The Safety and Health Plan

for

Wrangell Public Schools

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Reviewed and Revised

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Wrangell Public Schools Management Safety Procedure

The administration of this organization is committed to providing employees with a safe and healthful workplace. It is the requirement of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by the district. Administration will give true attention to and provide the financial resources for the correction of unsafe conditions. Administration will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of
1) Written warning or,
2) Written warning and suspension without pay or,
3) Termination of employment.

Administration will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all administrative and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

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Signature of Superintendent Date

Wrangell Public Schools Safety Plan

RESPONSIBILITIES

Superintendent

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the district.
- Attend safety meetings.
- Uphold and enforce all known safe work practices.

Maintenance Director

- Attend safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Principals or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.

School Principals

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate qualified personnel to conduct-- regular inspections of the workplace
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Attend safety meetings.

All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their supervisor
- Must immediately report all unsafe equipment or tools to their supervisor. This includes reporting unsafe behavior of other workers if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor

WORKSITE ANALYSIS

- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected.
- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment to ensure that safety and health is considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the supervisor will complete this investigation.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns to prevent further incidents.

HAZARD PREVENTION AND CONTROL

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed, and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Supervisory staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job.

Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

Job-Specific Training

- Administrators should receive basic safety and health training as it relates to their positions
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safe work practices, policies, and procedures, and when changes are made to the written safety program.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

FIRST AID AND MEDICAL ASSISTANCE

There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is in a remote location and emergency medical assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention depending on the nature of their injury or illness.

INCIDENT INVESTIGATION

Incident Investigation Procedures

The school principal at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Principals need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.

- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

Incident Report Form
The incident report form should be a simple format for the supervisor to complete in a timely manner. It can be similar to the OSHA 301 "Injury and Illness Incident Report" form. To correctly assess the nature and causes of the incident, the form should contain questions such as

- What was the employee doing just prior to the incident
- Were there any witnesses? What were their names? Did the witnesses provide statements of the incident?
- What happened? ("Ladder kicked out and employee fell to floor", "forklift struck wall, wall collapsed.")
- What part of the body was affected by the incident? (eye, arm, leg, fingers, hand, etc.) And what was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.).
- What was the object or substance that directly harmed the employee (if substance/object is known).
- Was the injury fatal?

RECORD KEEPING PROCEDURES

Wrangell Public Schools will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A
- Incident investigation reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury

Safety Procedures for Schools

Faculty And Support Staff

Aggression Control Procedures

1. If you perceive no immediate physical threat:
    a. Notify other staff members and have a stand-by to render assistance.
    b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
    a. Assume a non-threatening physical posture and voice tone.
    b. State in clear concise terms what you want the individual to do.
    c. State what you can do to help.
    d. Speak with authority.
    e. Make direct commands.
    f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
    a. Discontinue care; leave the area.
    b. Report assault to your supervisor.
    c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
    a. Do not attempt to break it up alone.
    b. Call for help from staff members or call security.
    c. Stay out of the immediate area.
    d. Wait for help from at least one other person. Do not intervene alone.

Classroom And Office Safety

1. Close drawers and doors immediately after using them.
2. Do not stand on furniture to reach high places.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Open one file cabinet drawer at a time.
5. Put heavy files in the bottom drawers of file cabinets.
6. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
7. Use the handle when closing doors, drawers, and files.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
9. Do not tilt the chair you are sitting in on its back two legs.
10. Carry pencils, scissors and other sharp objects with the tips pointing down.
11. Use the ladder or step stool to retrieve or store items that are located above your head.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed or locked position when it is not being used.
14. Do not use paper-cutting devices if the finger guard is missing.
15. Keep your fingers away from the ejector slot when loading or testing stapling devices.
16. Do not use extension or power cords that have the ground prong removed or broken off.

17. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
18. Do not place your fingers in or near the feed of a paper shredder.
19. Do not plug multiple electrical cords into a single outlet.
20. Do not throw matches, cigarettes, or other smoking materials into trash baskets.
21. Keep doors in hallways fully open or fully closed.
22. Use a staple remover, not your fingers, for removing staples.
23. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating, or cleaning them.
24. Do not use fans that have excessive vibration, frayed cords, or missing guards.
25. Do not place floor type fans in walkways, aisles, or doorways.
26. Use the handrails when ascending or descending stairs or ramps.
27. Obey all posted safety and danger signs.
28. Do not use frayed, cut, or cracked electrical cords.
29. Do not store or leave items on stairways or walkways.
30. Do not run on stairs or take more than one step at a time.
31. Do not jump from ramps, platforms, ladders, or step stools.
32. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

Laboratory Safety

1. Turn on local exhaust ventilation before starting any procedure.
2. Separate all toxic substances in a well-identified area with local exhaust ventilation.
3. Avoid skin contact with all chemicals. Do not smell or taste chemicals.
4. Do not store chemicals on bench tops. Store only small amounts in the laboratory at anytime. Do not store chemicals near heat source or direct sunlight.
5. Inspect and test the emergency eyewash fountain, drench showers and fire extinguishers every month.
6. Keep the work area clean and uncluttered of chemicals and equipment. Clean up the work area on completion of an operation.
7. Do not eat, drink, smoke, chew gum, or apply cosmetics in areas where laboratory chemicals are present.
8. Do not store food or beverages in laboratory storage areas or refrigerators.
9. Do not use mouth suction for pipetting or starting a siphon.
10. Confine long hair and loose clothing. Wear shoes at all times, but do not wear sandals, perforated shoes, or sneakers in the laboratory.
11. Remove all protective clothing or equipment before leaving the laboratory. Place it in the appropriately labeled container.

MAINTENANCE AND REPAIR PERSONNEL – MAINTENANCE DIRECTOR AND CUSTODIANS

1. When using an extension cord:
    a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord.
    b. Do not run the cord through doorways, holes in ceilings, walls or floors.
    c. Never remove, bend or modify any metal prongs on the plug of the cord.
    d. Do not use the cord under wet conditions.
    e. Do not plug one extension cord into another.
    f. Never drive over, drag, step on or place objects on a cord, or walk on it.
    g. Always unplug the cord when you have finished using it.
    h. Do not use the cord as a permanent power source.

2. When working on live circuits, use the tools that have blue rubber handgrips, and have the UL approval label on the tool. These tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading more than 1,500 watts into a utility 15-amp outlet.
5. Use the fuse-handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area," wear your insulated gloves. If the gloves have cracks or "pin pricks," do not use the gloves.

Handling Materials

1. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
2. Prior to adjusting or changing your grip, set the object down.
3. When moving materials on hand trucks or dollies, push rather than pull.

Glass Handling / Installation Safety

1. Do not use a screwdriver to open a case of glass. Use the mattock provided.
2. Lean each crate against a stationary object to prevent the glass from falling out when the crate is opened.
3. Do not attempt to catch a falling load of glass.
4. Remove or hammer down nails on packaging.
5. Do not stand under a suspended load of glass.
6. Do not pick up broken or cracked pieces of glass with your bare hands.
7. Do not carry glass under your arm.
8. Carry sheets of glass in a vertical position to the ground.
9. Do not place your hand in the center or hold edges and attempt to carry it parallel to the ground.
10. When working outside, do not install or remove glass during lightning storms, rain, or windy weather.
11. Clean up all glass splinters or fragments after installation of glass.
12. Wear glass-handling gloves when moving, installing, handling, or loading glass.
13. Wear safety goggles or face shields when cutting, grinding, fabricating, polishing, or sanding glass.
14. Wear a leather apron during glass cutting.

Lockout/Tagout

1. Notify all affected employees of the impending lockout situation, the reason for it, and estimated start and duration times.
2. Place the breaker or switch in the "Off" or "Safe" position.

3. Lockout and tagout all inline points of control. In most cases, this may be more than one place or more than one lock if several people are working on the equipment.
4. Lockout verification:
    a. Verify the locked-out switch or control cannot be overridden.
    b. Test the equipment to be certain the locked-out switch is de-energized and not simply malfunctioning.
    c. Press all start buttons to see if the equipment starts.
    d. Ensure the system you will be working on is the same one that has been locked out.
    e. All locks and tags are to be left in place until work is finished. A lock is never to be removed except by the person who placed it there. Only immediate supervisors are to authorize emergency removal of a lock or tag.
5. Before restarting the equipment, verify the following:
    a. All tools and other items have been removed.
    b. All machine guards are in place.
    c. All electric systems are reconnected.
    d. All employees are clear of equipment.

Ladder Usage

1. Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or oil.
3. Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign "Detour."
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.
7. Do not stand on the top two rungs of any ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on a ladder that wobbles or leans to the left or right.
10. When using an extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Secure the ladder in place by having another employee hold it.
12. Do not place ladders on boxes, concrete blocks, or other unstable bases.
13. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
14. Do not move a rolling ladder while someone is on it.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears, or other cutting tools, cut in a direction away from your body.
9. Do not chop at heights above your head when you are working with a hand axe.
10. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or your pocket is sheathed.
11. Do not perform "make-shift" repairs to tools.
12. Do not use "cheaters" on load binders or "boomers."
13. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
14. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
15. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.

2. When using a file or rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy, or wet.
5. Do not use a hammer as a wedge or a pry bar.

Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with an insulated handle for electrical work.
4. Do not use pliers that are cracked, broken, or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Do not force a screwdriver by using a hammer or pliers on it.
5. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
6. Use a screwdriver that has an insulated handle for electrical work.
7. Use a drill, nail, or an awl to make a starting hole for screws.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily, or greasy.
10. When using the spiral ratchet screwdriver, push down firmly and slowly.
11. Do not use a screwdriver to test the charge of a circuit.

Wrenches

1. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.
2. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
3. When using an adjustable wrench, turn the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure in the item to be turned.
4. Do not slip a pipe over a single-head wrench handle for increased leverage.
5. Do not use a shim to make a wrench fit.
6. Size the adjustable wrench to fit the nut before turning.
7. Use a split box wrench on flare nuts.
8. Do not use a wrench with broken or battered points.

Machines/Power Tools

1. When using a trencher or "ditch witch," do not begin work until you have another person on the job to assist you in spotting underground utilities.
2. Use a hair net, rubber band, cap, clamp, or other mechanism to contain long hair that could get caught in the moving parts of machinery, regardless of gender.

3. Only adjust machinery after the power switch of the machinery has been turned to the "Off" position.
4. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

Drills

1. Do not use dull, cracked, or bent drill bits.
2. Physically check the security of the drill bit or cutting tool within the chuck prior to operation.
3. Keep your hands away from rotating parts.

Grinders

1. Do not use grinding wheels that have chips, cracks, or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
3. Do not try to stop the wheel with your hand, even if you are wearing gloves.
4. Do not use grinder if it is not firmly anchored to the workbench.
5. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
6. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
7. Do not grind on the side of an abrasive wheel labeled "Type 1."
8. Do not clamp a portable grinder in a vise to use it as a bench grinder.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw if the blade is not taut.
3. Do not use a saw that has a dull saw blade.
4. Keep hands and fingers away from the saw blade while using the saw.
5. Do not hold the work piece against your body while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the worktable.

Bow Saws

1. When inserting a blade in the bow saw frame, keep your hands and fingers "in the clear" before the tension lever snaps into or against the saw frame.
2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

Crosscut Saws, Band Saws, Power Table Saws

1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.
2. Only power saw operators may use the power saws.
3. Use the push sticks when operating power table saws.

GROUNDSKEEPING PERSONNEL

Gasoline-Powered Lawn Maintenance Tools

1. Wear safety glasses, a dust mask and closed-toe shoes when operating any mower, edger, chain saw, line trimmer, or any other gasoline powered lawn maintenance tool.

2. Do not use a chain saw, lawn mower, or any other gasoline-powered lawn tool if you are taking medication from a container labeled "May cause drowsiness."
3. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
4. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
5. Tag damaged tools "Out of Service" to prevent accidental start up or use.
6. Do not alter or bypass any safety device provided by the manufacturer.
7. Use only the grip locations, as specified by the manufacturer, as handholds when operating the unit.
8. Do not pour fuel into the tank of a running engine.
9. Do not smoke while servicing, using, or refueling a gasoline-powered tool.
10. Keep body parts and clothing away from the running engine and the cutting blade.
11. Do not run a gasoline engine inside the storage shed.
12. Turn off the engine when you are not cutting or trimming.
13. Allow the engine to cool before performing maintenance or refueling.
14. Stop the engine and disconnect the spark-plug wire before cleaning, inspecting, adjusting, or repairing cutting blades or other rotating parts.
15. Allow the engine to cool before covering or storing it in the storage shed.

Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clotheslines, and toys.
2. Never bypass the kill switches on the mower handle.
3. Do not place hands or feet under the mower deck.
4. Do not direct the grass discharge toward bystanders.
5. Empty the grass catcher to avoid clogging the mower.
6. Turn off the mower before dumping grass catcher or removing clogged grass from chute.
7. Keep the mower in gear when going down slopes.

Edging

1. Do not start an edger with the blade touching the ground.
2. Do not allow anyone to stand in front of, or on the unguarded side of the blade while the edger is in operation.
3. Operate the edger at full blade speed.
4. When edging along roads, driveways, or parking lots, stay as close to the curb as possible.
5. Wear hardhat and face shield when operating a powered edger.

Line Trimming/Weed Eater/Brush cutters

1. Do not start the brush cutter if anyone is within 30 feet of it.
2. Place the brush cutter on firm ground or other solid surface in open area before starting it.
3. Before refueling, remove the trimmer from your harness, place the trimmer on the ground and allow the engine to cool.
4. Stop the brush cutter before putting it down.
5. Keep the tool clear of you when you are cutting.
6. Do not wrap the starter rope around your hand.
7. Do not allow the grip to snap back; guide the starter rope as it rewinds.

8. Hold the brush cutter with two hands and wear the harness.
9. Do not cut above waist level; use the tool at ground level.

Backpack Blowers

1. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the storage closet wall.
2. Only use grip locations as specified by the manufacturer as a handhold when operating the blower.
3. Before refueling, remove the blower from your harness, place the blower on the ground and allow the engine to cool.
4. Do not pour fuel into the tank of a running engine.
5. Allow the engine to cool before performing maintenance or refueling.
6. Do not smoke while servicing, using, or refueling the blower.
7. Do not use the blower to clean yourself.
8. Do not direct the blower toward bystanders.

Pest Control Personnel

Pesticide and Fertilizer Spraying

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
2. Visually inspect the area to be sprayed for trip hazards, low branches, and clotheslines before beginning the job. Avoid these hazards as you spray.
3. Keep containers labeled "Pesticides" tightly closed when you have finished using them.
4. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
5. Do not transport a pesticide container in the cab of a service vehicle.
6. Always spray downwind; do not stand downwind when others are spraying.
7. Do not smoke or carry smoking materials while handling or spraying from containers labeled "Pesticide" or "Fertilizer."
8. Wash pesticide-contaminated clothes separately from other clothing.
9. Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer-spraying job.
10. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled "pesticide."
11. Walk through areas to be sprayed before spraying and remove or "flag" low branches and clotheslines before spraying. Stand clear of these trip hazards as you spray.
12. Do not use empty or washed containers labeled "Pesticide" as eating or drinking containers.
13. At the end of the workday, spray operators must remove their work clothes and take a shower in the employee locker room before going home.
14. Refill the containers labeled "Hand wash," "Soap Cleanser" and "Drinking Water" that are on the service vehicles before going to a pesticide or fertilizer-spraying job. Do not drink from the "Hand wash" container; do not wash hands from the "Drinking Water" container.

Custodial Personnel

1. Wear your safety gloves when emptying trash containers.
2. Do not compact the trash using your hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.

4. When stripping the floor:
    a. Move slowly.
    b. "Strip" small amounts of the area at a time.
    c. Avoid standing on slippery areas.
5. Read and follow the Material Safety Data Sheet of the chemicals you will be using, before mixing any chemicals.
6. Wear your protective gloves when you are using cleaning chemicals.
7. While working in the school lab, do not handle any lab chemicals.

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper, or other combustible materials in the welding, cutting or brazing area.
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn or cracked hoses.
5. Do not use oil, grease, or other lubricants on the regulator.
6. "Blow out" hoses before attaching the torch.
7. Do not use a cigarette lighter to ignite torches; use friction lighters only.
8. Do not wear contact lenses when you are welding.
9. When welding, wear the welding helmet that has filter plates and lenses, welding gloves, a long-sleeve shirt, long pants, and a welding apron.
10. Do not change electrodes using your bare hands; use the dry rubber gloves.
11. "Bleed" oxygen and fuel lines at the end of the work shift.
12. "Blow out" the cylinder valve before attaching or re-attaching a hose to the cylinder.
13. Use the welding cart that has a safety chain or cable when transporting cylinders used for welding.

Acetylene Welding

1. Do not work in an enclosed area unless that area is ventilated with natural or forced ventilation."
2. When arc welding and arc cutting with open arcs, wear your helmet or use the hand shield that has the filter lenses and cover plates to view the arc. Also wear safety spectacles with side shields, or wear goggles.
3. When operating resistance welding or brazing equipment, wear face shield or goggles.
4. Open windows and doors and turn the power switch of the local exhaust fans to "On," in order to reduce air contaminants.
5. Wear the respirator issued to you when you are performing acetylene welding.
6. Do not transfer gases from one cylinder to another or mix gases in a cylinder.
7. Do not use liquid acetylene when welding.
8. Do not handle oxygen cylinders, apparatus, and fittings if there is oil or grease on your hands or gloves.
9. Do not use electromagnets or rope when moving compressed gas cylinders.
10. Place oxygen and fuel gas cylinders, as well as acetylene generators, away from the welding position so that they will not be heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.
11. Welding must be done behind a screen if other workers who are not wearing hoods or goggles are present.

Carpenters

1. When ripping pressure treated wood, wear the respirator issued to you.

2. If you are working in a room where wood is being ripped, wear your dust mask to avoid breathing particles produced due to the ripping.
3. When nailing, grinding, or cutting, wear your safety goggles.
4. Do not remove floor tile until you have been told by your safety office whether the tile contains asbestos.

Painters

1. When mixing paint and thinner, wear your face shield.
2. Use your safety line (lanyard) to haul paint up to a job.
3. Wear your face shield and safety gloves when using airless spray guns.
4. Do not use window jacks when painting windows; use a bucket instead.
5. Wear your protective gowns, read, and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
6. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
7. When applying epoxy paint, wear the respirator issued to you.

Groundskeepers and Maintenance Support

Fueling

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. If a large fuel spill occurs, do not walk through it; follow your company's reporting and clean up procedure.
5. Always stay in attendance when vehicle is being refueled.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Always obey all traffic patterns and signs.
3. Cell phone usage is prohibited while driving the vehicle.

Mechanics – Garage And Repair Shop Safety

Jacks

1. Do not exceed the jack's rated lifting capacity as noted on the label of the jack.
2. Clear all tools, equipment, and any other obstructions from under the vehicle before lowering the jack.

Washing Parts

1. Do not use gasoline for cleaning parts or for degreasing jobs.

Roofers

1. If catch platforms are not being used, you must use your safety belt attached to a lifeline that has been fastened to the structure

Wrangell Public Schools Exposure Control Plan

Wrangell Public Schools *is* committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
- Universal precautions
- Engineering and work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The Superintendent or designee is responsible for the implementation of the ECP. The Superintendent or designee will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: 1-907-874-2347

- Those employees who are 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.

- The Superintendent or designee will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Superintendent or designee will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: 1-907-874-2347

- The Superintendent or designee will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: 1-907-874-2347

- The Superintendent or designee will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: **1-907-874-2347**

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogen's standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Superintendent. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Superintendent is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

This facility identifies the need for changes in engineering control and work practices through *review of OSHA records, employee interviews, committee activities, etc....*

We evaluate new procedures or new products regularly by annual policy review.

Both front line workers and management officials are involved in this process:

The Superintendent will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided by health professionals in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows: *Gloves, eye protection, and sanitary procedures.*

PPE is in every classroom and may be obtained through *school janitorial supplies.*

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE may be disposed of by contacting the Maintenance Director.
- Wear appropriate gloves when it can be 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, contaminated, or if their ability to function as a barrier is compromised.
- 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.
- Never wash or decontaminate disposable gloves for reuse.
- 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.
- 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.

The procedure for handling used PPE is as follows: Contact the Maintenance Director at 907-874-2347.

Housekeeping

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Decontamination will be accomplished by utilizing the following materials: (List the materials which will be utilized, such as bleach solutions or EPA registered germicides.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled, or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling **sharps disposal containers** is refer to the District Office Administrative Assistant for disposal

The procedure for handling **other regulated waste** is to contact the Maintenance Director.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color coded appropriately. Sharps disposal containers are available at the District Office. See the Administrative Assistant.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware which may be contaminated is picked up using mechanical means, such as a brush and dustpan.

Laundry

The contaminated articles will be laundered or disposed of as decided by the Superintendent or designee.

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled, or color-coded containers before transport. Use for this purpose.
- wear the following PPE when handling and/or sorting contaminated laundry: gloves, protective clothing.

The Superintendent or designee will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the District Office if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

The Human Resources Director will provide information to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost to 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 vaccination is contraindicated.

However, if an employee chooses to decline 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 in the personnel file at the District Office.

Vaccination will be provided by a health professional.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact immediate medical assistance and notify the Superintendent.

An immediately available confidential medical evaluation and follow-up will be conducted by a professional medical professional. Following the initial first aid (clean the wound, flush eyes, or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements 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 health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- 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).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Superintendent at -907-874-2347 ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Superintendent at 907-874-2347 ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The Superintendent provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Superintendent will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.)*
- location of the incident (*O.R., E.R., patient room, etc.)*
- procedure being performed when the incident occurred
- employee's training

The Superintendent or designee will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log. If it is determined that revisions need to be made, The Superintendent will ensure that appropriate changes are made to this ECP. *(Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)*

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens will receive training.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- 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
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- 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
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available from the Human Resources Director who can be contacted at 907-874-2347.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** at *the District Office.*

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Superintendent.

Medical Records

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

The District Office is responsible for maintenance of the required medical records. These **confidential** records are kept at the District Office for the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the District Office.

OSHA Recordkeeping

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

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. All incidences must include at least:

- the date of the injury
- the type and brand of the device involved
- the department or work area where the incident occurred
- an explanation of how the incident occurred.

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year that they cover. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Wrangell Public Schools
Human Resources Office
P.O. Box 2319
Wrangell, AK 99929-2319
907-874-2347

Hepatitis B Vaccination Consent/Refusal Form

Please read the attached flyer and sign below indicating whether or not you would like to take advantage of the district's offer of the Hepatitis B Vaccine. Thank you.

EMPLOYEE HEPATITIS B VACCINE CONSENT

I have been offered information regarding the Hepatitis B vaccination and would like to take advantage of the district's offer to be vaccinated with the Hepatitis B vaccine at no cost to me.

_____ _____
Employee Signature Date

_____
Employee Name (Print)

EMPLOYEE HEPATITIS B VACCINE REFUSAL

I understand that due to my occupational exposure to blood or other potentially infectious material, I may be at risk of acquiring Hepatitis B (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no cost to myself.

However, I decline 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 liver disease. If in the future, I continue to have occupational exposure to blood or potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no cost to me.

_____ _____
Employee Signature Date

_____
Employee Name (Print)

Establishment/Facility Name: Wrangell Public Schools

Sample Sharps Injury Log Year 2____

Date	Case/ Report No.	Type of Device (e.g., syringe, suture needle)	Brand Name of Device	Work Area where injury occurred (e.g., Geriatrics, Lab)	Brief description of how incident occurred [i.e., procedure being done, action being performed (disposal, injection, etc.), body part injured]

29 CFR 1910.1030, OSHA's Bloodborne Pathogens Standard, in paragraph (h)(5), 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 healthcare and other 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.

Wrangell Public Schools Hazard Communication Program

I. General

The purpose of this instruction is to ensure that **Wrangell Public Schools** is in compliance with the Occupational Safety and Health Administration's Hazard Communication Standard (HCS) 29 CFR 1910.1200.

The Maintenance Director is designated as the Hazard Communication Program Coordinator and as such acts as the representative of the President of **Wrangell Public Schools**, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The Hazard Communication Coordinator will maintain a list of all hazardous chemicals used in the facility and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in *the* ***Office of the Maintenance Director***.

III. Safety Data Sheets (SDS's)

The Hazard Communication Coordinator will maintain an SDS on every substance listed on the hazardous chemical list in. The SDS will consist of a fully completed OSHA Form 174 or equivalent. The Hazard Communication Coordinator will ensure that all SDS's are kept in the ***Office of the Maintenance Director***. All SDS's will be readily available to all employees.

The Hazard Communication Coordinator is responsible for acquiring and updating SDS's. The Coordinator will review each SDS for accuracy and completeness. All new procurements for the facility must be cleared by the Hazard Communication Coordinator. Whenever possible, the least hazardous substance will be procured. SDS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved SDS's in a timely manner.

IV. Labels and Other Forms of Warning

The Maintenance Director *is* designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. ***The Maintenance Director*** will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by ***the Maintenance Director*** prior to their use.

The Maintenance Director will check monthly to ensure that all containers in the facility are labeled and that the labels are up to date.

V. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training will be conducted by *the* ***Maintenance Director***.

The training will emphasize these elements:

> A summary of the standard and this written program.

> Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.

> Physical and health hazards associated with potential exposure to workplace chemicals.

> Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures.

> Hazardous chemical spill and leak procedures; and,

> Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Hazard Communication Coordinator will monitor and maintain records of employee training.

VI. Contractors and Other "Outside" Employers

The Hazard Communication Coordinator, upon notification from management, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required provide information to the Hazard Communication Coordinator regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing MSDS's to the appropriate personnel.

VII. Non-Routine Tasks

Supervisors contemplating a non-routine task, will consult with the Hazard Communication Coordinator and ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Hazard Communication Coordinator with affected employees before such work is begun.

VIII. Additional Information

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the Corporate Safety Director.

Written Hazard Assessment
for
Selecting Personal Protective Equipment

- Identifying and evaluating equipment and processes
- Reviewing injury/accident/incident records
- Reviewing previously selected PPE

Date of Evaluation:_____

Workplace
Evaluated By:_____

Evaluator Title:_____

HAZARD TYPE [impact, penetration, chemical--(corrosive, reactive, toxic, irritant, flammable, etc), heat, harmful (or nuisance) dust, light / radiation, electrical, biohazard, noise, other]	**LOCATION/ SOURCES/ TASKS**	**ANALYSIS OF RISK** (Low/ Medium / High) Level of Risk	Seriousness of Potential Injury	**PPE (REQUIRED)**	**PPE (OPTIONAL)**

Wrangell Public Schools Pandemic/Epidemic Response

Personal Protective Equipment (PPE)

In addition to regular PPE for workers engaged in various tasks, Wrangell Public Schools will also provide the following during a pandemic/epidemic as appropriate:

- **Gloves**
- **Eye Protection**
- **Face Masks**
- **Gowns**

Cleaning and Maintaining Healthy Facilities, Including Improving Ventilation

- Check classroom cleaning supplies, wipes, and towels daily. Fill or replace as needed.
- Hypochlorous Electrostatic spray is used nightly throughout classrooms and hallways.
- Check hand sanitizer daily. Fill dispensers as needed. (e.g., library, office, commons, entryways, cafeteria, kitchen).
- Maintain and clean all cleaning supplies; rags (microfiber), vacuum cleaners & filters, wet mops, and dry mops.
- Hand washing and gloves to be used during cleaning.
- Maintain at minimum a one-month supply of all cleaning and sanitizing supplies on-site (take into consideration possible delayed shipping times).

Ventilation:

- Change filters in HVAC systems more frequently and review increased MERV rating on the current ventilation in buildings to meet air movement requirements of the current system.
- Adjust intake and air replacement cycle to increase uptake of fresh air and leave windows and doors open (as permitted by temperatures during the school year).
- Air purification units with HEPA filters are used in some offices and learning spaces for additional air flow protection.

Wrangell Public Schools Safety Committee

Safety Committee Organization

- A safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Safety committee employer representatives will not exceed employee representatives.

Responsibilities

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to safety committee written recommendations.

Meetings

- Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.
- All safety committee records will be maintained for not less than three calendar years.
