervals, sharps containers are disposed of at Mt. Grant General Hospital or the Community Health Clinic by MCSD nurses.

(3) Bins, pails, and/or basins are cleaned and decontaminated as soon as feasible after visible contamination.

(4) Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

F. Labels

(1) Warning labels are placed on containers used to store or transport blood or OPIM, including biohazardous waste bags and sharps containers. The label will be a fluorescent orange, red, or orange-red biohazard label with lettering in a contrasting color (see example below).



(2) Employees responding to an exposure incident are responsible for ensuring that warning labels are affixed or red biohazardous waste bags are used as required if regulated waste or contaminated equipment is brought into MCSD.

(3) Employees are to notify the MCSD nurse, Supervisors, and/or Site Administrators as soon as possible if regulated waste containers, contaminated equipment, or other containers in which used PPE, blood, or other OPIM are discovered without proper labels or color-coding.

5. Hepatitis B Vaccination

A. Human Resources will provide training to employees on hepatitis B vaccinations addressing safety, benefits, efficacy, methods of administration, and availability.

B. The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination

section of this plan. Vaccination is encouraged unless (1) documentation exists that the employee has previously received the series; (2) antibody testing reveals that the employee is immune; or (3) medical evaluation shows that the vaccination is contraindicated.

C. If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept within Human Resources Confidential Medical Files. See **Section 19: Forms & Checklists** for the Hepatitis B Vaccination Request/Declination Form.

D. Vaccinations will be provided by Mt. Grant General Hospital.

E. Following the medical evaluation, a copy of the licensed healthcare professional's written opinion will be obtained and provided to the employee within fifteen (15) days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

6. Post-Exposure Evaluation and Follow Up

A. Should an exposure incident occur, immediately contact your supervisor.

B. An immediately available confidential medical evaluation and follow-up will be conducted.

C. Following initial first aid post-exposure (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will occur:

(1) Document the routes of exposure and how the exposure occurred. See **Section 19: Forms & Checklists** for the Bloodborne Pathogen Incident Exposure Form.

(2) Identify and document the source individual (unless the employer can establish that identification is not feasible or prohibited by state or local law).

(3) Obtain consent and arrange to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's healthcare provider. If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed.

(4) Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

(5) After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident and test blood for HBV and HIV serological status.

(6) If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for 90 days. If the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

7. Administration of Post-Exposure Evaluation and Follow Up

A. Mt. Grant General Hospital ensures that the licensed healthcare professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow up are given a copy of OSHA's bloodborne pathogen standard.

B. The MCSD nurse ensures that the licensed healthcare professional evaluating an employee after an exposure incident receives the following:

(1) A description of the employee's duties related to the incident.

(2) Documentation of the route of entry and exposure circumstances.

(3) Available source blood testing results.

(4) A copy of, or information regarding, all available medical records relevant to the treatment of the employee, including vaccination status which are the employer's responsibility to maintain.

8. Procedures for Evaluating the Circumstances Surrounding and Exposure Incident

A. Human Resources will review the circumstances of all exposures and complete a Bloodborne Pathogen Exposure Report for Safety Committee review. The investigation and report will seek to determine:

(1) Engineering controls in use at the time.

(2) Work practice controls in place and followed at the time.

(3) A description of the device being used (including type and brand).

(4) PPE or clothing that was used at the time of the exposure incident (i.e. gloves, eye shields, etc.

(5) Location of the incident.

(6) Procedure being performed when the incident occurred.

(7) Employee training.

B. School nurses and/or Human Resources will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log. This log will be maintained by the Safety Director and will be forwarded to the responsible manager/supervisor of the location where the injury took place.

(1) The sharps injury log must maintain confidentiality and will contain (a) the location of the injury, (b) the type and brand of the device involved, and (c) An explanation of how the incident occurred.

(2) All records shall be made available to the employee, employee representative and OSHA upon request of reviewing and copying.

C. If revisions to this ECP are needed, the Safety Director and/or Human Resources, in conjunction with the Safety Committee, will ensure that appropriate changes are made (i.e., evaluation and consideration of safer devices, adding employees to exposure determination list, etc.).

9. Employee Training

A. All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted through the Absorb Learning Management System. POOL/PACT and/or Human Resources will keep and make available training materials.

B. Training will consist of epidemiology, symptoms, and transmission of bloodborne pathogen diseases. Additionally, training will cover the following elements:

(1) A copy and explanation of the OSHA bloodborne pathogen standard.

(2) An explanation of the ECP and how to obtain a copy.

(3) An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure event.

(4) An explanation of the use and limitations of engineering controls, work practice controls, and PPE.

(5) An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.

(6) An explanation of the basis of PPE selection.

(7) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.

(8) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other OPIM.

(9) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.

(10) Information on the post-exposure evaluation and follow up that the employer is required to provide for the employee following an exposure incident.

(11) An explanation of the signs and labels and/or color-coding required by the standard and used at this facility.

(12) An opportunity for interactive questions and answers with the person conducting the training session.

10. Recordkeeping

A. Training Records

(1) Training records are completed for each employee upon completion of training and will be maintained for at least three (3) year at Human Resources.

(2) Training records include dates of the training session, contents or summary of the training, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training.

(3) Training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

B. Medical Records

(1) Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

(2) Human Resources is responsible for maintaining required medical records. These confidential records are kept in Human Resources Confidential Employee Medical Files for at least the duration of employment plus 30 years.

(3) Training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

C. OSHA Recordkeeping

(1) An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and recording activity are done by Human Resources.

D. Sharps Injury Log

(1) In addition to 1904 general recordkeeping requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log (29 CFR 1904.8). See **Section 19: Forms & Checklists** for a Sharps Injury Log form. All incidents must include at least:

(a) Date of injury.

(b) Type and brand of the device involved.

(c) Department or work area where the incident occurred.

(d) Explanation of how the incident occurred.

(2) This log is reviewed as part of the annual program evaluation and maintained for at least five (5) years following the end of the calendar year covered. If a copy is requested

by anyone, or used by the Safety Committee, any personal identifying information must be removed.

(3) Percutaneous injuries from contaminated sharps may be recorded using the OSHA 300 log provided that

(a) The type and brand of the device involved is recorded in the OSHA 300 log,

(b) Records are maintained in a way that allows sharps injuries to be easily separated from other types of work-related injuries, and

(c) The employee's name is not entered on the 300 log to meet the privacy requirements of 1904.29(b)(6) through (b)(9).

Section 13: Ergonomics and Workplace Safety

1. Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.

2. Keep walking surfaces free from tripping hazards. Keep work areas dry, clean and orderly.

3. Do not leave desk and file cabinet drawers open.

4. Open one file drawer at a time. Place heavier items in drawers at the bottom of the cabinet.

5. The top of the computer monitor should not be higher than the user's eyes for normal vision. Bifocal and trifocal users may prefer their monitor at a lower position.

6. The computer screen and any document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back.

7. The preferred viewing distance for computer monitors ranges between 18" and 24".

8. The preferred working position for most computer keyboard operators is with the forearms parallel to the floor and elbows at the sides.

9. The computer mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.

10. If you have a concern relating to your workstation, please contact your supervisor.

Section 14: Hazard Communication (HazCom)

1. Policy

A. To ensure that information about the dangers of all hazardous chemicals used by MCSD is known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs.

B. This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the Hazard Communication Program. Copies of the Hazard Communication Program are available from:

(1) The MCSD Safety Director, or designee (Jake Rosemore);

(2) At all sites upon request;

(3) On all staff desktops; and

(4) Posted on the district website for review by any interested employee.

C. The Maintenance Supervisor is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

A. The Maintenance Supervisor will verify that all containers received for use will be clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information (name, address and telephone number).

B. Employees in each work area will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. For help with labeling, see the Maintenance Supervisor.

C. On the following individual stationary process containers, MCSD uses posted signage rather than a label to convey the required information:

(1) Gasoline Tank

(2) Diesel Tank

D. MCSD uses MSDSOnline as its in-house labeling system. The Maintenance Supervisor will review the labeling procedures every six (6) months and will update labels as required.

3. Safety Data Sheets (SDSs)

A. The Maintenance Supervisor is responsible for establishing and monitoring the MCSD SDS program. The procedure below will be followed when an SDS is not received at the time of initial shipment:

(1) Any missing SDSs will be reported immediately to the Maintenance Supervisor.

(2) The Maintenance Supervisor will research the product to retrieve the proper SDS and ensure it is added to the MCSD List of Hazardous Chemicals and/or MSDSOnline eBinder.

B. Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the MCSD MSDSonline eBinder. Employees may electronically access SDSs through the following procedure:

(1) From a desktop computer:

(a) Go login.ehs.com.

(b) Enter your Username and Password.

(c) If the eBinder is not automatically displayed, click "Menu" in the upper, left-hand corner and select "eBinder."

(d) Use the "Search eBinder" field to enter a specific product or find the product by scrolling through the list provided.

(e) Click on the document icon or product name to view the SDS.

(f) If there is a product being used that is not in the eBinder, please report it to the Maintenance Supervisor immediately.

(2) From a mobile device:

(a) Download the app "SDS/Chemical Management" from either the App Store for iPhone users or Google Play for Android users.

(b) Enter your Username and Password.

(c) If the eBinder is not automatically displayed, click "Menu" in the upper, left-hand corner and select "eBinder."

(d) Use the "Search eBinder" field to enter a specific product or find the product by scrolling through the list provided.

(e) Click on the document icon or product name to view the SDS.

(f) If there is a product being used that is not in the eBinder, please report it to the Maintenance Supervisor immediately.

C. SDSs will be readily available to all employees in each work area during each work shift. If an SDS is not available, contact the Maintenance Supervisor. When revised SDSs are received, the Maintenance Supervisor will update the MSDSOnline eBinder and SDS hardcopy binder accordingly.

D. The Maintenance Supervisor is responsible for reviewing the SDSs received for safety and health implications and initiating any needed changes in workplace practices.

4. Employee Information and Training

A. The Maintenance Supervisor is responsible for employee information and training pertaining to hazardous chemicals and this Hazard Communication Program.

B. Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard, this Program, use of MSDSOnline, and hazardous chemicals in their work area before starting work. Information and training will include:

(1) Training for MSDSOnline use. A 12-minute training video may be accessed by logging into MSDSOnline using the procedure in Section (3)(B), above. Click on "**Help Center**" or question mark icon in the upper right corner. In the search field, enter "**Training Registration**" and select "**Training Registration [SDS/Chemical Management System].**" Scroll down to "**MSDSOnline HQ General User Training**" and download the video. Employees may also watch other MSDSOnline training videos, especially those applicable to general users.

(2) Training on GHS – Hazard Communication is available through the MCSD Learning Management System.

(3) OSHA QuickCards on SDSs, Standard Labels, and Pictograms.

(4) How to detect the presence or release of a hazardous chemical in the workplace, hazards posed by chemicals in the workplace, and protection measures implemented by MCSD.

C. Prior to introducing a new chemical hazard into any work area, each employee in that work area will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

(1) Both verbal and written directions will be provided by the Maintenance Supervisor prior to introducing any new hazardous chemical into the work area.

(2) A demonstration of how to use any new hazardous chemical will be provided upon request.

5. Hazards of Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by the Maintenance Supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures

the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

6. Informing Other Employers/Contractors

A. It is the responsibility of the Maintenance Supervisor to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on MCSD sites, and suggested precautions for employees. It is the responsibility of the Maintenance Supervisor to obtain information about hazardous chemicals used by other employees to which our workers may be exposed.

B. Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company's operations in the following manner:

(1) A guest account for MCSD's MSDSonline program will be made for all outside vendors and contractors providing access to the SDS's for all hazardous chemicals used in our district.

(2) Hard copies on all SDSs can also be provided upon request.

C. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect workers exposed to operations performed by MCSD. Also, other employers will be informed of the hazard labels used by MCSD. If alternative workplace labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their workers may have exposure.

7. List of Hazardous Chemicals

A. A list of all known hazardous chemicals in the workplace is attached to this program. See **Section 19: Forms & Checklists**. This list includes the name of each chemical, and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located in our MSDSonline eBinder. The hazardous chemical inventory is compiled and maintained by the maintenance supervisor.

B. When new chemicals are received, this list is updated within 30 days of introduction into the workplace. To ensure that any new chemical is added in a timely manner, the following procedures shall be followed:

(1) Report any new chemicals immediately to the Maintenance Supervisor.

(2) The Maintenance Supervisor will acquire the proper SDS and have it added to our MSDSonline eBinder within 30 days.

(3) The Maintenance Supervisor will provide training on how to use any new chemicals.

8. Program Availability

A copy of this program will be made available, upon request, to employees, their designated representatives, and OSHA.

Section 15: Forklift Safety

1. Purpose

A. The purpose of this forklift safety program is to establish safe practices for the operation, maintenance, and inspection of liquid petroleum (LP) powered, internal combustion, sit-down forklifts to prevent accidents, injuries, and property damage.

2. Responsibilities

A. Maintenance Supervisor:

(1) Establish, maintain, and update this forklift safety program.

(2) Coordinate forklift operator training and certification.

(3) Maintain training documentation and certification records.

(4) Conduct periodic evaluations of the program and operators.

B. Forklift Operators:

(1) Complete required training and certification before operating forklifts.

(2) Perform daily pre-operation inspections.

(3) Follow all safety rules and operating procedures.

(4) Report any equipment defects or safety concerns to the Maintenance Supervisor immediately.

(5) Maintain good housekeeping in forklift operating areas.

(6) Participate in refresher training as required.

3. Training and Certification Requirements

A. Only trained and certified employees may operate forklifts.

B. Initial training must include:

(1) Formal instruction (eLearning: SafeSchools Forklift Training).

(2) Practical hands-on training, including workplace-specific topics.

(3) Evaluation of operator performance.

C. Initial training topics will include:

(1) Operating instructions and warnings.

(2) Differences between forklifts and automobiles.

(3) Controls and instrumentation.

(4) Engine operation.

(5) Steering and maneuvering.

(6) Visibility.

(7) Fork and attachment operation.

(8) Vehicle capacity and stability.

(9) Refueling.

(10) Operating limitations.

D. Workplace-related topics will include:

(1) Surface conditions where the forklift will be operated.

(2) Typical loads and load stability.

(3) Load manipulations, stacking, and unstacking.

(4) Pedestrian traffic where the forklift will be operated.

(5) Narrow spaces, restricted places, and hazardous locations where the forklift will be operated.

(6) Ramps and other slopes that may affect forklift stability.

(7) Closed environments and other areas where insufficient ventilation or poor maintenance could cause a buildup of carbon monoxide or diesel exhaust.

(8) Any other unique or potentially hazardous environmental conditions in the workplace that may impact safe operation.

E. Refresher training, including performance evaluation, is required every three (3) years or sooner if:

(1) Unsafe operation is observed,

(2) An accident or near-miss occurs,

(3) Evaluation reveals deficiencies,

(4) Different equipment is assigned, or

(5) Workplace conditions change.

F. Operators must be evaluated and certified by the employer using the Forklift Operator Practical Evaluation form in **Section 19: Forms & Checklists**.

(1) Certificates will include the:

(a) Name of the operator,

(b) Date of the training,

(c) Date of the evaluation and identify of person performing the training and evaluation.

G. If an operator previously received training in one or more of these topics, the training is appropriate to the forklift used and working conditions, and evaluation indicates the operator is competent to operate the forklift, additional training is not required.

4. Pre-Operation Inspection

A. Using the Forklift Operator Checklist in **Section 19: Forms & Checklists**, operators must inspect the forklift at the beginning of each shift or prior to use.

B. Any issues must be reported to the Maintenance Supervisor immediately, and the forklift taken out of service, if unsafe.

5. Safe Operating Practices

A. The following safety practice must be observed while operating the forklift:

(1) Always wear a seatbelt when operating.

(2) Never exceed rated load capacity.

(3) Keep loads stable and centered.

(4) Travel with forks 4-6 inches off the ground.

(5) Maintain clear visibility - travel in reverse if load obstructs forward view.

(6) Slow down and sound horn at intersections and blind spots.

(7) Keep a safe distance from the edge of ramps or platforms.

(8) Do not allow passengers to ride.

(9) Do not use forks to lift people.

(10) Do not travel at excessive speed given current conditions.

(11) Park safely - lower forks, set brake, neutralize controls.

(12) Maintain 3-truck length following distance.

(13) Use extra caution on grades and ramps.

(14) Do not engage in stunt driving or horseplay.

6. Maintenance

A. Remove forklift from service if it is unsafe to operate and immediately report to the Maintenance Supervisor r for corrective action.

B. Only authorized personnel should perform repairs.

C. Use only manufacturer-approved replacement parts.

D. Disconnect battery before working on electrical system.

E. Use proper lockout/tagout procedures during maintenance.

F. Keep the forklift clean and free of debris, oil and grease.

G. Follow manufacturer's recommended maintenance schedule.

H. Maintain maintenance records for the life of the equipment.

7. **Equipment List**

Department	Forklift Make/Model	Type
Maintenance	Hyster/H50XM	gasoline

8. Recordkeeping

A. Training records and operator certifications will be maintained by the Safety Coordinator for three (3) years from the date of training or certification.

B. Maintenance and inspections records will be kept for the life of the forklift or until it is removed from service.

Section 16: Personal Protective Equipment (PPE)

[NOTE: Some OSHA standards require the provision of PPE by the employer.[3]]

1. Purpose

A. Personal protective equipment (PPE), including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

B. This PPE Program is intended to

(1) Assist departments/sites in completing hazard assessments for PPE selection.

(2) Provide resources for employee information and training.

2. Responsibilities

A. Safety Director *or Designee (* Maintenance Supervisor)

(1) In accordance with this program, make available the necessary and appropriate PPE and training for each job duty or task where PPE is required.

(2) Ensure that the PPE Program is properly implemented across MCSD.

(3) Will perform the required hazard assessment for the district in consultation with the site administrators/supervisors. Upon completion, the hazard assessment will be provided to the Site Administrator/Supervisor.

(4) Based on the hazard assessment, assist in the selection of the necessary and appropriate PPE for each job duty or take where PPE is required.

(5) Ensure that the PPE program is properly implemented within the designated site/department.

B. Site Administrator/Supervisor *[or other person/position]*

(1) Assist the Safety Director in conducting the hazard assessment.

(2) Ensure employees that must use PPE are appropriately and adequately trained according to this program. Where necessary, ensure employees receive any required retraining.

(3) Ensure that PPE is appropriately maintained in a sanitary and reliable condition. Where PPE is damaged or defective, properly dispose of and replace PPE.

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[3] See OSHA 3151-12R 2004, *Personal Protective Equipment, Appendix A* at https://www.osha.gov/sites/default/files/publications/osha3151.pdf (as viewed Dec. 3, 2021).

(4) Verify the adequacy, proper maintenance, and sanitation of any employee purchased PPE.

C. Employee

(1) Will not use PPE unless he/she has been trained in the proper use, limitations, and case of the PPE according to this program.

(2) Where PPE is used, assist in the proper care and maintenance of reusable PPE and the proper disposal of single-use, damaged, or defective PPE.

(3) Notify the supervisor where PPE is damaged, defective, or otherwise needs replacement.

3. Hazard Assessment

A. The Safety Director will perform, document, and certify that a PPE hazard assessment is conducted to identify hazards for each job or task at each site or department. See **Section 19: Forms & Checklists** for the Hazard Assessment Form.

B. Each site administrator/supervisor will review the PPE hazard assessment when changes occur to the job, task or work environment. A PPE hazard assessment will also be conducted for new equipment, processes, and tasks where new hazards may be introduced.

C. The hazard assessment should begin with a walk-through survey of the site/department to develop a list of potential hazards in the following basic hazard categories: (1) impact, (2) penetration, (3) compression (roll-over), (4) chemical, (5) heat/cold, (6) harmful dust, (7) light (optical) radiation, and (8) biologic.

D. In addition to noting the basic site/department layout and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through include:

(1) Sources of electricity.

(2) Sources of motions, such as machines or processes where movement may exist that could result in an impact between personnel and equipment.

(3) Sources of high temperature that could result in burns, eye injuries or fire.

(4) Types of chemicals used in the workplace.

(5) Sources of harmful dust.

(6) Sources of light radiation such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.

(7) The potential for falling or dropping objects.

(8) Sharp objects that could poke, cut, stab, or puncture.

(9) Biologic hazards such as blood or other potentially infectious material.

3. Selection

A. The Maintenance Supervisor will select appropriate PPE based upon any uncontrolled, recognized hazard.

B. General Requirements

(1) Selected PPE should be of safe design and construction.

(2) Consideration should be given to the appropriate fit and comfort of selected PPE. If multiple types of PPE must be used together, PPE compatibility should be considered to ensure effective coverage.

(3) Selected PPE must meet ANSI standards (Z87.1 eye and face protection, Z89.1 head protection, Z41.1 foot protection).

(4) The site/department will consider the following when evaluating PPE:

(a) **Eye and face protection** when there is potential to encounter hazards such as flying debris, chemical splashes, chemical fumes, molten metal, potentially infectious material, and harmful light. Face shields used for splash protection must be used in conjunction with either safety glasses or goggles. ***NOTE:*** *Affected employees wearing prescription lenses must wear eye protection that incorporates the prescription in its design or protection that can be worn over.*

(b) **Head protection** may be required when there is a danger of objects falling from above, fixed objects (i.e. low clearance), or electrical shocks and burns.

(c) **Hand and arm protection** may be required when skin may be exposed to harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures, or amputations.

(d) **Foot and leg protection** may be required when hazards such as falling or rolling objects, crushing, or penetrating materials, exposure to hot or corrosive materials, and electrical are present in the workplace.

(e) **Body protection** may be required when exposed to hot splashes from molten metals or other hot liquids, impact from tools or machines, or hazardous chemicals.

(f) **Hearing protection** may be required when an employee is exposed to industrial noise above 85dBA or electrical work involving an arc flash hazard. ***NOTE:*** *Where hearing protection is required, a written hearing conservation plan must be developed and included.*

(g) **Respiratory protection** may be required where necessary to protect the health of employees from hazardous levels of airborne contaminates, or when required by MCSD. ***NOTE:*** *Where respiratory protection is required, a written respiratory protection plan must be developed and included.*

(5) MCSD will provide PPE at no cost to employees that is required to comply with provisions in 29 CFR 1910.[4] When employees provide their own PPE, the supervisor will verify its adequacy, proper maintenance, and sanitation.

C. High Visibility Safety Apparel (HVSA)

(1) Appropriately fitting HVSA such as vests, bibs, or coveralls must be worn when an employee works in conditions including, but not limited to, low light and poor visibility, especially when working around moving vehicles (cars, trucks or other machinery traveling under their own power, such as forklifts, backhoes, etc.) All workers on the right-of-way of a highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear HVSA. *See*, *Federal Highway Administration Worker Visibility Rule*, 29 CFR 634.3.

(2) The retroreflective material must be orange, yellow, white, silver or strong yellow-green and fluorescent. The night-time warning clothes must be visible at 1,000 feet minimum. Drivers must be able to recognize the wearer as a human being and make out body motions. HVSA must satisfy the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear."

(3) All HVSA and PPE are to be monitored closely by the employee to ensure that all items retain the protective/reflective qualities provided by the manufacturer. An employee is to provide notice of faulty or defective personal protection equipment, such as faded vests, to his/her supervisor immediately. Faulty, defective, or otherwise nonfunctioning PPE will be replaced immediately by MCSD.

4. Maintenance

A. Defective and/or damaged PPE shall not be used. Notify a supervisor if PPE is defective and/or damaged.

B. Reusable PPE should be kept in plastic bags or other storage to promote cleanliness and prevent contamination or degradation.

C. Manufacturers' instruction should be followed in cleaning and maintaining reusable PPE.

5. Training

A. Before starting a job or task that requires PPE use, each employee that uses PPE must be trained to at least know the following:

(1) When PPE is necessary.

(2) What PPE is necessary.

(3) How to properly put on, take off, adjust, and wear the PPE.

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[4] See 29 CFR 1910.132(h), https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132 (as viewed Dec. 3, 2021).

(4) The limitations of the PPE.

(5) The proper care, maintenance, useful life, and disposal of PPE.

B. Supervisors should ensure that employees required to use PPE can demonstrate an understanding of the PPE training as well as the ability to properly wear and use PPE before the perform work requiring PPE use.

C. Retraining will be provided where:

(1) A supervisor believes that a previously trained employee is not demonstrating proper understanding or skill in use of PPE.

(2) Changes in the workplace or in the type of PPE required for the job or prior training is obsolete.

D. Training must be documented to certify the name of each employee trained, the date of the training, and the subject of the certification.

6. Program Availability

A copy of this program will be made available upon request, to workers, their designated representatives, and OSHA.

Section 17: Heat Illness Prevention

1. Purpose

A. This Heat Illness Prevention Plan is established to protect all employees of Mineral County School District (MCSD) from the dangers of excessive heat in the workplace, in compliance with Nevada OSHA's Heat Illness Prevention regulation (R131-24AP).

B. The plan outlines required measures to prevent heat-related illnesses (such as heat exhaustion or heat stroke) by ensuring proper hazard analysis, training, controls, and emergency procedures.

C. It is intended to be a section of our organization's written safety program and will be made available to all employees. MCSD will review this plan at least annually (and after any serious heat-related incident) and update it as needed to maintain effectiveness and regulatory compliance.

2. Scope

A. This plan applies to all departments, divisions, and work activities of MCSD where employees may be exposed to hot environments or other conditions that could cause heat illness.

B. It covers both outdoor worksites and indoor workplaces (including shops, kitchens, warehouses, etc.), whenever those environments present a reasonable likelihood that heat illness could occur.

(1) NOTE: For employees working in a climate-controlled indoor environment, employers are not required to perform a job hazard analysis, designate a monitor, create a written heat-illness prevention plan, and provide training.

(2) NOTE: If the climate control system becomes non-functional or does not effectively address heat illness exposure, the employer must make a good faith effort to re-establish an effective climate control system and implement a written heat illness prevention plan until the system is effective.

C. All employees (permanent, temporary, and seasonal) and supervisors are expected to follow the procedures in this Heat Illness Prevention Plan whenever heat hazards are present.

3. Job Hazard Analysis

A. MCSD will conduct a one-time written Job Hazard Analysis (JHA) to identify jobs and tasks that present potential heat hazards. See **Section 19: Forms & Checklists**. Prior to assigning a job or task for the first time, the JHA will be completed to evaluate heat exposure risks.

(1) The JHA will include, at minimum:

(a) Identification of Job Classifications at Risk: A list of all job classifications in our workforce where the majority of employees in those roles have occupational heat exposure exceeding 30 minutes in any 60-minute period (excluding rest breaks).

(Examples may include outdoor maintenance workers, groundskeepers, road crews, kitchen staff, etc. – to be specified by each entity.)

Maintenance employees	• Maintenance Department
Transportation Mechanical employees	• Transportation Department

(b) Identification of High-Heat Tasks/Procedures: A list of specific tasks and procedures (or groups of similar tasks) performed by those job classifications that could involve exposure to high heat. This list focuses on work activities and environments where heat illness is likely. *(Examples may include outdoor work under direct sun, operating heavy machinery, working in attics or boiler rooms, etc.)*

(c) Heat Hazard Factors: For each identified job/task, the JHA will document the working conditions that contribute to heat stress, including factors such as air temperature, humidity, radiant heat (sunlight or other heat sources), conductive heat from surfaces, limited air movement, high exertion levels, and required protective clothing or personal protective equipment (PPE). These factors (drawn from the regulation's definition of heat hazard) help determine whether a heat illness risk exists.

(d) Mitigation Measures: The JHA will note any existing or recommended measures to mitigate or eliminate heat hazards for each task. Controls will be considered in order of priority – engineering controls *(ventilation, shade, cooling fans)*, administrative controls *(work/rest schedules, job rotation, training, acclimatization)*, and personal protective equipment *(cooling vests, sun hats)*.

(i) NOTE: When performing the JHA, the employer assesses the working conditions of the job without consideration of whether an employee in the job would have access to water, rest, or shade.

(2) JHA Revision and Recordkeeping

(a) Whenever a job task materially changes in a way that could increase heat exposure, the JHA will be reviewed and updated accordingly.

(b) If a heat-related incident or illness occurs, we will investigate and revise the JHA (and this plan) as necessary to prevent recurrence.

(c) All JHAs and updates will be documented and kept on file as part of our written safety program.

4. Designation of Responsible Personnel (Heat Safety Monitor)

A. Heat Illness Prevention Responsible Person

(1) MCSD will designate a specific individual (by title or name, e.g. a Safety Officer, Supervisor, or Lead Employee) to carry out the provisions of this Heat Illness Prevention Plan. This designated person is authorized by MCSD to take necessary actions and will serve as the "Heat Safety Monitor" (Monitor). The Maintenance Supervisor (or designee) is

the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

B. Duties of the Heat Safety Monitor

(1) Monitoring Workplace Conditions: Actively monitor environmental conditions *(weather, temperature, humidity, etc.)* and the work site for any factors that could create the risk of heat illness.

(2) Employee Observation:

(a) Observe employees for signs of possible heat-related illness.

(b) If any employee shows signs of heat stress or illness, the Monitor will observe that employee's condition continuously to determine if medical attention is needed.

(c) The Monitor has authority to immediately stop work or initiate first aid if someone appears to be in distress from the heat.

(3) Emergency Response Coordination:

(a) If an employee exhibits severe signs or symptoms of heat illness, the Monitor will promptly enact emergency procedures:

(i) Calling 911 *(or other emergency medical services)* and providing clear directions to the work location;

(ii) Ensure someone meets or guides emergency responders to the affected employee; and

(iii) If necessary, arrange transport of the employee to a location accessible by emergency services.

(4) Implementing Heat Safety Measures:

(a) Ensure all required heat illness prevention measures outlined in this written program are carried out effectively in the field. This includes verifying that water, rest breaks, shade/cooling, training, and other preventive steps are provided as described in this plan.

(b) The Monitor has the authority to make adjustments *(such as adding extra breaks, rescheduling work, or stopping work temporarily)* if conditions become unsafe due to heat.

(5) Backup Designee: When the primary Monitor is not available *(or for widespread operations)*, a qualified alternate will be appointed with the same training and authority. This ensures continuous coverage – for example, each crew or shift may have an assigned heat monitor.

(6) Training

(a) The Monitor(s) will be adequately trained in heat hazard recognition, monitoring techniques, and emergency response.

B. MCSD will clearly communicate that the Heat Illness Prevention Monitor *(and any backups)* have permission and authority to take all necessary steps to protect employees from heat hazards.

C. Other Personnel Responsibilities

(1) Supervisors and managers must ensure this plan is implemented in their work areas, encourage employees to drink water and take cooling rests, and never impede the required safeguards.

(2) Employees are expected to follow heat-safe work practices, stay hydrated, use provided rest breaks and cooling areas, and immediately report any symptoms of heat illness, in themselves or coworkers, to a supervisor or the Monitor.

6. Provision of Potable Water

A. Providing clean, drinkable water is a fundamental preventive measure against heat illness. MCSD will supply drinking water in adequate quantities at all work sites where heat hazards may exist.

B. Accessibility:

(1) Water containers or dispensers will be located as close as feasible to work areas, so employees can easily and frequently drink water throughout their shift.

(2) For outdoor crews, water will be available at the job site *(e.g. work vehicles stocked with water jugs, coolers placed in the shade of the site, etc.)*.

(3) For indoor facilities, drinking fountains or water coolers will be provided in or near the work area.

(4) Supervisors and the Monitor will remind and encourage employees to take water breaks. Especially on very hot days, frequent drinking is promoted – for example, about 8 ounces every 15–20 minutes is advised in high heat conditions, even when not thirsty.

C. Sufficient Quantity:

(1) Cool, fresh drinking water will be provided in volumes appropriate for crew size and duration of the work.

(2) Water will never be withheld to limit breaks; employees are encouraged to drink small amounts frequently rather than waiting until thirsty.

D. Hygiene/Sanitation:

(1) Single-use cups or personal water bottles will be made available so that each worker can drink from their own container, helping maintain hygiene and encourage hydration.

(2) Water will be kept cool and in sanitary containers to prevent contamination.

7. Provision of Rest Breaks and Cooling Measures

A. Rest Breaks for Heat Relief:

(1) MCSD will provide prompt rest breaks to any employee who is exhibiting signs or symptoms of heat illness.

(2) At the first sign that an employee may be suffering from heat effects *(e.g. heavy sweating, cramping, dizziness, headache, fatigue, or confusion)*, that employee will be relieved from duty and allowed to rest in a cooler location immediately. The rest break will last as long as needed for the worker to recover and will not be deducted from pay.

(3) A trained supervisor or the Monitor will observe the employee during the rest period and determine if further medical attention is required (per the emergency procedures.

(4) No employee showing possible heat illness will be sent back to work until symptoms have subsided and they feel recovered; if in doubt, medical help will be sought.

(5) Employees are encouraged to take a break if they feel overheating at any time, and to inform their supervisor. We prioritize flexibility so that workers can rest and cool off whenever needed to protect their health.

(6) During very hot conditions, supervisors should schedule regular rest breaks as a preventative measure *(for example, 10 minutes of rest in the shade per hour)*.

B. Cooling Measures:

(1) In conjunction with rest periods, a means of cooling will be provided to help employees lower their body temperature. Cooling measures may include:

(a) Shade: Naturally shaded areas, canopies, tents, or tarps may be established as cooling areas for outdoor work. A cooler room *(with air conditioning or out of high-heat zones)* may be designated for indoor work.

(b) Indoor Cooling and Ventilation: Where feasible, fans, blowers, or air conditioning will be used to improve air circulation and reduce indoor temperatures *(for example, portable fans or evaporative coolers may be set up in break areas)*. If working in a vehicle or equipment with a cabin, the A/C can be used during breaks to cool down.

(c) Cool Water and Wet Cloths: Employees can use cool water to aid cooling. Examples include drinking chilled water; pouring water on a cloth to wet the head or neck; using cool, damp towels on the skin; misting devices; or spray bottles.

(d) Cooling Vests or PPE: For certain tasks involving heavy protective clothing is worn or extremely high heat, specialized cooling PPE like ice-pack vests or water-cooled garments may be provided as appropriate to keep core temperatures down. *(Use of such equipment will be evaluated in the JHA for effectiveness and practicality.)*

(e) During any rest break taken for heat relief, employees should remove any unnecessary PPE or heavy clothing to help dissipate heat when safe to do so. They should also hydrate by drinking water.

(f) Supervisors will ensure that all employees know the location of the cooling/rest areas and that they can access them at will. Employees will not be denied a requested break for cooling if they feel symptoms of overheating – health and safety take priority.

8. Monitoring and Mitigation of Heat Hazards

A. Monitoring Environmental Conditions:

(1) MCSD will monitor workplace conditions for heat hazards, through the Monitor and supervisory staff. To accomplish this, **MCSD** will monitor working conditions to the extent practicable for any situation that may create heat illness risk. Monitoring tools may include:

(a) Review Forecasts: Check predicted temperatures, humidity, and heat index levels *(e.g. using National Weather Service data or a heat index application)* before the work shift. If a heat wave or unusually high temperatures are expected, advance preparations *(such as extra water, scheduled breaks, earlier start times)* will be made.

(b) Measure On-Site Conditions: Use thermometers, hygrometers, or heat index instruments at the job site to gauge actual conditions, since local factors *(like radiant heat from asphalt or lack of breeze)* can make it hotter than reported. If available, a Wet Bulb Globe Temperature (WBGT) or similar index may be used for more accurate assessment of heat stress conditions.

(c) Observe and Communicate: The Monitor will periodically observe the crew for any signs of heat illness *(excessive sweating, lethargy, etc.)*. They will also note if conditions change *(e.g. rising temperature in the afternoon, increasing humidity, or direct sun exposure intensifying)* and will adjust preventive measures accordingly. If conditions approach dangerous levels, the monitor will increase the frequency of check-ins or breaks.

(d) NOTE: If an employee's only heat exposure comes from brief loading or unloading of a highway vehicle, continuous monitoring may not be required per regulation.

B. Identifying and Mitigating Additional Heat Sources:

(1) As part of our hazard analysis and ongoing safety inspections, we will identify any work processes or equipment that generate additional heat or humidity beyond the ambient weather *(for example, operating heavy machinery or engines that emit heat, using ovens or boilers, working with hot asphalt or tar, confined spaces with heat build-up, or tasks that require impermeable protective suits)*.

(2) For each source identified, measures will be implemented to mitigate its impact on workers. These measures can include:

(a) Using shields or barriers to block radiant heat *(e.g. insulating hot pipes or providing shade over asphalt work areas)*.

(b) Increasing ventilation in hot indoor areas *(for example, installing exhaust fans to remove hot air or steam).*

(c) Scheduling heat-generating tasks for cooler parts of the day or when fewer workers are present.

(d) Rotating employees or shortening duration of exposure to these hot processes.

(e) Providing additional cooling PPE if needed *(for example, welding coats with cooling inserts if welding in hot conditions).*

C. Work/Rest Schedules & Other Administrative Controls:

(1) Part of heat hazard mitigation may involve adjusting how work is done on very hot days.

(2) Potential administrative controls include scheduling strenuous work for cooler times, mandating more frequent breaks as temperature rises, using a buddy system to enable mutual monitoring, and postponing non-critical tasks during peak heat. The Monitor and supervisor are authorized to make real-time decisions that keep workers safe.

D. Acclimatization:

(1) New or returning workers who are not used to hot working conditions may be more vulnerable to heat illness. Supervisors will be mindful to gradually increase exposure to such employees over 1-2 weeks, when feasible, and closely watch them for any issues.

E. **Remote or Lone Workers:**

(1) In situations where an employee must work alone in a remote location, on-site monitoring may not be continuous. In those cases, MCSD will implement a communication system as a remote monitoring plan. For example, a lone worker will be required to check in by radio or phone with a supervisor at regular intervals *(to be determined based on the heat risk).*

(2) If a check-in is missed or the worker does not respond, the supervisor will initiate contact or send assistance immediately.

(3) NOTE: The plan should detail how frequently the worker must report their status and what to do if contact is lost.

9. Employee Training Requirements

A. Training is a critical element of our heat illness prevention strategy. MCSD will provide effective training to all employees and supervisors about heat hazards and this Heat Illness Prevention Plan. Our training program will, at a minimum, cover the following:

(1) Recognition of Heat Illness Hazards: Employees will be taught how to recognize the environmental and personal risk factors for heat illness. This includes understanding what conditions create a risk and the common signs and symptoms of heat-related illnesses at various stages.

(2) Prevention and Control Procedures: Employees will be trained on the MCSD-specific procedures to follow to prevent or minimize heat illness hazards. This training will encompass all the key components of our Heat Illness Prevention Plan, such as:

(a) The importance of drinking water frequently, and where water is located on each job.

(b) How to take advantage of rest breaks and cooling areas; the right of employees to take a cool-down rest if needed.

(c) The role of the Monitor and how to communicate with them or a supervisor if feeling symptoms.

(d) Steps the company has taken to reduce heat risks *(such as adjusted schedules, fans, etc.)*, so employees know what protective measures to expect.

(e) Acclimatization tips *(gradually building tolerance to heat)* and personal factors that can increase risk *(like certain medications or lack of fitness)*.

(f) Emergency response, or what to do when someone exhibits signs of a serious heat illness including the importance of immediately reporting to the supervisor/Monitor, calling 911 in an emergency, and providing first aid *(moving to shade, cooling the person down)*.

B. Who Receives Training

(1) All employees who are identified in the JHA as having occupational heat exposure as part of their job, specifically those who work in high-heat conditions for more than 30 minutes an hour.

(2) The Monitor must be trained, since they cannot effectively perform their role without specialized knowledge.

(3) We will also train supervisors, crew leads, and any staff with safety responsibilities on heat illness prevention, even if not explicitly required, because their understanding is vital for enforcement and leadership.

C. Timing of Training, Retraining, and Recordkeeping:

(1) Employees will receive this training before they are assigned to work in hot conditions.

(a) New hires who will work in heat will be trained during orientation or initial safety training.

(b) Whenever we hire seasonals for summer, for example, heat training will be part of their onboarding.

(c) If an employee changes job duties from an indoor role to an outdoor/hot environment role, they will be trained in heat safety prior to the change.

(2) Retraining will be provided for affected employees annually, at the start of each summer season, when practices or procedures change, or when employee observation or incidents indicate a need for retraining.

(3) We will document all heat illness training sessions *(date, attendees, topics)* and maintain these records per our safety training recordkeeping procedures.

10. Emergency Medical Response Procedures

A. MCSD has established clear procedures to respond swiftly and effectively if an employee shows signs of a serious heat-related illness. These Emergency Medical Response Procedures are integrated into our overall Emergency Action Plan and include:

(1) Recognize the Emergency:

(a) All employees and supervisors should be vigilant for symptoms of heat stroke or other severe heat illness, which can include mental confusion, fainting, loss of consciousness, seizures, very high body temperature, lack of sweat with hot dry skin, or any severe disorder.

(b) If an employee appears disoriented, collapses, or exhibits other alarming symptoms during hot conditions, it will be treated as a medical emergency.

(c) Even before such severe signs, if someone is worsening quickly or not recovering during a rest break *(for example, progressing from cramps to vomiting or from dizziness to confusion)*, that situation should be escalated to emergency response.

(2) Call for Emergency Medical Services (EMS):

(a) The first and most critical action is to **immediately call 911**, or designate someone to call, to get professional medical help on the way.

(b) The Monitor or the supervisor on site will make the call without delay, stating that a worker is suffering from a heat illness and giving the condition of the worker *(e.g. unconscious, confused, vomiting)*.

(c) We will ensure that at every work location, no matter how remote, employees know *how and who to call* for emergency assistance. If cell service is unreliable, alternative communication *(radio, satellite phone)* will be available for emergency calls.

(3) Provide Information and Directions:

(a) The caller, or another person on site, will promptly provide clear information to the 911 dispatcher to help them reach the location. This includes exact location/address or coordinates of the work site, best access point or gate, any specific directions or landmarks, and the phone number they can call back if needed.

(b) If the work area is hard to find or in a large facility, a designated individual will go to meet the ambulance at a known location and guide them in.

(4) Aid EMS Access or Transport the Employee:

(a) We will ensure that the employee is in a place where EMS can reach them.

(b) If the work area is remote or difficult for an ambulance to drive to, the crew will, if it can be done safely, move the employee to a more accessible location. For example, this could mean carrying the employee to the nearest road or trailhead, using a company vehicle to meet EMS partway, or using equipment *(like an ATV or stretcher)* to transport the individual to a clearing.

(c) In urban locations, this may involve bringing the employee to the ground floor or building entrance if they were working in a large building or confined area.

(d) Otherwise, we will stabilize the person and wait for EMS to arrive at the work site.

(5) On-Site First Aid and Cooling:

(a) While waiting for professional medical personnel, trained coworkers, or the supervisor will administer appropriate first aid.

(b) The primary focus is to cool the affected employee as quickly as possible and may include moving to shade or air conditioning, removing excess gear, fanning, soaking with cool water, or applying cold packs to the armpits, neck, or groin. If conscious and not vomiting, small sips of water can be given.

(c) One person should always stay with the employee to monitor airway, breathing, and consciousness level, while another manages the cooling efforts.

(d) Where EMS is not in near proximity, we ensure that at least one person on each site is trained in first aid/CPR, including recognizing heat stroke and the need for rapid cooling.

(6) Employee Communication and Transport:

(a) If the employee is conscious, we will keep them calm and informed that help is coming. We will not leave the employee alone until EMS takes over.

(b) If a coworker is driving the employee to meet EMS, at least two employees should go *(one to monitor the patient during transport)*.

(7) Interface with EMS:

(a) When emergency responders arrive, our role is to provide them with any relevant information *(what happened, how long the person was working, any known medical conditions or allergies, measures already taken, etc.)* and then allow them to take charge.

B. Investigation and Follow-up Procedures

(1) After any heat-related emergency, the Monitor or supervisor must follow the procedures outlined in Section 6: Incident Investigation and Corrective Action. For work-related illnesses and injuries, employees must also follow the reporting procedures described in Section 6.

(2) MCSD will investigate the incident to determine what occurred and what corrective actions are needed to prevent future incidents.

(3) Corrective action may include revising the JHA, this Heat Illness Prevention Plan, and retraining employees if necessary. We take such events very seriously as a learning opportunity to improve our heat illness prevention program.

Sources: *Approved Regulation of the Division of Industrial Relations, Department of Business and Industry*, LCB File No. R131-24 (Nov. 15, 2024); *Nevada OSHA Guidance for Regulation R131-24AP* (Jan. 29, 2025); *Job Hazard Analysis*, OSHA 3071 (Rev. 2002).

Section 18: Requirements and Definitions

STATUTORY AND REGULATORY REQUIREMENTS

The following sections must be in all WWSPs. NRS 618.383(4) requires that a WWSP and required training programs must be conducted and made available in a language and format understandable to each employee.

(1) Responsibility: A WWSP must include a statement explaining that the managers, supervisors, and employees are responsible for carrying out the program. NAC 618.540(1)(a).

(2) Hazard Identification, Analysis & Control: A WWSP must include an explanation of the methods used to identify, analyze, and control new and existing hazards. NAC 618.540(1)(b).

(3) Training: A WWSP must include an explanation of the methods used to ensure that employees receive the appropriate safety and health training before performing work duties. NAC 618.540(1)(c).

(4) Incident Investigation & Corrective Action: A WWSP must include procedures that must be followed to investigate an incident which has occurred and the corrective actions to be initiated. NAC 618.540(1)(d).

(5) Program Compliance: A WWSP must include a method for ensuring that employees comply with the safety rules and work practices. NAC 618.540(1)(e).

(6) Reporting of incidents resulting in death, in-patient hospitalization, amputation, or loss of eye must be reported to OSHA within eight (8) hours if the incident results in death to one or more employees, or twenty-four (24) hours if the incident results in an in-patient hospitalization, amputation, or loss of an eye. NRS 618.378. For reporting, **Nevada OSHA** may be reached at **(702) 486-9020 in Southern Nevada** or **(775) 688-3700 in Northern Nevada**.

(7) Harmful Exposure and Corrective Action: Each employer shall promptly notify any employee who has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by an applicable occupational safety and health standard adopted under this chapter and shall inform such employee of any action being taken to correct the condition. NRS 618.380.

(8) Safety Committee Recordkeeping. The entity must keep a written record of (1) the safety and health issues discussed at Safety Committee meetings, (2) attendance of Safety Committee meetings, and (3) attendance of employees in training programs. NAC 618.542.

(9) Other Requirements: Nevada enforces the federal OSHA General Industry and Construction Standards found in 29 CFR 1910 and 29 CFR 1926, respectively. **Plans/programs other than your WWSP may need to be developed on the activities of your entity.** Examples include Bloodborne Pathogen Exposure Control, Hazardous Communications, Lock-Out, Tag-Out; Personal Protective Equipment; Indoor Air Quality; Chemical Spill Controls; etc.[5]

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[5] For assistance in identifying other requirements of your WSP, consult the OSHA Compliance Assistance Quick Start at https://www.osha.gov/complianceassistance/quickstarts.

(10) **District Emergency Operations Plan (NRS 388.251, 388.243, 388.259).** The MCSD *School District Emergency Operations Plan Development Committee* (SDEOPDC) is responsible for developing the Emergency Operations Plan (EOP). Similarities and differences between a Development Committee and a Workplace Safety Plan include:

1. Similarities:
    a. Both are statutorily required
        i. Development Committee: NRS 388.241.
        ii. WWSP: NRS 618.383.
    b. The objective of both is to promote employee and public safety and eliminate/reduce workplace (school property) accidents and injuries.
2. Differences:
    a. The board of trustees shall establish the SDDC.
    b. Membership is specifically defined by statute.
    c. The SDEOPDC is not subject to the requirements of the Open Meeting Law.
    d. The SDEOPDC emergency and crisis plans are confidential.
    e. The public should not be aware of the districts emergency management and crisis plans (i.e. EOP evacuation procedures and meeting areas).
    f. Unlike a WWSP, which should be updated and reviewed at least annually, the SDEOPDC plan is required to undergo annual plan review and submission to the Nevada Department of Education on or before July 1, of each year.

DEFINITIONS

"Employee" means every person who is required, permitted or directed by any employer to engage in any employment, or to work or be at any time in any place of employment, under any appointment or contract of hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed. NRS 618.085.

"Employer" in the context of this template, means: (1) any county, city, town, school district or other unit of local government; (2) any public or quasi-public corporation; and (3) any officer or management official having direction or custody of any employment or employee. NRS 618.095.

"Employment" means any trade, work, business, occupation or process of manufacture, or any method of carrying on such trade, work, business, occupation, or process of manufacture, including construction work, in which any person may be engaged. NRS 618.105.

"Engineering control" means a physical change to the workplace that removes a hazard or creates a barrier between an employee and a hazard. See NRS 618.7304; The National Institute for Occupational Safety and Health (NIOSH), https://www.cdc.gov/niosh/engcontrols/ (as viewed Nov. 19, 2021).

"Near-miss" means an incident that could have caused serious injury, illness, or property damage but did not; also called a "close call." See OSHA, *Incident [Accident] Investigations: A Guide for Employers* (Dec. 2015).

"Place of employment" means any place, whether indoors or out or elsewhere, and the premises appurtenant thereto, where, either temporarily or permanently, any industry, trade, work, or business is carried on, including all construction work, and where any person is directly or indirectly employed by another for direct or indirect gain or profit. NRS 618.155.

"Safety Device" or **"Safeguard"** means any practicable method of mitigating or preventing a specific danger. NRS 618.165.

"Safety Director" means the person assigned by an employer to be in charge of occupational safety and health. NRS 618.375(4). A Safety Director may be a position title within an entity or a responsibility of an existing job or position.

"Serious injury" means injury resulting in inpatient hospitalization, amputation, or loss of an eye. See NRS 618.378.

"Work practice control" means a practice, procedure, or rule that is used to reduce the risk of a hazard in the workplace. See NRS 618.7310; Occupational Safety and Health Administration (OSHA), https://www.osha.gov/ergonomics/control-hazards (as viewed Nov. 19, 2021).

"Written Workplace Safety Plan" or **"WWSP"** means the document prepared by an employer that creates a workplace safety training program and explains

(1) How employers and employees are responsible for carrying out the plan;
(2) How hazards are identified, analyzed, and controlled;
(3) How employees will receive workplace safety training prior to beginning work duties; and
(4) The procedures of incident investigation, including corrective action, pursuant to NRS 618.383(2) and NAC 618.540.

Section 19: Forms & Checklists

1. Incident Investigation Form.

2. Safety Concern and Near-miss Form.

3. Nevada Workers' Compensation Forms. (Links to Forms).

   A. C-1 Notice of Injury or Occupational Disease
   B. C-3 Employer's Report of Industrial or Occupational Disease
   C. C-4 Employee's Claim for Compensation
   D. C-4A Release of Medical and Other Information for Nevada Workers' Compensation Claims

4. Nevada OSHA Forms. (Links to Forms).

   A. OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA).
   B. Injury and Illness Recordkeeping Instructions
   C. Injury and Illness Recordkeeping Forms (300, 300A, and 301)
   D. Employee Rights & Responsibilities (English).
   E. Employee Rights & Responsibilities (Spanish).
   F. Nevada Safety and Health Protection on the Job (Poster).
   G. Emergency Phone Numbers (Poster).

5. Safety Committee Form 1 – Organizational Template.

6. Safety Committee Form 2 – Agenda Template.

7. Safety Committee Form 3 – Minutes Template

8. Hazard Assessment Form for PPE Use

9. Hepatitis B Vaccination Request/Declination Form

10. Bloodborne Pathogen Incident Exposure Form

11. Hazard Communication (HazCom) Chemical List

12. Forklift Operator Evaluation Form

13. Forklift Operator's Daily Checklist

14. Hazard Assessment for Personal Protective Equipment (PPE)

15. Heat Illness Prevention – Job Hazard Analysis (JHA)

Incident Investigation Form

Section A: Information	
Entity Name:	Date:
Investigator or Team Name(s) and Title(s)	
Name	Title

Section B: Incident Description/Injury Information
1. Injured Employee Information
(a) Name & Age of Injured Employee:
(b) Employee's first language:
(c) Employee Job Title:
(d) Job at time of injury:
(e) Type of Employment:
(f) Length of Time with Entity:
(g) Length of Time in Current Position:
(h) Description and Severity of Injury:
2. Incident Information

(a) Date and Time of Incident:
(b) Location of Incident:
(c) Detailed description of incident. Include relevant events leading up to, during, and after the incident. [*It is preferred that the information is provided by the injured employee.*] *Use additional pages if needed.*
(d) Description of incident from eye witness, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews. *Use additional pages if needed.*
(e) Description of incident from additional employees with knowledge, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews. *Use additional pages if needed.*
Section C: Identify Root Causes

The Root Causes are the underlying reasons the incident occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why** were they not being followed? If a machine was faulty or a safety device failed, **why** did it fail? It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine **why** these factors were not addressed before the incident.

Use additional pages if needed.

Section D: Recommend Corrective Action to Prevent Future Incidents

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

Use additional pages if needed.

Section E: Corrective Actions Taken/Root Causes Addressed

Document the corrective action taken, who implemented the corrective action, when the corrective action was implemented, and when provided to the Safety Committee.

Use additional pages if needed.

Safety Concern and Near-miss Form

This form allows employees to describe a safety concern or near-miss, note the location, and provide a report to a manager/supervisor and/or the Safety Director. Reporting safety concerns and near-misses allows the Mineral County School District the opportunity to evaluate the condition to either eliminate the hazard or provide workplace or administrative controls.

Employees are advised that the use of this form or other reports of unsafe practices or conditions are protected by law. It is illegal for the employer to take any action against any employee in reprisal for exercising rights to participate in communications involving safety.

Section A: Safety Concern or Near-miss Information	
Entity Name:	
Date & Time of Report:	
Location of potential incident/hazard/concern:	
Type of Report: o Safety Concern o Near-miss o Safety Suggestion o Other (describe):	Type of Concern: o Unsafe act o Unsafe condition or area o Unsafe use of equipment o Unsafe condition of equipment o Other (describe):
Describe the potential incident/hazard/concern and possible outcome in as much detail as possible:	
Safety Suggestions:	
Name (Optional):	
Phone Number (Optional):	
Email Address (Optional):	
The remainder of this form will be completed by your manager/supervisor or Safety Director. Please send all Safety Concern & Near-miss Report Forms to your manager/supervisor or Safety Director for further action.	
Section B: Identify Root Causes	

Review the safety concern or near-miss. The Root Causes are the underlying reasons the near-miss occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not followed, **why** were they not followed? If a machine was faulty or a safety device failed, **why** did it fail? It is common to find factors that contribute to the near-miss in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine **why** these factors were not addressed before the near-miss.

Use additional pages if needed.

Section C: Recommend Corrective Action to Prevent Future Incidents

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

Use additional pages if needed.

Section D: Corrective Actions Taken/Root Causes Addressed

Document the corrective action taken, who implemented the corrective action, when the corrective action was implemented, and when provided to the Safety Committee.

Use additional pages if needed.

Nevada Workers Compensation Forms

C-1 Notice of Injury or Occupational Disease (Incident Report):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/c-1.pdf.

C-3 Employer's Report of Industrial Injury or Occupational Disease:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/C-3.EmployersReportIndustrialInjuryOccupationalDisease.2.19.25.pdf.

C-4 Employee's Claim for Compensation:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/C-4.Employee.Claim.Compensation.2.25(2).pdf.

C-4A Release of Medical and Other Information for Nevada Workers' Compensation Claims:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/PM%20MEDICAL%20RELEASE%20C-4A%208-12-21.pdf.

Nevada OSHA Forms

OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA):
https://www.osha.gov/recordkeeping.

Injury & Illness Recordkeeping Instructions:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Instructions).pdf.

Injury & Illness Recordkeeping Forms (300, 300A, & 301):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Forms%20300,%20300A%20and%20301).xls.

Employee Rights & Responsibilities (English):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20(English).pdf.

Employee Rights & Responsibilities (Spanish):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20(Spanish).pdf.

Nevada Safety and Health Protection on the Job (Poster):
https://www.4safenv.state.nv.us/wp-content/uploads/2021/04/ENG-OSHA-POSTER-1-21.pdf.

Emergency Phone Numbers (Poster):
https://www.4safenv.state.nv.us/wp-content/uploads/2021/04/EMERGENCY-PHONE-NUMBERS-English.pdf.

Mineral County School District Safety Committee	
Chairperson: [*Name of Chairperson*]	
Secretary: [*Name of Secretary*]	
Members	
Name	Department
[*Management Rep.*] [*Employee Rep.*]	[*Member Department*]
[*Management Rep.*] [*Employee Rep.*]	[*Member Department*]
[*Management Rep.*] [*Employee Rep.*]	[*Member Department*]
[*Management Rep.*] [*Employee Rep.*]	[*Member Department*]
[*Management Rep.*] [*Employee Rep.*]	[*Member Department*]

Date: [*Date*]
Time: [*Time*]
Location: [*Location*]

1. ATTENDANCE

    A. Members Present:
    B. Members Absent:
    C. Guests/Visitors:

2. CALL TO ORDER

3. REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING

4. DEPARTMENT REPORTS

    A. Incidents/Near-misses
    B. Corrective Actions
    C. Claims
    D. Job Hazard Analysis
    E. Projects/Training

5. REVIEW OLD BUSINESS, COMMITTEE TRAINING, PROJECTS, PLANNING

6. NEW BUSINESS, SUGGESTIONS, RECOMMENDATIONS, OR COMMENTS

7. SCHEDULE NEXT MEETING

    A. Date:
    B. Time:
    C. Location:
    D. Assignments:

Safety Committee Meeting Minutes Template

Date: [*Date*]
Time: [*Time*]
Location: [*Location*]
Who Conducted Meeting: [*Name of Person Conducting Meeting*]

1. ATTENDANCE (*List each member present, each member absent, and include any guests or visitors.*)

2. APPROVAL MINUTES OF [*Date*] MEETING (*Include who introduced the minutes, any corrections, who moved for approval, who seconded the motions, and votes for and against approval.*)

4. DEPARTMENT REPORTS (*List each Incident, Near-miss, Claims, and/or Project discussed by Department.*)

5. REVIEW COMMITTEE TRAINING, PROJECTS, PLANNING (*List each Committee Training, Project, or Plan discussed and the results of any motions related to training, projects, and planning.*)

6. NEW SUGGESTIONS, RECOMMENDATIONS, OR GENERAL COMMENTS (*List each suggestion, recommendation, or general comment discussed and the results of any motions for action based upon a suggestion, recommendation, or general comment.*)

7. SCHEDULE NEXT MEETING

   A. Date:
   B. Time:
   C. Location:
   D. Assignments:

Mineral County School District

Hawthorne, Nevada 89415

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Hazard Assessment for Personal Protective Equipment (PPE) Use

To be reviewed annually or upon changes to the workplace, work process, or introduction of machinery or equipment.

OSHA requires the employer to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. 29 CFR 1910.132(d)(1). The Employer shall verify the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment. 29 CFR 1910.132(d)(2). This form may be used to document your hazard assessment. Keep it on permanent file in your department.

PERFORMED BY (Name & Title):_____ DEPARTMENT:_____

LOCATION:_____ DATE:_____

☐ NONE. Hazards requiring PPE are not present or not likely to be present.

SOURCE	ASSESSMENT OF HAZARD	PPE REQUIRED	COMMENTS
Use or handling of: ☐ Chemicals ☐ Biological agents, human blood, or OPIM ☐ Radioactive materials	Eye or face injury ☐ Impact from flying particles ☐ Chemical splash in eyes ☐ Facial/skin chemical contact ☐ Nose/mouth contact with blood/OPIM	☐ Safety glasses ☐ With side shields ☐ Safety goggles ☐ Splash goggles ☐ Face shield ☐ Face mask for blood/OPIM only ☐ Other_____	
	Body/Skin/Hand contact ☐ Biological agents ☐ Sharps ☐ Radioactive materials ☐ Chemical ☐ Hot/Cold objects	☐ Lab coat/gown ☐ Latex gloves ☐ Apron ☐ Double latex gloves ☐ Scrubs ☐ Rubber gloves ☐ Tyveks ☐ Chem resist. gloves ☐ Other: _____	

Continue to next page.

SOURCE	ASSESSMENT OF HAZARD	PPE REQUIRED	COMMENTS
☐ Operations generating airborne fiber, dust, fumes, mist, or vapor	☐ Required: inhalation exposure > exposure standards ☐ Voluntary: inhalation exposure < exposure standards	Respirator ☐ Filter or cartridge EI SCBA or airline ☐ Other: _____	Contact Safety Director for initial inhalation assessment.
☐ High noise levels from equipment or operation	☐ Required: noise exposure > standards ☐ Voluntary: noise exposure < standards	☐ Muff ☐ Ear plugs ☐ Other: _____	Contact Safety Director for initial noise assessment.
Non-ionizing radiation sources ☐ Lasers ☐ Welding ☐ Infrared ☐ Ultraviolet	Radiation burns to: ☐ Eyes ☐ Body ☐ Skin	☐ Shaded safety glasses ☐ With side shields ☐ Shaded safety goggles ☐ Welding helmet ☐ Protective clothing ☐ Barriers, shields ☐ Other: _____	
☐ General Safety: physical hazards from equipment, process, or material	☐ Foot injury: equipment/object that can fall or roll onto feet	☐ Safety shoes ☐ Other: _____	
	☐ Impact or penetration to eye, face, head, body, or soles of feet ☐ Electrical contact	☐ Safety glasses ☐ With side shields ☐ Safety goggles ☐ Face shield ☐ Safety shoes ☐ Hard hat ☐ Cut resistant gloves ☐ Coveralls ☐ Other: _____	
	☐ Other: extreme heat or cold	☐ Thermal gloves ☐ Face shield ☐ Thermal clothing ☐ Safety glasses ☐ Barrier/shield ☐ Other: _____	
Other:			

Hepatitis B Vaccination Request/Declination Form

Employee Name:_____

Employee Email:_____

As an employee of Mineral County School District, I understand that and hereby acknowledge that I have received Bloodborne Pathogens Training and am being offered participation in the hepatitis B series immunization which is wholly voluntary. I have been offered the hepatitis B series at no cost to myself.

Check the applicable statement below:

- o I decline participation in the hepatitis B series of vaccinations. I understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given an opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I 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 the hepatitis B vaccine, I can receive the vaccination series at no cost to me.

- o I desire to be inoculated for hepatitis B.

You must complete the following section regardless of whether you decline or accept vaccination.

Job Title:_____

Department:_____

Supervisor's Name: _____

Please sign and date to indicate that the information on this form is accurate.

Signature:_____

Date:_____

Mineral County School District
Hawthorne, Nevada 89415

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Bloodborne Pathogen Incident Exposure Form

In the event of an incident involving the exposure of a staff person, student and/or infant/toddler to blood or other potentially infectious materials, this form, as required by the Occupational Safety and Health Administration (OSHA), shall be completed as soon as possible. The information collected below is intended to assist with evaluating the control methods used and with preventing future exposures.

Name of Person(s) Exposed:_____

_____

Location:_____

Incident Date:_____ **Time:**_____

Incident: Mark in each column, as appropriate:

Exposure:	**Injury Type/Exposure Route:**	**Body Part Injured:**
☐Blood	☐Abrasion	☐Finger
☐Other Body Fluids	☐Laceration	☐Hand
Specify: _____	☐Puncture	☐Arm
Was blood seen in body fluid?	☐Mucous Membrane	☐Eye
Yes ____ No ____	☐Human Bite	☐Other: _____
☐Infectious Material	☐Other_____	
Specify: _____		
☐Other_____		

Description of Incident: _____

_____

_____

_____

Protective equipment in use at time of incident:

☐Gloves	☐Protective Sleeves	☐Other:_____
☐Goggles	☐Lab Coat	
☐Face Mask/shield	☐Gown	

Continue to the next page.

Referred to: _____

☐No Medical Treatment sought ☐Emergency Treatment Center

"Universal Precautions, Infection Control and Post-Exposure Management":

___ All staff are trained and familiar with policy. - *or* - Number of staff not currently trained: ___

Engineering controls in place at the time of the exposure incident:

The term "engineering controls" includes all control measures that isolate or remove a hazard from the workplace, encompassing not only sharps with engineered sharps injury protections and needleless systems but also other medical devices designed to reduce the risk of percutaneous exposure to bloodborne pathogens. Examples include blunt suture needles and plastic or mylar-wrapped glass capillary tubes, as well as controls that are not medical devices, such as sharps disposal containers and biosafety cabinets.

The work practices and protective equipment or clothing used at the time of the exposure incident:

Notation of any "failures to control" at the time of the exposure incident:

What changes need to be made to prevent recurrence?

Report prepared by:_____ Date: _____

Position: _____

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Sharps Injury Log

Mineral County School District, Department:				**Year:**	
Date	**Case/Report Number**	**Type of Device** (e.g., syringe, broken glass)	**Brand Name of Device**	**Work Area Where Injury Occurred** (e.g., detention center, park)	**Brief Description of How Incident Occurred** (i.e., action being performed, body part injured)

29 CFR 1910.1030(h)(5), OSHA's Bloodborne Pathogens Standard, requires an employer to establish and maintain a Sharps Injury Log for recording all percutaneous injuries in a facility occurring from contaminated sharps. The purpose of the Log is to aid in the evaluation of devices being used in facilities and to identify problem devices or procedures requiring additional attention or review. This Log must be kept in addition to the injury and illness log required by 29 CFR 1904. The Sharps Injury Log should include all sharps injuries occurring in a calendar year. The log must be retained for five years following the end of the year to which it relates. The Log must be kept in a manner that preserves the confidentiality of the affected employee.

Hazard Communication (HazCom) Chemical List

Name of Chemical *(SDS Product Identifier)*	**Hazard Classification** *(GHS hazard pictogram)*	**Location** *(where used, stored or present)*
Example: Safety-Kleen Professional Brake Cleaner	***Example:*** Flammable Health Hazard Irritant/Toxic	***Example:*** Vehicle Shop

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Forklift Operator Evaluation Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for period evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name:	**Evaluator Name:**
Date of Evaluation:	**Equipment Evaluated:**

OPERATOR BEHAVIORS	RATING	COMMENTS
Section 1: Pre-use Inspection		
1. Follow Operator's Daily Checklist.	GOOD FAIR POOR N/A	
2. Look for Damage.	GOOD FAIR POOR N/A	
3. Document all findings on the checklist	GOOD FAIR POOR N/A	
Section 2: Picking Up the Load		
1. Square up on the center of the load.	GOOD FAIR POOR N/A	
2. Stop with the fork tips about 1 foot from the load.	GOOD FAIR POOR N/A	
3. Clear personnel from the area near the load.	GOOD FAIR POOR N/A	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD FAIR POOR N/A	
5. Lift the load carefully and smoothly until it is clear.	GOOD FAIR POOR N/A	
6. Tilt the mast back slightly to stabilize the load.	GOOD FAIR POOR N/A	
7. Look over both shoulders.	GOOD FAIR POOR N/A	
8. After out and stopped, lower the load to travel height.	GOOD FAIR POOR N/A	
Section 3: Traveling		
1. Do not raise or lower the load and forks while traveling.	GOOD FAIR POOR N/A	
2. Maintain a safe speed.	GOOD FAIR POOR N/A	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	GOOD FAIR POOR N/A	
4. Keep arms and legs inside the forklift.	GOOD FAIR POOR N/A	
5. Follow other vehicles at a safe distance.	GOOD FAIR POOR N/A	
6. Slow down when cornering.	GOOD FAIR POOR N/A	
7. Use the horn to alert others.	GOOD FAIR POOR N/A	

8. Travel with the load facing uphill while on a ramp or incline.	GOOD FAIR POOR N/A	
9. Stop smoothly.	GOOD FAIR POOR N/A	

OPERATOR BEHAVIORS	RATING	COMMENTS
Section 4: Putting Down a Load		
1. Make sure there is sufficient clearance for the load.	GOOD FAIR POOR N/A	
2. Clear personnel from the area near the load.	GOOD FAIR POOR N/A	
3. Square up to the location; then stop about 1 foot away.	GOOD FAIR POOR N/A	
4. Raise the load to placement level.	GOOD FAIR POOR N/A	
5. Move slowly forward.	GOOD FAIR POOR N/A	
6. If the load is on a pallet, lower it into position and lower the forks further.	GOOD FAIR POOR N/A	
7. Look over both shoulders before backing out.	GOOD FAIR POOR N/A	
8. Back straight out until the forks have cleared.	GOOD FAIR POOR N/A	
9. Lower the forks to a traveling position.	GOOD FAIR POOR N/A	
Section 5: Parking		
1. Fully lower the forks.	GOOD FAIR POOR N/A	
2. Neutralize the controls.	GOOD FAIR POOR N/A	
3. Set the brakes.	GOOD FAIR POOR N/A	
4. Turn off the power.	GOOD FAIR POOR N/A	
5. If parked on an incline, block the wheels.	GOOD FAIR POOR N/A	
6. Park only in authorized areas.	GOOD FAIR POOR N/A	
Section 6: Fueling And Battery Recharging		
1. Engine off.	GOOD FAIR POOR N/A	
2. Fire extinguisher nearby.	GOOD FAIR POOR N/A	
3. Proper personal protective equipment worn.	GOOD FAIR POOR N/A	
4. Safe fueling and battery recharging procedures followed.	GOOD FAIR POOR N/A	
5. Spills cleaned up immediately.	GOOD FAIR POOR N/A	

Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the equipment identified above.	• **YES**	• **NO**
Evaluator Signature:		
Operator Signature:		

Forklift Operator's Daily Checklist

Internal Combustion Engine Industrial Truck Gas/LPG/Diesel

RECORD OF FUEL ADDED

Date		**Operator**		**Fuel**	
Truck#		**Model#**		**Engine Oil**	
Department		**Serial#**		**Radiator Coolant**	
Shift		**Hour Meter**		**Hydraulic Oil**	

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a **qualified** mechanic correct all problems.

Engine Off Checks	OK	Maintenance Needed (include comments)
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		

Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimenter (Diesel)		
Radiator Coolant – Check Level		
Operator's Manual – In Container		

Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		

Engine On Checks – Unusual Noises Must Be Investigated Immediately	**OK**	**Maintenance Needed (include comments)**
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		

Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

Source: https://www.osha.gov/training/library/powered-industrial-trucks/checklist (as viewed June 28, 2024)

Heat Illness Prevention - Job Hazard Analysis (JHA)

Entity Name:
Department/Division:
Job Classification:
Date of Analysis:
Person Conducting JHA:
Reviewed By:

Section 1: Job Classification & Task Identification

List of Job Classifications with Heat Exposure *Include job classifications where the majority of employees are exposed to heat illness for more than 30 min. of any 60-min. period.* *EX: Grounds Maintenance Worker, Heavy Equipment Operator, Road Crew*	
List of Tasks/Procedures with Heat Exposure *Include all tasks and procedures performed by employees that may result in heat illness exposure.* *EX: Paving roads, operating equipment in direct sun, working in unventilated attics*	

Section 2: Workplace Heat Hazard Identification

Evaluate conditions that may contribute to heat illness:

Heat Hazard Factor	Observed Conditions (Check all that apply)
Air Temperature	☐ Low ☐ Moderate ☐ High ☐ Extreme
Relative Humidity	☐ Low ☐ Moderate ☐ High ☐ Extreme
Radiant Heat (Sun/Equipment)	☐ N/A ☐ Moderate ☐ High ☐ Extreme
Conductive Heat (Surfaces)	☐ N/A ☐ Moderate ☐ High ☐ Extreme
Air Movement (Ventilation)	☐ Good ☐ Moderate ☐ Poor
Workload/Exertion Level	☐ Light ☐ Moderate ☐ Heavy ☐ Very Heavy
PPE Worn (Affects Heat)	☐ Yes ☐ No (If yes, specify below)

Specify any PPE affecting heat exposure: _____

Section 3: Heat Illness Mitigation Measures

For each identified hazard, select or describe control measures implemented to mitigate heat exposure risks.

Engineering Controls (Preferred Controls)

☐ Provide shade structures/tents for outdoor work
☐ Increase mechanical ventilation or install cooling fans
☐ Use reflective barriers to block radiant heat
☐ Insulate hot surfaces (e.g., machinery, pipes)
☐ Reduce steam leaks or other heat sources
☐ Other: _____

Administrative Controls

☐ Adjust work/rest schedules based on temperature and exertion
☐ Rotate employees in high-heat environments
☐ Schedule hot jobs for cooler parts of the day
☐ Provide training on heat illness prevention
☐ Implement acclimatization periods for new workers
☐ Other: _____

Personal Protective Equipment (PPE)

☐ Provide cooling vests or water-cooled garments
☐ Require wide-brim hats and sun protection for outdoor workers
☐ Ensure light, breathable clothing is worn
☐ Other: _____

Section 4: Emergency Response & Monitoring

☐ Designated responsible person for heat monitoring: _____
☐ Employees trained to recognize heat illness symptoms
☐ Immediate access to potable drinking water provided
☐ Emergency procedures in place for heat illness response
☐ Communication system established for lone/remote workers
☐ Heat illness response plan reviewed annually

Section 5: Review & Sign-Off

Name (Printed)	Signature	Date

Job Hazard Analysis (JHA) Template

Department/Location: _____
Job Title: _____
Employee Name(s) _____
Analysis Conducted By: _____
Date of Analysis: _____

Job Task or Step:

_____
_____
_____

Task/Step No. Description of Task/Step:

_____
_____
_____

Hazards Associated With Each Task:

_____
_____
_____

Task/Step No. Identified Hazard(s):

_____
_____
_____

Recommended Controls:

_____
_____
_____

Task/Step No. Recommended Control(s):

PPE Required:

Task/Step No. Required PPE:

Special Training or Certification Required:

Task/Step No. Training/Certification:

Additional Comments or Notes:

Sign-Off

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

Employee's Signature(s): _____

Date: _____