

**Regulation**

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SAFETY

Provision of a safe learning environment is an essential prerequisite to effective teaching and learning. Prevention of accidents is the primary focus. Contingency preparation is also necessary. The regulations, procedures, and guidelines to follow are designated to insure the safety of the occupants and users of the school facilities through accident prevention and contingency action guidelines. The best protection for the occupants is understanding of and adherence to these procedures. Appropriate training shall be the responsibility of administration for staff and staff for students. Reporting of safety hazards and procedure violations shall be the responsibility of everyone involved: administration, staff, students, and visitors.

Potential Threats to Safety

- A. Fire
- B. Physical injury other than burns
- C. Transportation accidents
- D. Other causes of injuries

Fire: Potential Hazards

- A. Chemical: combustible fluid or gas near heat
- B. Electrical: lighting, electrical short near combustible material (Requires combustible material and ignition source and oxygen)
- C. Spontaneous combustion: heat buildup in dry piles of papers or oily rags
- D. Smoking: match or cigarette in contact with combustible material
- E. Stove: gas or electric stove left on
- F. Spark: friction of hard materials near combustible material
- G. Boiler/Incinerator: combustible material left in contact with hot surface
- H. Explosion: combustible material in vicinity. Generators, fire extinguishers, boilers, fire alarms must be checked annually.

Fire Preventive Action:

- A. Electrical: lighting, electrical short near combustible material (Requires combustible material and ignition source and oxygen)
  - 1. All electrical work shall be done under the supervision of a licensed electrician. All wiring shall be copper and as per code. All wiring shall be enclosed in protective metal tubing.
  - 2. All fuse boxes shall be replaced with circuit breaker panels.
  - 3. Circuit breaker panels shall be checked annually for defects by maintenance staff, and defects referred to by a licensed electrician.
  - 4. No single circuit will be overloaded. Electrical appliances or equipment shall have UAL or equivalent approval.
  - 5. Frayed wires will be replaced immediately. Wiring will be inspected by a licensed electrician no less frequently than every 10 years and replaced as necessary.
  - 6. Extension cords longer than six feet shall not be used and under no circumstances run beneath a rug.
  - 7. All outlets shall be grounded properly.
  - 8. Outside outlets shall have covers.
  - 9. Light switches shall be non-sparking.
- B. Chemical: combustible fluid or gas near heat
  - 1. All combustible fluids shall be stored in approved fire resistant cabinets placed away from sources of heat.
  - 2. Chemicals which become volatile in contact with one another shall be stored apart from one another and not mixed.
  - 3. Matches will not be lit in the area of combustible chemicals.

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4. Disposal of chemicals shall be made in conformance with Department of Environment Protection regulations.

## C. Other

1. Stoves will be operated only when an adult staff member is in the area to supervise.
2. Use of hot plates is forbidden.
3. Combustible material will be kept away from stoves.
4. All stoves shall be equipped with a device indicating when a heating element is on.
5. Science rooms shall have a gas cut-off switch at each station to reduce the chances of gas leakage and explosion and an overall emergency gas shut off switch
6. Combustible material shall not be stored near any source of sparks (i.e., electric equipment, grinder).
7. Storage of papers shall be arranged to prevent the threat of spontaneous combustion (i.e., closely stacked in a non-ventilated, heat accumulating areas.)
8. Incinerators shall be operated only by licensed school custodians. No combustibles shall be stored within three feet of an incinerator.
9. Any combustible storage in boiler rooms must be in fireproof containers.
10. Chimneys and flues shall be cleaned periodically but no less frequently than once every five years.
11. Boilers shall have control devices, kept in good working order, with safety valves which automatically release pressure when it exceeds 15 (steam) or 30 (water) PSI.
12. Each building boiler shall be managed by an employee with a low pressure boiler license when building is in use and boilers operating.
13. Light devices in painting rooms shall be spark proof.
14. Hot water temperature shall be maintained no lower than 110 degrees and no higher than 125 degrees.
15. Stage and other curtains and stage scenery shall be flame retardant.
16. No smoking signs shall be posted and the rules enforced.
17. Art kilns in use shall be supervised closely with certified staff to insure against burns and combustibles.
18. Students and staff shall be given training annually in preventive and contingency action in event of fire.

## D. Preventative Actions: Other

1. Every room shall have posted near the exit door a fire exit diagram illustrating the evacuation route with written explanation.
2. At least one fire drill shall be conducted in school buildings each month within the school hours, including summer months during which the school is open for instructional programs.
3. Fire extinguishers shall be located in full view and accessible in halls, faculty lounge, science rooms, economics rooms, shops, and boiler rooms, and inspected/recharged as needed annually. Emergency lighting shall be operational as per code.
4. Exit lights shall operate both from regular electrical current and from battery or backup power.
5. Fire blankets shall be present and accessible in home economics, industrial arts, and Science rooms and in boiler rooms.
6. Storage areas larger than 200 square feet shall have operational sprinklers. (24 square feet for new construction)
7. Smoke alarms shall be operational in halls and in science rooms and storerooms as per code.
8. Heat detectors, electrical not pneumatic, shall be placed in other school spaces as per code.
9. The fire alarm system shall provide for immediate pin pointing of the problem within an area of 2,000 square feet, notification of a sequence of authorities, and exterior indication via flashing exterior lights and horn or bell.
10. Room utilization shall be at or under maximum capacity guidelines. Classroom limits shall be 49 persons.
11. Large group rooms shall have occupancy loads posted at three square feet per person standing, seven square feet per person seated in chairs, and 15 square feet per person seated at tables.
12. Boiler room walls and ceiling shall have minimum fire rating of one hour.
13. Fire doors shall be at least one hour rated and kept closed.
14. All doors opening to the hall must have door handles and locks which release on turning the handle inside the room.

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15. Outside exits must be within 120 feet of any point in the school building.
16. Exit capacity must equal or exceed population capacity of area it serves (22" = 100 students or fraction thereof).
17. Exit doors to the outside and from all rooms of 50 capacity or greater shall have panic bars on doors.
18. Manual fire alarm pull stations shall be provided as per code.
19. Nothing shall be stored in corridors (other than in lockers) or stairwells.
20. The facility shall not impede timely evacuation of physically handicapped persons in event of fire.

## Physical Injury Other Than Burns: Preventive Action

- A. Damage to Eyes: caused by sparks, penetration or cuts by foreign objects, computer screen glare, chemicals, blows by others.
  1. Protective eyewear shall be used at all times by students and instructors and visitors in industrial arts classes, and by maintenance workers using power tools.
  2. Those working at computer terminals shall maintain a distance of at least ten inches between eyes and screen.
  3. Protective eyewear shall be used by students and instructors using hazardous chemicals in science classes and by custodians using chemicals potentially hazardous to eyes.
  4. Care shall be taken in home economics classes to see that grease doesn't get hot enough to splatter.
  5. Light bulbs shall be protected by covers which prevent exploding or breaking bulbs from causing injury.
  6. Room shall be lit with lighting as per state candlepower required (50 minimum).
- B. Poisons: Ingestion of toxic chemicals, PCB'S, lead in water or paint, asbestos fibers, medicine incorrectly administered, bee stings, and toxic fumes.
  1. All hazardous chemicals shall be labeled as per law and employees and employees and students trained to prevent accidental ingestion.
  2. All hazardous chemicals shall be stored securely.
  3. Water shall be tested annually for lead content, and immediate corrective action taken if lead is found in drinking water above the level of .05 MG/1
  4. Asbestos containing materials shall be maintained in a non-friable state or removed as per law.
  5. Lead-containing paints shall not be used. Testing will be done to identify lead content in painted surfaces.
  6. Medicines shall be administered only by the school nurse or school doctor as per prescription or over the counter medication instructions and as authorized by the legal guardians.
  7. Custodians, maintenance workers, shop teachers, science teachers shall be trained to prevent occurrence of toxic fumes. Adequate ventilation of painting/varnishing rooms shall be required.
  8. Food will be kept in such a way as to prevent poisoning via bad food.
  9. Lavatories shall be disinfected daily and kept in sanitary condition with adequate cleaning supplies.
  10. The industrial arts classroom shall have an approved dust removal system and shall be cleaned daily.
  11. Ventilation shall provide air exchange for building occupants as per code.
  12. Food and nonfood items in kitchens and home economics room shall be separately stored.
  13. Those using corrosive chemicals or doing maintenance work on asbestos containing materials will wear proper protective equipment.
  14. Smoking is prohibited.
  15. Pesticides shall be disseminated by licensed applicator as per law.
- C. Disease and Allergy
  1. Students subject to severe reaction from bee/insect stings shall be identified and steps taken to prevent contact with bees/insects.
  2. Children with communicable diseases will be isolated from contact with other students until free of the disease.
  3. Children shall be examined as necessary by nurse for head lice. When head lice are discovered, the student will be isolated and the affected facilities treated.
- D. Electrical shock: Touching live wires, operating electric equipment and water, exposed wires in electric panels, using defective electrical equipment.

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1. All electrical wiring and wire ends shall be insulated and covered to prevent body contact.
2. Electric panel boxes and rooms shall be kept locked.
3. Use of electric extension cords shall be limited to six foot cords maximum and located so as not to be a tripping hazard.
4. Electric equipment (i.e., audio-visual equipment) shall be properly grounded.
5. Work on electrical equipment shall be done only when power is off to the equipment.
6. Maintenance workers shall wear safety shoes when working.

E. Cuts, Punctures: Broken glass, knives, falling objects, falling on or against objects, assault by others, jagged or sharp edges, rocks on playground, protruding objects, pavement breaks.

1. No school facility area with students in attendance shall be left unsupervised by a certified staff member.
2. Knives shall be permitted only in kitchens and home economics, industrial arts, and art rooms. They shall be kept in a secure place. Students using them will be properly instructed.
3. Inspections shall be made regularly to identify and eliminate sharp or jagged edges on equipment and in buildings.
4. Blunt nosed scissors only will be in use in classrooms.
5. All exterior and interior doors and interior window glass shall be one quarter inch wire glass or safety glass.
6. Playfield areas shall be free of rocks and holes.
7. Playground equipment shall have no uncovered bolts or sharp edges and shall be on a surface which will minimize chance of injury. Fighting is prohibited.
8. Students found using knives in school shall have the knives confiscated and parents/guardians shall be notified.
9. Care shall be taken to prevent shelving or sharp objects from falling on individuals. Shelving shall be secured to the wall and storage arranged to prevent top heavy high shelving from collapsing.
10. Shin guards shall be used by employees using weed whackers.

F. Broken, Dislocated Bones: Falls (stairs, ladders, chairs, or ledges, slippery floor or sidewalk, holes), strains, falling objects, explosion.

1. Floors and ramps shall be maintained so as to prevent slipperiness.
2. Stair treads shall be nonskid and kept in good repair.
3. Stairwells shall have railings as per law. Paving breaks and holes will be immediately repaired.
4. Snow and ice on the walkways shall be treated to prevent falls.
5. Use of gym equipment shall be strictly supervised by the P.E. teacher and made accessible to students only as their physical development and training permit.
6. Running in the halls is forbidden.
7. Lowered ceilings shall be anchored so as to prevent collapse of ceilings on room occupants.
8. Maintenance workers shall be sure ladders are secure and stable and never climb above third step from the top.
9. Halls and stairwells shall be clear of tripping hazards.
10. Loose wall material shall be repaired immediately.
11. Guard rails shall be placed alongside of ramps both inside and out.
12. Classroom furniture shall be kept in good repair.
13. Steps shall be taken to prevent lunch tables in the upright position from falling onto individuals at any time. If possible, they will be stored when upright.
14. Playground equipment and play grounds shall be inspected annually and properly maintained.
15. Exterior lighting shall be sufficient to permit pedestrians to see obstructions and surface changes which might otherwise cause falls.

G. Muscle/Tendon Damage: Falls (stairs, ladders, chairs, or ledges, slippery floor or sidewalk, holes), strains, falling objects, explosion

1. Those who lift objects, including lunch tables, will be trained in proper lifting procedures.
2. Supervisors will make every effort to prevent use of improper procedures during physical activity.
3. Folding gym doors shall have emergency cut-off switch.

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## H. Damage to Hearing: Due to use of noisy equipment without ear protection.

1. Ear protection will be worn by those using shop or cleaning machinery, power grounds care equipment, or drilling equipment.

## I. Loss of Parts of Body Shop: Accidents involving equipment, closing doors, science equipment and chemicals

1. Power equipment will be limited to those trained in its use. Students and employees will be strictly supervised to ensure compliance with safety procedures.
2. All shop equipment shall have "off" switches located nearby.
3. All doors shall have door closers to cushion the impact of closing the door.
4. Dangerous equipment in shops will be marked off on the floor to warn those who may wander too near.

## J. General Safety Precautions

1. Eye wash stations in shops, science rooms, and health office will be used as appropriate for eye contamination.
2. The school nurse shall be summoned immediately to administer appropriate first aid and secure additional medical services as needed. Every effort will be made to communicate with parents/guardians or kin immediately.
3. Adequate first aid supplies shall be on hand in every building.
4. Central administration will be notified as early as possible and follow up written documentation provided.
5. The school shall carry adequate accident insurance.
6. Immediate steps shall be taken to prevent similar injury to others in vicinity.

## Driver and Transportation Safety Prevention

- A. School bus vehicles shall conform to state law and kept in conformance and proper working order.
- B. Drivers shall be licensed as school bus drivers and possess no criminal record.
- C. Drivers shall not drive school bus vehicles under unsafe conditions.
- D. Delayed opening, early closings, and closings shall be used as required to prevent accidents and injury due to unsafe driving conditions.
- E. Drivers shall drive at all times within the limits of road conditions.
- F. Drivers shall enforce discipline on buses to ensure that students use seat belts as appropriate and remain in their seats while being transported.
- G. Children shall be given bus safety instruction at the outset of each school year.
- H. Children shall be trained to evacuate a bus in case of emergency need.
- I. Each child will be dropped only at authorized stop, on the return home, unless authorized otherwise in writing by the parent or legal guardian.
- J. Drivers will not drive vehicles when they are impaired by illness or medication or drugs.
- K. Drivers shall not leave their vehicles unattended while students are on board.
- L. No medications shall be brought to school or taken home from school via school buses.
- M. Driver with an injured or impaired child shall proceed immediately to a school to secure a school nurse if time permits.

## Other Actions to Prevent Accidents

- A. All visitors to the schools shall be required to sign in upon entering a school facility and receive authorization to remain in the building. No unauthorized person shall be allowed in the building.
- B. Use of school facilities by outside agencies shall be in conformance with rules designed to insure safety of people and security of school property.
- C. All contractors shall be required to sign in where they are to work and shall be apprised before commencing work of any possible working condition hazards.
- D. Maintenance and custodial employees shall be given training annually in health and safety procedures and shall be given proper safety clothing appropriate to assigned tasks.

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