Sec. 1. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION COMPLIANCE

****NOTE**** Academy of Accelerated Learning, Inc. is aware that the Texas Occupational Safety and Health Administration ("OSHA") has issued findings that a Texas open-enrollment charter school network ***was not*** a covered employer under the Texas Occupational Safety and Health Act (the "OSH Act"), meaning that OSHA ***did not*** have jurisdiction to review complaints of unsafe work practices under the OSH Act.

While recognizing that Academy of Accelerated Learning, Inc. may not be subject to the OSH Act, Academy of Accelerated Learning, Inc. prioritizes employee health and safety by implementing the below policy:

The Superintendent shall ensure that Academy of Accelerated Learning, Inc. complies with all applicable requirements of the Occupational Safety and Health Administration (the "OSHA") in order to reduce dangers to health and safety by creating and maintaining improved working conditions free from recognized hazards that may cause serious physical injury.

Accordingly, Academy of Accelerated Learning, Inc. shall:

1. Maintain a log of all occupational injuries and illnesses and report such occurrences as required by the OSHA;
2. Post notice of employee protections under the OSHA in the workplace;
3. Post citations issued by the OSHA, if any, at or near the place of the alleged violation and correct workplace hazards in the time allowed; and
4. Furnish all employees a place of employment free from recognized hazards.

a) *Reporting Employee Injuries*

Any employee suffering an injury or illness that is work-related – no matter how minor – is responsible for immediately reporting that illness or injury to his or her supervisor. Supervisors must report the injury or illness to the appropriate agency.

Once an injury or illness has been reported, an injury report must be completed within 48 hours.

b) *Reporting Serious Injuries*

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, Academy of Accelerated Learning, Inc. will orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the OSHA that is nearest to the site of the incident.

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Academy of Accelerated Learning, Inc. will utilize the required OSHA forms to document and log each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five years.

c) *Personal Protective Equipment*

Each campus shall provide personal protective equipment for all employees, so they are able to work safely with chemicals.

d) *Safety Training*

The Superintendent or designee shall provide training to employees on hazards and related matters as required by the OSHA.

Sec. 2. GENERAL SAFETY

All employees are expected to work in a safe and prudent manner abiding by all safety related policies and procedures

Lighted candles or open flames are not permitted for any purpose in Academy of Accelerated Learning, Inc. facilities, except when related to an approved lesson plan. Pyrotechnics in Academy of Accelerated Learning, Inc. buildings or on school grounds is strictly prohibited.

Sec. 3. ASBESTOS MANAGEMENT PLAN

Academy of Accelerated Learning, Inc. shall utilize the services of an accredited management planner to develop an asbestos management plan for each campus. A copy of the management plan shall be kept in the Central Office and be made available for inspection during normal business hours.

Sec. 4. PEST CONTROL TREATMENT

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and Academy of Accelerated Learning, Inc.'s integrated pest management program.

Notices of planned pest control treatment will be posted in Academy of Accelerated Learning, Inc. facilities 48 hours before the treatment begins. Individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means.

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Employees should immediately report any evidence of pest activity to Academy of Accelerated Learning, Inc. administrators or the Director of Facilities.

Sec. 5. CLEAN AIR ACT

In compliance with the Clean Air Act, Academy of Accelerated Learning, Inc. shall use only licensed technicians to service and replace air conditioning and refrigeration equipment.

Sec. 6. HAZARD COMMUNICATION ACT

To the extent that the requirements of the OSHA do not apply to Academy of Accelerated Learning, Inc., Academy of Accelerated Learning, Inc. shall comply with the Texas Hazard Communication Act, Texas Health and Safety Code Chapter 502.

Academy of Accelerated Learning, Inc. is concerned about the safety of all employees. The Superintendent or designee shall adopt procedures and perform the following duties in compliance with the Texas Hazard Communication Act:

1. Post and maintain the notice promulgated by the Texas Department of State Health Services (the "TDSHS") in the workplace.
2. Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies.
3. Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records will be maintained for at least five years.
4. Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives.
5. Update the list as necessary, but at least by December 31 each year, and maintain the list as required by law. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.
6. As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled.
7. Maintain a legible copy of the most current manufacturer's material safety data sheets ("MSDS") for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request.
8. Provide employees with appropriate personal protective equipment.

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Sec. 7. PEST CONTROL TREATMENT NOTICE

The Superintendent or designee shall notify employees of any planned pest control treatment by both of the following methods:

1. Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
2. Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

Sec. 8. BLOODBORNE PATHOGEN CONTROL

The Superintendent or designee shall establish a written Exposure Control Plan designed to eliminate or minimize exposure to blood or other potentially infections materials, as defined by 29 C.F.R. § 1910.1030.

The Exposure Control Plan shall contain at least the following elements:

1. An exposure determination containing:
   a. A list of all job classifications in which all employees in those job classifications have occupational exposure;
   b. A list of job classifications in which some employees have occupational exposure; and
   c. A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications in which some employees have occupational exposure.
2. The schedule and method of implementation for the requirements set forth in 29 C.F.R. § 1910.1030 regarding methods of compliance, HIV and HBV research laboratories and production facilities, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and recordkeeping; and
3. The procedure for the evaluation of circumstances surrounding exposure incidents as required by 29 C.F.R. § 1910.1030.

The Exposure Control Plan shall be made accessible to all employees. The Superintendent or designee shall review and update the Exposure Control Plan at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Where there is occupational exposure, Academy of Accelerated Learning, Inc. shall provide, at no cost to employees, appropriate personal protective equipment. *29 C.F.R. § 1910.1030.*

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Sec. 9. PRE-EMPLOYMENT INQUIRIES AND EMPLOYMENT ENTRANCE EXAMINATIONS

Academy of Accelerated Learning, Inc. shall not conduct a medical examination or make inquiries of a job applicant as to whether such applicant is an individual with a disability or as to the nature or severity of a disability, except as provided below. However, Academy of Accelerated Learning, Inc. is permitted to make pre-employment inquiries into the ability of an applicant to perform job-related functions, such as asking an applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. *42 U.S.C. § 12112(d)(2); 29 C.F.R. § 1630.14(a)*.

Academy of Accelerated Learning, Inc. may require a medical examination (and/or inquiry) after an offer of employment has been made to a job applicant and prior to the beginning of employment duties and may condition the offer on the results of such examination (and/or inquiry), provided all entering employees in the same job category are subjected to such an examination (and/or inquiry) regardless of disability.

The results of an employment entrance medical examination shall be used only to determine the applicant's ability to perform job-related functions. *42 U.S.C. § 12112(d)(3); 29 C.F.R. § 1630.14(b)*.

a) *Confidentiality*

Information obtained regarding the medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential medical records. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties and necessary accommodation; first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment. *29 C.F.R. § 1630.14(b)(c)*.

b) *Examination During Employment*

Academy of Accelerated Learning, Inc. may require a medical examination (and/or inquiry) of an employee that is job related and consistent with business necessity and may make inquiries into the ability of an employee to perform job-related functions. The results of an employee's medical examination shall be used only to determine the employee's ability to perform job-related functions. *42 U.S.C. § 12112(d)(3)–(4); 29 C.F.R. § 1630.14(c)*.

Sec. 10. EXAMINATIONS DURING EMPLOYMENT

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

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1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

Academy of Accelerated Learning, Inc. may designate the physician to perform the examination. If Academy of Accelerated Learning, Inc. designates the physician, Academy of Accelerated Learning, Inc. shall pay the cost of the examination. Academy of Accelerated Learning, Inc. may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation.

Sec. 11. OTHER REQUIREMENTS

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities.

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