

Staff Safety

The supervisor of each school and/or work site in the district is responsible for:

A. General Safety

1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid.)
2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.
3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.
4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)
5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.
6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.
7. Maintaining a well marked first aid kit.
8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.

B. Worker Right to Know (chemical hazards)

1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site.
2. Labeling of hazardous chemicals at each site.
3. Photocopying or purchasing any required hazard warnings.
4. Replacing missing, unreadable, or incorrect labels.
5. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals.
6. Maintaining current MSDS files and distributing to supervisors.
7. Maintaining easily accessible MSDS files, and making MSDS's available to staff members.
8. Training staff members at time of initial assignment or whenever a new hazard is introduced.
9. Preparing a training manual which immediate supervisors can use to create training sessions specific to their site.
10. Maintaining records which show that employees have received training and information.

Fire Prevention Measures for Cutting and Welding Activities

During cutting/welding activities, isolation or protection of combustibles in the surrounding work area is of primary importance. Cutting operations frequently produce globules of molten metal or hot slag that can ignite surrounding combustibles. Cutting or welding shall be permitted only in areas that are or have been made fire safe.

The following guidance for the removal and/or protection of combustibles during welding and cutting operations must be taken.

- Welding and cutting must not be permitted (1) in flammable (explosive) atmosphere; (2) near large quantities of exposed, readily ignitable materials; (3) in areas not authorized by management; or (4) on metal partitions, walls, or roofs with combustible covering or with combustible construction.
- Floors should be free of combustibles, such as wood shavings. If the floor is of combustible material, it should be kept wet or otherwise protected.
- If combustibles are closer than 35 feet to the welding or cutting process, and the work cannot be moved or the combustibles relocated at least 35 feet away, they should be protected with flame proofed covers, metal guards, etc. (Note that only non-asbestos, flame-retardant materials should be used for protective covers. For information on the use of welding blankets and their selection, see Environment, Safety and Health Bulletin DOE/ED-0039, Issue 19, "Welding Blankets: The Unexpected Hazards," dated March 1987.)
- Openings in walls, floors, or ducts within 35 feet of the work should be covered.
- Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs should not be done when close enough to cause ignition by heat conduction.

Use of a Fire Watch

A fire watch, comprised of fire watchers trained in the use of fire extinguishing equipment and the facilities available for sounding an alarm in the event of a fire, is a necessary element of fire protection and prevention, particularly during welding and cutting activities.

A fire watch is required by 29 CFR 1910 when any of the following conditions exist:

- Inspect the proposed work area.
- Determine the precautions to be taken.
- Appreciable combustible materials (in the building's construction or content) are closer than 35 feet to the point of operation.
- Appreciable combustibles are more than 35 feet away, but are easily ignited by sparks.
- Wall or floor openings within a 35-foot radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors.

Adequate fire watch procedures may include provisions for maintaining a fire watch for a minimum of 1/2 hour after completion of welding or cutting operations.

Personal Protective Equipment Management Plan

- I. Scope of Plan
- II. Statement of Need
- III. Objectives
- IV. Approach Overview
- V. Standards of Performance
- VI. Information Gathering and Reporting
- VII. Orientation and Training Programs
- VIII. Organization Roles and Responsibilities

I. Scope of Plan

The Personal Protective Equipment (PPE) Management Plan includes a summary of the Occupational Safety and Health Administration (OSHA) PE Standard 29 CFR 1910.132–139. In addition, this plan provides information on surveillance procedures, hazard assessment, selection criteria and employee training.

II. Statement of Need

Personal Protective Equipment is needed to prevent worker exposure to chemical hazards such as sterilants, disinfectants, laboratory chemicals, asbestos, heavy metals such as mercury, lead and cadmium and waste. PPE is also needed to prevent exposure to blood and body fluids with blood and biological agents, medical service and microbiological waste, radiation and other physical hazards. Required PPE may include gloves, masks, gowns, protective eyewear, face shields, respiratory protection, head protection and foot protection. The intent of the PPE Standard is to reduce injury and potential exposure by the provision and proper use of appropriate PPE.

III. Objectives

- Perform job hazard assessment to determine and characterize potential exposure(s)
- Determine which part(s) of the body are at risk.
- Select appropriate and effective protection
- Educate employees on proper use of PPE (Training information can be found at www.osha.gov, Regulations (Standards – 29 CFR; Part Number 1910; Part Title, Occupational Safety and Health Standards; Subpart Title, Personal Protective Equipment; Standard Number, 1910 Subpart I App B; Title, Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection).

IV. Approach Overview

The Clarkston School District has evaluated locations and jobs where potential exposure may exist.

Any employee(s) who is required to wear a respirator or chooses to wear one during certain operations are required to participate in a Respiratory Protection Program.

Employees are provided awareness training in the risks of exposure to chemical as part of CSD Hazardous Communication program.

V. Standards of Performance

The effectiveness of this plan will be evaluated using the criteria listed below:

- Maintain compliance with applicable institutional, local, State and Federal Regulations
- Maintain participation in mandatory Hazard Communication training
- Review Job Hazard Assessment reviewed at least annually
- Conduct periodic personal and area monitoring is conducted in accordance with OSHA and/or NIOSH recommended methods.
- Evaluate PPE provided for compliance with performance criteria/standard set by ANSI, NIOSH or other applicable standard setting organizations.

VI. Information Gathering and Reporting

Data is collected during job hazard assessment, surveillance and safety rounds, during routine inspections of areas where PPE is necessary and during monitoring activities. The data is analyzed to ensure compliance with applicable regulations and to identify strengths and deficiencies with the goal of improving performance.

VII. Orientation and Training Programs

The Clarkston School District supports an on-going program of new employee safety orientation and training and annual refreshers thereafter. Workers knowledge is assessed during hazard surveillance, safety rounds and during annual refreshers. Each department/unit is responsible for insuring that personnel are adequately trained and capable for carrying out their work in a manner which minimizes their exposure and the exposures of co-workers, students, staff, faculty, patients and visitors.

VIII. Organization Roles and Responsibilities

Each employee is responsible for being knowledgeable about the hazards in their work area and complies with applicable institutional, local, State and Federal regulations. Departments have primary responsibility for ensuring that their personnel are trained appropriately and that departmental activities are in compliance with those regulations. The Safety Committee is assigned responsibility for protection of personnel and shall facilitate departmental and employee compliance with institutional, local, State and Federal regulations.

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