Comprehensive Safety Handbook

July 2022 until revised

CAMPBELL COUNTY
SCHOOL DISTRICT

NOTICE OF NON-DISCRIMINATION
Campbell County School District Number One
State of Wyoming

Campbell County School District Number One, State of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, or age, in its programs and activities. This Notice of Non-Discrimination is provided pursuant to federal laws and regulations, including those implementing Title VI, Title VIII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of The Rehabilitation Act of 1973, and the Age Discrimination Act.

This Notice is provided to inform all faculty, staff, students, parents, and guests that Campbell County School District Number One, State of Wyoming is committed to the principle of equal opportunity and does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or status as a disabled or Vietnam-era veteran in its programs, activities, or conditions of employment.

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 (fifteen) or more employees. The United States Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public schools, whether or not they receive federal financial assistance. The Office for Civil Rights (United States Department of Education) is the agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.
Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights of the United States Department of Education is the agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The United States Equal Employment Opportunity Commission is the agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights of the United States Department of Education is the agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The United States Equal Employment Opportunity Commission is the agency charged with enforcing the Age Discrimination Act of 1975.

Age Discrimination in Employment Act of 1967 protects individual who are forty (40) years of age and older. The United States Equal Employment Opportunity Commission is the agency charged with enforcing

the ADEA.

Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The United States Equal Employment Opportunity Commission is the agency charged with enforcing the Civil Rights Act of 1991.

Equal Pay Act of 1963 protects men and women who perform substantial, equal work in the same establishment from sex-based wage discrimination. The United States Equal Employment Opportunity Commission is the agency charged with enforcing the Equal Pay Act of 1963.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights, United States Department of Education, is the agency charged with enforcing Section 504 of the Rehabilitation Act of 1973.

Section 503 of the Rehabilitation Act of 1973 prohibits job discrimination on the basis of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities. The Employment Standards Administration Office of Federal Contract Compliance Programs within the United States Department of Labor is the agency charged with enforcing Section 503 of the Rehabilitation Act of 1973.

Executive Order 11246 requires certain governmental contractors to engage in affirmative action and prohibits discrimination based on race, sex, or national origin. The Office of Federal Contract Compliance Programs in the United States Department of Labor is the agency charged with enforcing Executive Order 11246 and ensuring that federal contractors are in compliance.

Section 402 of the Vietnam-era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination against disabled veterans and veterans of the Vietnam Era, and requires affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era. The Office of Federal Contact Compliance Programs in the United States Department of Labor is the agency charged with enforcing Section 402 of the Vietnam-era Veterans' Readjustment Assistance Act of 1974 and ensuring that federal contractors are in compliance.

The following person has been designated to handle inquiries regarding the Non-Discrimination Polices of Campbell County School District Number One, State of Wyoming.

Larry Reznicek
Human Resources Director
Campbell County School District Number One, State of Wyoming
P.O. Box 3033
1000 West Eight Street
Gillette, WY 82716
Telephone: 307-682-5171

Federal Citations – The regulations implementing Title VI, Title IX, Section 504, The Americans with Disability, The Age Discrimination Act, and Title VII contain requirements for recipients to issue notices of non-discrimination, 34 C.F.R. §100.6(d), 106.9, 104.8, 110.25, 41 C.F.R. § 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. § 35.106.)

HUMAN RESOURCES POLICY 4325

HEALTH AND SAFETY IN THE WORKPLACE

Campbell County School District strives for the highest health and safety standards achievable. Maintenance of excellent health and safety standards does not occur by chance. It is the result of careful attention to all District operations by those involved. Employees at all levels must work diligently to execute the District's policy of maintaining Occupational Health and Safety standards.

Employees will be provided needed information and training in regard to bloodborne pathogens, hazardous chemicals and proper health and safety practices. Every employee will be given a copy of the handbook entitled "Comprehensive Health and Safety Programs" which details the District's compliance with Federal, state and local laws and regulations, and documents the responsibility of each and every employee to:

Be familiar with and comply with proper health and safety practices,
Use required safety devices and proper personal protective safety equipment,
Notify the supervisor immediately of unsafe conditions and acts, and
Report all accidents to the supervisor immediately.
Employees of Campbell County School District are expected to perform the duties of their jobs in a safe and responsible manner. In addition, employees will regard the health and safety of students, the general public, and fellow employees as a job responsibility. Any negligent act of an employee which might jeopardize his or her own safety or the safety of others will be considered a violation of this policy.

Employees who ignore safety practices will be held accountable for violations. An employee violating safety regulations by actions which are obviously unhealthful or unsafe may be subject to disciplinary action up to and including immediate termination.

ADOPTION DATE:
April 26, 1993; Editorial Revision: February 12, 1996; Reviewed April 24, 2007; Reviewed July 15, 2015

LEGAL REFERENCE(S):
OSHA Regulation 29CFR, Part 1910.1030 and Part 1910.1200

CROSS REFERENCE(S):
4330 , 5210, 5210-R

ADMINISTRATIVE REGULATION:

OCCUPATION SAFETY AND HEALTH ACT OF 1970 (OSHA)

"To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health…"

All workers have the right to:

- A safe workplace
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against
- Receive information and training on job hazards, including all hazardous substances in your workplace
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector
- File a complaint with OSHA within 30 days (by phone, online or by email) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently displace this poster in the workplace.
- Post OSHA citations at or near the place of alleged violations

STOP-Work Authority (SWA):

Although not a requirement by OSHA, CCSD empowers its staff to be on the lookout for unsafe or unhealthful working conditions for themselves and those around them. When a hazardous or unsafe situation is identified, SWA allows the employee to stop the work, and notify the supervisor immediately. Steps should be taken to mitigate the hazard to return everyone safely back to work in a timely manner. Examples of unsafe work an employee should put a stop to include violations of the company's safety policies and procedures, violations of OSHA regulations, hazardous behaviors, tripped alarms, changed weather or road conditions, the operation of equipment without training, near-miss incidents and emergency situations. ***It's important to understand that SWA should be thought of as the last line of defense.***

Dear Campbell County School District Employee:
As an employee of Campbell County School District, you automatically accept an ethical and legal obligation to your fellow employees to see that operations under your care, custody and control are carried out in an efficient, healthful and safe manner.

Health and safety consciousness must always be a part of your work responsibilities, thinking and planning. Because of these obligations, you must not only prevent obvious unhealthful and unsafe acts on the part of those you work with, but you must anticipate potential hazards. After an incident occurs, it is too late to prevent it. All employees must recognize that working in an unhealthful and unsafe manner is counter-productive and can be life and/or job threatening. Most important, each employee is encouraged to demonstrate leadership by setting a good example.

The district's health and safety program is uniform and has some formal applications. The following Health and Safety Program is outlined for you. We feel this will be a useful tool to help in understanding and discharging your responsibilities for the health and safety of yourself and fellow employees in the work place.

The school district's safety program is administered by the Associate Superintendent for Instructional Support. This program is divided into four main areas: 1 - incident prevention, 2 - facility and workplace safety, 3 - hazard communication, and 4 - bloodborne pathogens. This program is overseen by the Wellness and Safety Manager, who works closely with the Supervisor of Maintenance and Grounds, the Purchasing/Warehouse Manager, the Human Resources Manager, and the District Nursing Coordinator to keep policies and procedures up to date, and make changes as necessary.

If you have any questions regarding any of this information or a particular section, please contact the individual responsible for that section.

This handbook will remain in effect until such time as it may be revised.

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1. STATEMENT OF HEALTH AND SAFETY PRACTICE

Budgetary concerns are not the number one driving force behind promotion of excellent health and safety practices. The reality is that even minor incidents can result in:

A. Both mental and physical pain,
B. Loss of a valuable employee from work, or reduced productivity
C. Expense to the employee in lost wages and medical costs,
D. Expense to the District's insurance fund, cost of substitute wages, etc., and
E. Potential for fines levied by regulatory agencies.

Our goal is to eliminate injuries and illnesses related to health and safety problems at work. It is also our hope that good practices learned on the job will be carried home and passed on to family members.

Our health and safety program has been developed to assure compliance with federal, state and local regulations, with particular emphasis on the Wyoming Occupational Safety and Health Act of 1969, and the Wyoming rules and regulations that apply to our operations. All employees must know, understand and abide by these safety rules.

Regard for the health and safety of the general public, our own employees and the employees of our subcontractors is a responsibility at all levels of our organization. Awareness of hazards and attention to good work practice can prevent most incidents. Employees and subcontractors must follow all requirements contained in this manual.

A healthful and safe operation is organized, clean and efficient. If every employee views incident prevention as a value, we will all be in a better position to control incidents and improve our total performance.

Recommendations to improve the program are encouraged.

2. HEALTH AND SAFETY RESPONSIBILITIES

It is the desire of Campbell County School District that all employees be protected from on-the-job injury. Duties and responsibilities of all personnel under the District's health and safety program include the following:

2.1 Safety Manager

1. Oversees planning, policy development and implementation of District programs:
   a. Hazardous Materials Management
   b. Fire Safety
   c. General Safety Programs
   d. Federal and State Regulations
   e. Incident Investigation
2. Monitors compliance with District safety programs and state and federal regulations.
3. Maintains a reporting system for incidents and hazardous conditions.
4. Sees that all notices required by the Wyoming Occupational Safety and Health Act and other appropriate agencies are posted at each School District location in accordance with designated time regulations. (Example: OSHA Annual Summary of Injuries and Illness - OSHA Form 300)
5. Advises on matters pertaining to safety.
6. Interviews incident victims.
7. Provides health and safety training for new and existing employees.
8. Coordinates the District bloodborne pathogens program.
9. Updates, revises and distributes the Hazard Communication Implementation Manual.

2.2 Human Resources Manager

1. Advises supervisors and coordinates recommendations from supervisors regarding disciplinary procedures for repeated violators of health and safety rules.
2. Maintains all employee health records.

2.3 Purchasing/Warehouse Manager

1. Coordinates the distribution of SDS information to product users and maintains the master SDS file.
2. Provides ongoing training and updates regarding new products.
3. Coordinates the process by which the District reduces the number of hazardous materials it uses by either eliminating the use entirely or by substituting a less hazardous material.

2.4 Supervisor of Transportation

1. Monitors state and federal regulations regarding fuels safety and motor vehicles.
2. Recommends District actions as appropriate.
3. Supervisors are required to investigate all incidents and recommend preventive measures.

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2.5 Supervisor of Buildings and Grounds

1. Monitors state and federal regulations regarding asbestos, lead, radon, confined spaces and other similar matters pertaining to buildings and grounds.
2. Recommends District actions as appropriate.
3. Supervisors are required to investigate all incidents and recommend preventive measures.

2.6 District Head Nurse

1. Advises on matters pertaining to health.
2. Annually reviews District health policies and makes recommendations for changes.
3. Coordinates bloodborne pathogen training for all employees.
4. Administers Hepatitis B Vaccination for employees who consent.

2.7 Principal/Supervisor

1. Is familiar with health and safety regulations and directs/coordinates health and safety activities related to their building or area of responsibility.
2. Requires all employees under their supervision to utilize the proper individual protective equipment and job safety devices.
3. Assures that health and safety equipment is available and that storage locations are clearly designated.
4. Reviews all incidents that occur in their building or area of responsibility and reviews specifics with involved parties. When appropriate, submits incident reports, Worker's Compensation claims and recommends preventive measures.
5. Requires all subcontractors and subcontractor personnel to comply with applicable health and safety regulations on projects they are administering.
6. Assures that all notices required by the Wyoming Occupational Safety and Health Act and other appropriate agencies are posted at each School District location in accordance with designated time regulations. (Example: OSHA Annual Summary of Injuries and Illness - OSHA Form 200).
7. Maintain updated electronic MSDS file for their building or area of responsibility.

2.8 Head Custodian, Lead Person, Purchasing Manager and Supervisor of Nutrition Services

1. Is familiar with and enforces health and safety regulations applicable to District operations within their area of responsibility.

2. Assures that safety devices and proper personal protective equipment are used by persons under their supervision.
3. Assures that injuries are treated promptly and reported properly.
4. Assures that no unsafe conditions exist in their area of responsibility and reports to the Principal/Supervisor on any corrective actions needed which are beyond their control.

2.9 Each Employee

1. Is familiar with and complies with proper health and safety practices.
2. Uses the required safety devices and proper personal protective safety equipment.
3. Notifies their supervisor immediately of unsafe conditions and acts.
4. Reports all incidents to their supervisor immediately.

3. INCIDENT PREVENTION PROGRAM

To maintain the safety standards desired by the District, an incident prevention program must be actively pursued at all levels. Training in hazard recognition and risk management is essential to prevent incidents. The following is a summary of the incident prevention program that will be supported and maintained by all employees:

3.1 Training and Education

1. **General** - Training and education cannot be over-emphasized as a means of learning healthful and safe approaches to work and what to do in case of an incident. Each new employee will receive information covering District health and safety policies, rules and procedures.

   All employees are required to complete new hire and annual training based on their job description and duties. Record of this training is housed in an online portal.

   All employees are encouraged to participate in seminars, lectures, talks, first aid courses, etc., provided by State, Federal and other agencies which pertain to their areas of responsibility.

   Each employee is encouraged to contact their immediate supervisor should there be some training course or seminar that would be helpful in developing additional health and safety awareness for their position.

2. **Safety Meetings** - It is imperative that communication be established among all levels of the District. CCSD strongly supports health and safety meetings for all its employees and believes the most successful health and safety meetings are brief and concise gatherings in small groups. The purpose of the meetings is to identify a specific health and safety subject, explain health and safety rules, discuss necessary precautions and exchange comments.

3.2 Occupational Safety and Health Act

Signed into law March 7, 1969, this Act provides that every employer engaged in business in Wyoming shall:

1. Furnish each employee a place of employment free from hazards likely to cause death or serious physical harm.
2. Comply with occupational health and safety standards promulgated under the Act. WOSHA thereby extends coverage to all employees not subject to other existing Federal Safety Acts.
3. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to the employer's actions and conduct.

All employees must comply with occupational health and safety standards and regulations under the Act which are applicable to their own actions and situations. Because of this law, and in order to maintain safe conditions in our District, each supervisor must, and each employee should, become familiar with applicable WOSHA rules and regulations. These regulations have been provided to all supervisory personnel. Additional copies will be provided by the Wellness and Safety Manager upon request.

Employees may contact their immediate supervisor for data and literature that will help them better understand our responsibilities under the Act.

The supervisor in charge of each job site is responsible for ensuring that:

- The State Health and Safety Poster, Emergency Telephone Numbers, OSHA Form 300 and other notices required by WOSHA are properly posted at designated places where employees can see them.
- Ambulance and medical service are arranged for employees when necessary.
- A properly equipped first aid kit is available and is checked and replenished after each use.

3.3 Subcontractor Compliance

The concern for fellow employees must be communicated to subcontractors working on projects. It is imperative that when deficiencies are observed in subcontractors' operations, these deficiencies be identified to the subcontractor as well as to the Coordinator of Facilities.

All contracts awarded to subcontractors require that State laws concerning health and safety are observed by the subcontractor. Failure to fulfill this requirement is a failure to meet the conditions of the contract. Health and safety on the project extends through all subcontractor operations.

4. RECORDKEEPING AND REPORTING INJURIES AND ILLNESSES

4.1 Recording Incidents

It is District policy, as well as Wyoming State Law, that certain records associated with incidents experienced on the job be kept up-to-date and retained for a period of five (5) years. The purpose of this record keeping requirement is to identify recurring incidents of a similar nature, thereby allowing for development of corrective action to eliminate possible causes. The following is a summary of these record requirements.

1. All reportable incidents will be reported and investigated by the Supervisor and Wellness and Safety Manager within twenty-four (24) hours after each reportable incident.
2. Depending on the hazard, there may be state requirements for maintaining records of exposure to hazardous/toxic materials. Check with the Wellness and Safety Manager for these requirements.
3. Maintain the OSHA Form 300 of all reportable occupational injuries and illnesses for each job location. In some cases, this log may be kept at a central location for jobs subject to common supervision. This involves posting the information from the initial incident report on a Master Form (OSHA Form 300) within six (6) work days after the incident has occurred. The form must be kept available for WOSHA Compliance and administrative review. The Summary Section of OSHA Form 300 must be posted at each job site by February 1 of the following year and remain in place until April 30. See WOSHA Rules of Practice and Procedure, 1904.0, "Recording and Reporting Occupational Injuries and Illnesses."

4.2 Reporting Incidents

In accordance with OSHA standards, the following are considered reportable cases: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid (see below), loss of consciousness, or diagnosis of a significant injury or illness by a physician. Implementation of these cases are as follows:

1. A death must be reported to OSHA within 8 hours, and recorded on the OSHA 300 Log accordingly.
2. The count of days away from work are dependent upon the physician’s recommendation. If an employee comes to work when recommended not to by a physician, the days away must be recorded whether the employee follows the recommendation or not, and will need to be added to the log as such. Conversely, if an employee is released to full-duty or light-duty, and does not come to work, the count of days will end on the date the physician recommends that the employee return to work.
3. Days away from work, job restriction, or transfer begin on the day after the injury occurred or illness began, and include each calendar day, regardless of whether or not the

employee was scheduled to work on those days. It is not a requirement to track the number of days away from work that exceed 180. If a modification has been permanently made to a job that eliminates the routine functions the employee was restricted from performing, the day count may be stopped once the modification is made permanent.

4. If an injury or illness does not result in death or days away from work, the days resulting in restricted work or job transfer must be recorded. Restricted work occurs when the employee is unable to, or recommended by a physician not to, perform one or more of his/her routine functions of the job, or from working the full workday he/she is scheduled for.

1. Medical treatment means the management and care of a patient to combat disease or disorder. Not included in medical treatment:

   - Visits to a physician or health care professional solely for observation or counseling.
   - The conduct of diagnostic procedures, such as X-rays and blood tests
   - First Aid, as described below:
     - Using a non-prescriptive medication and non-prescription strength
     - Administering tetanus immunizations
     - Cleaning, flushing, or soaking wounds on the surface of the skin
     - Using wound coverings such as bandages, Band Aids, gauze pads, butterfly bandages or Steri-Strips
     - Using hot or cold therapy
     - Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
     - Using temporary immobilization devices while transporting an accident victim
     - Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
     - Removing foreign bodies from the eye using only irrigation or cotton swab
     - Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
     - Using finger guards
     - Using massages
     - Drinking fluids for relief of heat stress

5. WYOMING WORKER'S SAFETY AND COMPENSATION

Employees who work in jobs defined by the **state** as extra-hazardous are covered by Wyoming Worker's Safety and Compensation. These positions include:

- Transportation Department
- Professional Nurses
- Chemistry Lab Instructors
- Print Department
- Electronics Technicians
- Custodians and Maintenance
- Industrial Arts Instructors
- Home Economics Instructors
- Warehouse Personnel
- Specials Programs

A complete list of covered positions can be acquired from the Wellness and Safety Manager. All Job Training Partnership Act student employees are covered by Worker's Compensation, regardless of job assignment.

5.1 Guidelines for Filing a Worker's Compensation Claim

1. For any serious incident, or if employee is needing immediate care, arrange for the appropriate care and then contact the Wellness and Safety Manager.
   - In order for medical care to be covered by Worker's Compensation, **employees must first go to the Walk-In Clinic** at Campbell County Health. The Walk-In Clinic will triage and refer patients as needed.
2. Once appropriate care has been sought, please ensure the incident reports and witness interviews are conducted with a trained supervisor. These forms should not be filled out by employee.
3. The Worker's Compensation Claim Form must also be filled out, and signed by the supervisor. This form should be submitted to the Wellness and Safety manager **within 10 days of the incident**. If this does not happen, CCSD is not liable to cover the incident.
4. The following are recommendations for filing a claim with Worker's Compensation:
   - Incidence should be filed if it goes beyond first aid treatment (as described by OSHA, see page 15) OR if professional medical attention is needed.
   - Incidence should be filed if the injury **could lead to future chronic medical conditions**, involving the following areas:
     - shoulder, back, knee, hip/pelvis, neck and head

5.2 General Information

1. It is the employee's responsibility to provide their Worker's Compensation claim to all provider's with whom they seek treatment.

2. If the employee is required to miss 3 or more days of work due to his/her workplace injury, the employee may apply for temporary total disability (TTD). If the application is approved, the employee would receive indemnity payments at 66% of their wages.
   - It is CCSD policy that employees will not receive TTD payments and take sick leave. Supervisors of employees on TTD should not enter sick leave in Time Clock.
   - Employee only has to be earning 95% of their pre-injury gross wage to stop TTD benefits.
   - TTD benefits will not exceed 24 months, and will end as of the date the employee is released back to work without restrictions. If employee is not able to return to work after the 24 months, Worker's Compensation will work with the patient and the health care provider to establish an impairment rating and award.
3. If an employee is offered light duty, and the work has been certified by their treating health care provider, the employee would receive more than 66% of his or her income, depending on hours capable of working. If employee declines the light duty contract offer, employee would only be able to earn TTD at 1/3 their wages.

5.3 Worker's Compensation Drug and Alcohol Policy

4340 Drug and Alcohol Testing

Campbell County School District will comply with the Omnibus Transportation Employee Testing Act of 1991. These rules impose alcohol and drug testing of safety-sensitive employees who are required by their job description to have a commercial driver's license. Pursuant to the regulations promulgated by the Department of Transportation, Campbell County School District will test safety-sensitive employees for both alcohol and drugs in the following areas:

- pre-employment,
- post-accident,
- reasonable suspicion, and
- random,
- return to duty,
- follow-up testing.

Campbell County School District will adhere to the Department of Transportation (DOT) rules which include a drug and alcohol testing that establishes procedures for urine drug testing and breath alcohol testing. The district will also administer a non-DOT saliva test. The saliva test will determine if an employee will need to stand down while waiting for lab results from either drug test.

Campbell County School District will comply with Wyoming Workers' Safety and Compensation Division guidelines to impose alcohol and drug testing procedures following a personal injury accident which may result in a worker compensation claim. Campbell County School District will test transportation employees for both alcohol and drugs following a personal injury accident.

Employee alcohol and drug testing results and records will be maintained under strict confidentiality in the employee's medical file in the Human Resources Office.

ADOPTION DATE:
June 13, 1994; Editorial Revision: February 12, 1996; Revised October 14, 2003; Revised December 14, 2010; Revised January 13, 2015; Reviewed with no changes January 11, 2021; Revised January 10, 2023;

LEGAL REFERENCE(S):
59 Federal Register Part II, 7302-7625 (2/15/1994); Omnibus Transportation Employee Testing Act of 1991; 49 CFR Part 40

CROSS REFERENCE(S):
4325, 4335

ADMINISTRATIVE REGULATION:
4340-R

4340-R Drug and Alcohol Testing

The influence or use of drugs and alcohol is capable of threatening the safety of students and cannot be tolerated. Campbell County School District is committed to providing a drug-free and alcohol-impaired-free work environment for the safety of students and employees.

The possession, use, transfer, or sale of alcohol and/or any illegal drug while on duty is strictly prohibited. Being under the influence of alcohol and/or any illegal drug while on duty is also strictly prohibited.

PROGRAM GUIDELINES

Responsibility
It will be the responsibility of the Director of Human Resources or his/her designee to administer the Drug and Alcohol Testing Program for Campbell County School District.

Testing Requirements

- Pre-employment - conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Also required when employees transfer to a safety-sensitive position.

- Post-accident - conducted after accidents on employees whose performance could have contributed to the accident.

- Reasonable suspicion - conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol or drug misuse. A reasonable suspicion test may also be conducted when a reliable source indicates a concern.

- Random - conducted on a random, unannounced basis just before, during or just after performance of safety-sensitive functions.

- Return to duty - conducted prior to returning to safety sensitive functions. Employees will be tested upon returning after 30 days of prolonged illness or a leave of absence.

- Employees will be tested upon returning from a self-reported substance abuse absence. The employee must have an alcohol test and drug test with a verified negative result.

- Follow-up - conducted for a period of up to 60 months following return to duty. At a minimum, this will consist of 6 tests in the first 12 months following the driver's return to duty.

- Personal Injury Accident - conducted following a personal injury that may require medical treatment under Wyoming Workers' Safety and Compensation guidelines.

Testing Time for Employee
All employees who are subject to drug and/or alcohol testing will be allowed to take the test on work time. Job applicants will receive no compensation for testing.

Cost of Drug and Alcohol Testing
Campbell County School District will be financially responsible for drug and alcohol testing and the implementation of this policy.

Confidentiality
Campbell County School District realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug and/or alcohol testing, result and treatment. No person other than necessary management will have access to drug and/or alcohol testing results. An employee may waive the confidentiality of the drug and/or alcohol test by presenting a written letter of authorization to the Assistant Superintendent for Instructional Support or to the Director of Human Resources.

Record Maintenance
It will be the responsibility of the Director of Human Resources to see that all drug and/or alcohol test records generated by this program are properly stored. Records resulting from the testing of Campbell County School District employees for drug and/or alcohol abuse (e.g., chain of custody form, negative test results, confirmed positive test results, waiver forms, Medical Review Officer Records as required by Federal Law, etc.) will be maintained by the Director of Human Resources.

Right of Refusal
All applicants and employees have the right to refuse to undergo testing. Applicants who refuse to undergo such testing will be denied employment. Employees who refuse to undergo such testing will be terminated.

Employee Appeal
An employee who receives a positive, confirmed test result may contest or explain the result to Campbell County School District within five (5) working days after written notification of the test result. Any employee may appeal his/her discharge or other disciplinary action taken under this policy to the extent and in the manner such appeal is authorized by Board policy or appropriate law.

Self-Referral Substance Abuse Option

Employees who voluntarily advise Campbell County School District of an alcohol, narcotic, or substance abuse problem 24 hours or more prior to being tested for alcohol and/or illegal drugs will be eligible for a leave of absence without pay for the purpose of treatment and rehabilitation for a period of not to exceed six (6) months. Upon completion of the leave, Campbell County School District will require the employee to provide a doctor's certification that he/she is capable of performing his/her duties and is free from a drug and/or alcohol abuse problem. Return to service is conditioned upon the employee being willing to submit to return to duty and follow- up alcohol and/or drug testing for one (1) calendar year.

ALCOHOL

Abuse and/or Untimely Use of Alcohol

Because alcohol is a legal substance, the rules define specific prohibited alcohol-related conduct. Performance of safety-sensitive functions is prohibited:

- while having an alcohol concentration of 0.02 or greater as indicated by an alcohol breath test,
- while using alcohol,
- or within four hours after using alcohol.

Random Alcohol Testing

Random alcohol testing will be conducted just before, during or just after an employee's performance of safety-sensitive duties. Employees will be randomly selected for testing. The testing dates and times will be unannounced and will be done throughout the year. Random alcohol testing will be conducted at a selection rate of 25% of department's annual average number of employees. Random testing selections will be conducted throughout a 12 month period.

The law requires breath alcohol testing using evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration. Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second or confirmation test must be conducted. The confirmation test, if required, must be conducted using a second EBT device that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results.

If a positive test is not confirmed, the employee will be returned to regular employment. If the employee's confirmation test is positive for abuse of alcohol (0.02 or greater), he/she will be terminated.

ILLEGAL DRUGS/PRESCRIPTION MEDICATION/OVER-THE-COUNTER (OTC) MEDICATION

The Department of Transportation (DOT) regulations do not prohibit bus drivers from taking prescription drugs under the guidance of a physician in the course of medical treatment. However, a driver must report to their immediate supervisor the use of any prescription drugs that may impact the safe performance of his or her safety-sensitive

functions. A driver must obtain a doctor's work release from his or her physician stating whether the use of the prescription drug may adversely affect his or her ability to perform safety-sensitive functions (to be written on the medical container).

A Bus driver taking OTC or prescribed medication are responsible for knowing the effects of such medication upon the performance of his or her safety-sensitive duties. A bus driver may not drive or perform safety-sensitive duties under the influence of any OTC drug that could impair his or her ability to perform the functions of the position.

Drug Testing Procedures

The Department of Transportation (DOT) drug and alcohol testing procedures rule (49 CFR Part 40) sets forth the procedures for drug testing. The analysis will be performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS). The employee will provide urine specimens at a location that affords privacy and in which the "collector" seals and labels the specimens, completes a chain of custody document, and prepares the specimens and accompanying paperwork for shipment to a drug testing laboratory. The specimen collection procedures and chain of custody ensure that the specimens' security, proper identification, and integrity are not compromised. The urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to the drug testing laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has 72 hours to request the split specimen be sent to another DHHS certified laboratory for analysis. This split specimen procedure essentially provides the employee with an opportunity for a "second opinion". The employee will also provide a non-Dot saliva test. The saliva specimen will be "fast tested" at the collection site. If this test is non-negative, the employee will be removed immediately from safety-sensitive duties until further analysis is received from the drug-testing laboratory. All urine and saliva specimens are analyzed for the following drugs:

- Marijuana (THC metabolite)
- Cocaine
- Amphetamines
- Opiates (including heroin)
- Phencyclidine (PCP)

All drug tests will be reviewed and interpreted by a physician before they are reported to the Director of Human Resources. If a laboratory reports a positive result to the physician, the physician will contact the employee (in person or by telephone) and will conduct an interview to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen. If the employee provides appropriate documentation, and the physician determines it is a legitimate medical use of the prohibited drug, the drug test result is reported as negative to the Director of Human Resources. If a positive test is not confirmed, the employee will be returned to regular employment.

Per lab results, urine test violations will be reported to the Department of Transportation. An employee testing positive for drug use will be terminated.

Random Drug Testing
Campbell County School District is responsible for conducting random, unannounced drug tests. The total number of random drug tests conducted each year will be equal to at least 50% of the safety-sensitive employees. Some employees may be tested more than once each year. Random testing for drugs does not have to be conducted in immediate time proximity to the employee's performance of safety-sensitive functions. Once notified of selection for testing, however, an employee must proceed immediately to a collection site to accomplish the urine specimen collection.

EMPLOYER RESPONSIBILITIES

Employee Training
Campbell County School District, for the purpose of this policy, will provide one hour per year of education and training on drug abuse and alcohol misuse to all Transportation employees. The education shall include, but is not limited to:

- Informational material distributed to employees.
- Distribution of Campbell County School District's Non-DOT Drug and Alcohol Plan regarding the use of prohibited drugs and alcohol to all employees.
- Audio and video presentations.

Supervisor/Manager Training
Transportation supervisory/managerial personnel will receive two hours of training per year regarding the Non-DOT Drug and Alcohol Plan. The training shall include at least 60 minutes of training on the signs and effects of controlled substance use, and at least 60 minutes of training on the signs and effects of alcohol misuse. This training shall be for all supervisors and managers who may need to make a determination whether an employee will be drug and alcohol tested for reasonable suspicion.

General
Transportation positions advertised by Campbell County School District will include a statement informing prospective candidates the District has a drug testing program.

The District will post a notice that substance abuse testing is a required condition of employment in employee's work areas.

The District shall post a notice the employer's Substance Abuse Policy and Employee Assistance Plan shall be made available to an employee as soon as is reasonably possible after request. The Policy and EAP will be on file in the office of the Human Resource manager representative.

ADOPTION DATE:
June 13, 1994; Editorial Revision: February 12, 1996; Revised April 28, 1997; Revised October 14, 2003; Revised December 14, 2010; Revised January 13, 2015, Revised January 25, 2022; Revised January 10, 2023;

LEGAL REFERENCE(S):
59 Federal Register Part II, 7302-7625 (2/15/94); Omnibus Transportation Employee Testing Act of 1991.

6. HEALTH AND SAFETY HAZARD ASSESSMENT GUIDE AND CHECKLIST

The following checklist and rules guide the District's health and safety observations:

1. Establish and update health and safety procedures as necessary.
2. Review the health and safety program on an annual basis.
3. Conduct the following inspections by those designated:
   a. Weekly/Monthly Inspection - Supervisor/Principal, Custodian
   b. Unannounced Inspection - Coordinator of Facilities or Head Nurse
   c. Annual Inspection - Insurance Company, Coordinator of Facilities, Head Nurse, OSHA, Fire Department, Health Department, etc.
4. Coordinate with WOSHA and the appropriate insurance carrier for on-site consultation if desired.
5. Based on observations, the supervisor/principal, Coordinator of Facilities, Wellness and Safety Manager, Head Nurse or other appropriate party will:
   a. Discuss all discrepancies with persons responsible for creating the condition and those responsible for correcting it.
   b. Where hazards are caused by contractors on the job, discuss the situation with the general contractor and other contractors involved.
   c. Ensure recommended changes are transmitted to the proper person for correction.
   d. Follow up on changes, corrections, and other actions necessary.
   e. Discuss findings with employees. Invite their comments, suggestions and aid.

6.1 Health and Safety Observation Checklist

_____ First aid and health equipment.

_____ Posters/signs required by WOSHA and health and safety practices.

_____ Incident reporting records.

_____ Unsafe equipment identified and eliminated from further use.

_____ Employee training performed, such as tool box talks, worker orientation.

_____ Protective devices - availability, proper maintenance and operating condition.

_____ Housekeeping - policies and actual conditions for maintaining clean working areas.

_____ Lighting for adequacy and safety.

_____ Sanitation - water and toilets for cleanliness and proper operation.

_____ Noise hazards comply with WOSHA requirements.

_____ Ventilation, gases, vapor, fumes, dust.

_____ Head, eye and ear protection, respiratory devices, safety belts, life lines and safety shoes.

_____ Fire protection, prevention and control.

_____ Temporary buildings, trailers, shed.

_____ Open yard storage.

_____ Storage of flammable/combustible liquids including servicing and refueling areas.

_____ Temporary heating devices.

_____ Tools (hand, power, welding).

_____ Electrical system and ground fault protection.

_____ Openings - floor, wall, railing, hoists.

_____ Materials-handling equipment and elevators.

_____ Trenching and shoring for compliance with WOSHA requirements.

_____ Ladders and scaffolds.

_____ Confined spaces - signs posted.

_____ Other items as appropriate.

7. GENERAL HEALTH AND SAFETY RULES

For a health and safety program to be effective, it is vital that rules be established, monitored and implemented at all levels of employment.

The following are the primary Wyoming Occupational Safety and Health Act (WOSHA) rules and regulations applicable to our operations with which the School District must comply. There are additional plans and programs that are specified in more detail in the pages that follow.

7.1 Barricades and Hole Covers

1. Excavations and openings in working surfaces must be protected with barricades or hole covers.
2. Barricades and/or signs shall always be provided to warn of hazards such as overhead work, crane swing and excavations.
3. When a hole or floor opening is created during the performance of a work activity, a cover or a barricade must be installed immediately.

7.2 Fire Prevention

1. When utilizing heat-producing equipment, make sure the area is clear of all fire hazards and that all sources of potential fires are eliminated.
2. Do not use a "salamander" or other open-flamed device in confined or enclosed structures without proper ventilation. Vent heaters to the atmosphere and make sure they are located an adequate distance from walls, ceiling and floors.
3. Have fire extinguishers available at all times when utilizing heat-producing equipment.
4. Know the location of fire fighting equipment in the work area and have a knowledge of its use and application. Use these devices only in cases of fire.
5. Turn in fire extinguishers for recharge after each use. Inspect them periodically when not in use.

7.3 Excavations

1. Excavations, trenches or cuts more than four (4) feet in depth require shoring or other restraining means. (See Confined Space Entry Program for other requirements.)
2. Heavy equipment must be kept back from edges of all excavations. The access for excavations shall be by ladders or steps and shall be located within 25 feet of any worker.

7.4 Compressed Gas Cylinders

1. All gas cylinders shall have the contents clearly marked on the outside of each cylinder.

2. Cylinders must be placed and secured in an upright position, including storage and transfer.
3. Cylinder valves must be protected with caps or guards when not in use.
4. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space away from the work area.
5. All operators are required to inspect equipment prior to utilization.
6. All oxygen and gas cylinders placed in storage are to be kept 20 feet apart or have a fire barricade between them.
7. Full and empty cylinders are to be stored separately and protected from excess heat, snow, ice or physical damage.

7.5 Housekeeping

1. Proper housekeeping is the foundation for a healthful and safe work environment. It definitely prevents incidents and fires and creates a business-like work area.
2. Store material in a stable manner so it will not be subject to falling.
3. Rubbish, scraps and debris shall be removed from the work area as soon as practical or at the end of each work shift.
4. It is not permissible to leave materials and supplies in stairways, walkways or near floor openings.

7.6 Ladders and Scaffolds

1. All employees are obligated to check to see that ladders are free from defects prior to use. Ladders must have safety feet.
2. Straight ladders must be tied off, held or secured for stability.
3. Erection crews must check each scaffold member during erection. Defective parts are not to be used for scaffold fabrication.
4. All working decks of scaffolds shall be provided with proper handrails, midrails and toeboards. If this is not possible, then safety belts must be worn by employees working on the scaffold.
5. Planks shall extend over their end supports to not less than six (6) inches nor more than twelve (12) inches.
6. Tube and frame scaffolds must be tied to the structure at intervals of thirty (30) feet horizontally and twenty-six (26) feet vertically.
7. The height of mobile scaffolds shall not exceed four times the base dimension, and the casters shall have positive locking devices.

7.7 Welding and Burning

1. Always clear the area below cutting or welding operations so slag is not dropped on hoses, cables or employees.

2. Use welding helmets and burning goggles for eye protection and to prevent flash burns. Always wear eye protection to guard against slag while chipping, grinding and dressing welds.
3. Use only electrode holders specifically designed for arc welding.
4. Make sure all parts subject to electrical current are fully insulated against the maximum voltage encountered to ground.
5. A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit it services.
6. Place cables, leads and connections to eliminate fire and minimize tripping hazards.
7. Shield all arc welding and cutting operations with noncombustible or flameproof screens wherever practical.
8. Keep a suitable fire extinguisher readily available when welding, cutting or heating on the job.
9. Be sure proper ventilation is provided whenever welding, cutting, or heating is performed in a confined space.

7.8 Tools

1. It is imperative that the right tool be utilized for the job and that it be used in a correct manner.
2. Keep tools in good working condition. Damaged, worn or defective tools can cause injuries and shall not be used.
3. Do not use tools until you have been properly instructed and authorized to do so.
4. Never remove machinery or equipment guards without authorization.
5. Never make repairs to tools or equipment unless authorized by your supervisor.
6. Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged cords.
7. Take special precautions when using power tools on a scaffold or other locations with limited movement area. Get a good footing, use both hands, keep cords clear of obstructions and do not over-reach.
8. Be sure a power tool is off and motion is stopped before setting the tool down.
9. Disconnect tools from power sources before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.
10. Do not use compressed air for cleaning purposes except when pressure is reduced to less than 30 psi and then only with effective chip guarding and proper personal protective equipment.

7.9 Industrial Hygiene and Occupational Health

1. Potable water, in approved closed containers with disposable cups, shall be provided at all construction sites.

2. Toilets, with self-closing doors, latch, toilet paper, and hand cleaning materials, shall be provided as required for the number of workers at the construction site.
3. First aid kits must be provided at each job site.
4. Employees must be protected against exposure to injurious sound levels by controlling exposure or by use of the proper personal protective equipment.
5. Protection against exposure to harmful gases, fumes, dust and similar airborne hazards must be furnished through proper ventilation or personal respiratory equipment.

7.10 Motor Vehicles over 4,000 lbs G.V.W. and Mechanized Equipment

1. All equipment left unattended at night adjacent to highways or construction areas shall have lights, reflectors and/or barricades to identify location of the equipment.
2. The operator shall inspect all machinery and equipment prior to and during each use to make sure it is in safe operating condition.
3. Rated load capacities and recommended rules of operation shall be conspicuously posted on all equipment at the operator's station.
4. Wire rope shall be taken out of service when one of the following conditions exists:
   a. In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand of one lay.
   b. Wear of one-third the original diameter of outside individual wires.
   c. Kinking, crushing, bird caging, heat damage, or any other damage resulting in distortion of the rope structure.
   d. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.
5. An accessible fire extinguisher of five BC rating or higher shall be available at each operator station.
6. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked as well as having parking brakes set.
7. All vehicles or combinations of vehicles shall have in operable condition at least:
   a. Two head lights
   b. Two tail lights
   c. Brake lights
   d. Audible warning device at operator's station.
   e. Seat belts properly installed.
   f. Seats, firmly secured, for the number of persons carried.
   g. Service, parking and emergency brake system.
8. Operators shall not use motor equipment having an obstructed rear view unless the vehicle has an audible reverse signal alarm or is backed up only when observer says it is safe to do so.

7.11 Safe Driving & Seat Belt Use

1. All employees who drive a work vehicle or suburban will be required to participate in a 4 hour Defensive Driving class.
2. All employees traveling for the purpose of work, whether driving a work vehicle or personal vehicle are required to wear their seat belt.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE):

29 CFR 1910.132

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

Personal protective equipment should never be substituted for appropriate engineering controls and sound work practices to protect against hazards.

8.1 Hazard Assessment

Assess: Building and department supervisors, or their designees, must perform hazard assessments of their work places to determine if hazards are present, or are likely to be present, which require use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the supervisor or designee shall:

- Select, provide and require use of appropriate PPE for each affected employee, and instruct in the proper use of the PPE. "Appropriate" PPE must fit properly and provide protection against the specific identified hazard(s). See below regarding the difference between items which must be provided by the District and by the employee.
- Communicate PPE selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.

Verify: Building and department supervisors must verify that the required workplace hazard assessment has been performed through a written certification that identifies:

- The workplace assessed
- The person that performed the assessment
- The date the assessment was performed

Examples of PPE which must be provided include welding gloves, respirators, hard hats and other specialty items which the employee would not commonly use away from the job. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes and cold weather outerwear often worn by maintenance workers.

8.2 Hazard Assessment Survey

Building and department supervisors, or their designees, may use the following to assess hazards in their areas. A worksheet is also provided. When assessing hazards, consideration should be given to seven basic hazard categories:

- Impact: Head, eye or foot
- Penetration: Foot, hand or body
- Compression (roll-over): Foot or body
- Chemical: Splashes to eyes, face or body; and exposure to hands
- Heat: Burns to skin or eyes
- Harmful dust: Eye or lung damage
- Light (optical) radiation: Eye or face burns

Potential sources of the hazards listed above might be:

- Sources of motion: Tool movement, moving machinery or machine parts, or movement of personnel that could result in collision with stationary objects
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Sources of harmful dust that could result in scratches to eyes
- Sources of light radiation that could cause burns to skin and eyes: Welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Sources of falling objects or potential for dropping objects
- Sources of sharp objects which might pierce the feet or cut the hands
- Sources of rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Any electrical hazards

Injury and incident data (OSHA 300 Log), first aid logs and Worker's Compensation information should also be reviewed to help identify problem areas.

8.3 PPE Determination

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment available, as well as what protection it provides (i.e. splash protection, impact protection, etc.).
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g. impact velocities, masses, projectile shape, radiation intensities).
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards.
- Select PPE that will fit properly and provide protection from the identified hazards.

8.4 PPE Selection

Eye and Face Protection: Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Requirements include: side protection when there is hazards from flying objects; eye protection that incorporates prescription in employees who wear prescription lenses or eye protection that can be worn over the prescription lenses without disturbing proper position; filter lenses that have a shade number appropriate for the work being performing with injurious radiation; and identification of the manufacturer. Protective eye and face devices must comply with any of the following consensus standards: *ANSI Z87.1-2003, ANSI Z87.1-1989 (R-1998), or ANSI Z87.1-1989*

Head Protection: Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets must comply with *ANSI Z89.1 – 2009, ANSI Z89.1 – 2003, or ANSI Z89.1 – 1997.*

Foot Protection: Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employees' feet are exposed to electrical hazards. Protective footwear must comply with *ANSI Z41 - 1999, ANSI Z41 – 1991* or *ASTM F-2412-2005*.

Hand Protection: The District must select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes. Employers shall base selection of the appropriate hand protection on evaluation of the performance character and protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

Fall Protection: The District has provided snow cleats for all personnel working in extra-hazardous positions. Employees must wear this footwear when working outdoors during extreme weather conditions such as ice and snow. This footwear is designed to reduce the risk of slipping or falling on slick surfaces. Failure to wear appropriate footwear, and snow/ice PPE may result in corrective action or a write-up.

8.5 Employee Training

After proper PPE has been selected for each process or item of equipment, the District must provide the PPE to employees and train them in its proper use. At minimum, each employee using PPE must know:

- When it is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE

- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store and dispose of PPE

After employees have been trained, periodic assessment of the process or equipment should be conducted to ensure that the PPE is adequate and training is appropriate. Each employee must demonstrate an understanding and an ability to use the PPE properly, before being allowed to perform work requiring the use of PPE.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employee's knowledge or use of assigned PPE indicates the employee has not retained the necessary understanding or skill

8.6 Fall Protection

Personal Fall Arrest and Fall Restraint Systems
It is important for you to understand the difference between a fall **arrest** system and fall **restraint** system. These are most commonly used in the construction industry, but may apply to many other situations where employees must work at heights.

Fall Restraint
A fall restraint system consists of the equipment used to keep an employee from *reaching a fall point,* such as the edge of a roof or the edge of an elevated working surface. The most commonly utilized fall restraint system is a standard guardrail. A tie off system that "restrains" the employee from falling off an elevated working surface is another type of fall restraint.

Fall Arrest
According to the definition in the Federal OSHA standard, a personal fall arrest system means a system used to *arrest* an employee in a fall from a working level. It consists of an anchor point, connectors, or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The entire system must be capable of withstanding the tremendous impact forces involved in *stopping* or arresting the fall. The forces increase with the fall distance due to acceleration (a person without protection will free fall 4 feet in 1/2 second and 16 feet in 1 second!).

Let's review 5 key requirements for fall **arrest systems:**

1. Body belts may not be used after 12/31/97, except for positioning purposes only.
2. The system must be rigged so employees can neither free-fall more than 6 feet or contact a lower level. After the free-fall distance, the deceleration or shock absorbing component of the system must bring an employee to a complete stop within 3.5 additional feet**.**

3. The anchorage point must be capable of supporting at least 5000 pounds per employee. Most standard guardrail systems are not adequate anchorage points because they are not built to withstand the impact forces generated by a fall.
4. The system's D-ring attachment point for body harnesses shall be in the center of the employee's back near the shoulder level.
5. The system components must be inspected for damage and deterioration prior to each use. All components subjected to the impact loading forces of a free-fall must be immediately removed from service.

9. LOCKOUT/TAGOUT PROGRAM

29 CFR 1910.147

The lockout/tagout (control of hazardous energy) program covers any work, servicing, or maintenance of/on machines and equipment in which the unexpected start-up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. The goal is to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy..

Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used. Normal production operations are not covered unless an employee is required to remove or bypass a guard or other safety device or is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed or where an associated danger zone exists during a machine operating cycle.

This program does not apply to cord and plug connected equipment if the plug is unplugged and controlled by the employee performing the maintenance, or to hot tap work. In addition, there are no required procedures for a particular machine or equipment, when all of the following exist:

1. No residual stored energy or re-accumulation potential after shutdown
2. Single energy source which can be readily identified and isolated
3. Isolation and locking out of that energy source will de-energize and deactivate
4. Isolated from energy source and locked out during maintenance and service
5. One lockout device will achieve locked-out condition.
6. The lockout device is under the control of the employee performing maintenance or service.
7. Service or maintenance does not create hazards for others.
8. There has never been an incident of unexpected activation of this equipment.

Campbell County School District will establish a program consisting of energy control procedures, employee training, and periodic inspections:

1. Written lockout/tagout procedures for controlling hazardous energy must be developed and used. These procedures must clearly outline the scope, purpose, authorization, rules, techniques to be utilized, and means to enforce compliance, for the lockout/tagout procedure. They must be specific for each affected machine/equipment, and outline specific procedural steps for shutting down and/or isolating the machine from its energy source, specific steps for applying and removing the lock(s) or tag(s), and specific steps for verifying the effectiveness of the isolating measures.
2. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other necessary hardware must be provided by the employer. These devices must be able to withstand environmental exposures and weather conditions, be standardized within the facility in color, shape, size and print format, be substantial enough to make removal without excessive force challenging, and identifiable. Tagout devices must be able to

warn against hazardous conditions if the machine or equipment is energized and shall include a legend.

3. Employees must be trained to ensure they understand the purpose and function of the program, that they can recognize applicable lockout/tagout situations, and that they have acquired the knowledge and skills required for applying, using, and removing the lock(s) and tag(s). Employees not authorized to conduct work requiring lockout/tagout must understand their responsibility to avoid areas in which lockout/tagout work is being done. Employee retraining is required for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard or when there is a change in the energy control procedures. The District shall certify that employee training has taken place by keeping record of employee name and dates of training.
4. An annual inspection of each lockout/tagout procedure must be done to ensure procedures are being followed. The inspection should be conducted to correct any deviations or inadequacies identified. An inspection certificate must identify the machine/equipment, date of inspection, employees included in the inspection, and the person performing the inspection.

9.1 Compliance With This Procedure

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. All employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out for servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment. Any employee who does not follow this lockout/tagout procedure may be subject to disciplinary action to include suspension or termination.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required and must be shut down and locked out.
2. Before an authorized or affected employee turns off a machine or equipment, the authorized employee must have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
3. The machine or equipment should be turned off or shut down using the procedures established for that machine or equipment.
4. All energy isolating devices that are needed to control the energy to the machine or equipment should be physically located and operated in order to isolate the machine or equipment from the energy source.
5. Lockout or tagout devices shall be affixed to each energy isolating device. Lockout devices should be fixed in a manner that will hold the devices in a “safe” or “off” position. Tagout devices should be fixed in a manner that clearly indicates that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.
6. All potentially hazardous stored or residual energy should be relieved, disconnected, restrained and otherwise rendered safe. If there is a possibility of re-accumulation of

stored energy to a hazardous level, isolation should be continued until the servicing or maintenance is completed, or until the accumulation no longer exists.

7. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee should verify that isolation and de-energization of the machine or equipment has been accomplished. To do this, ensure that the machine or equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the machine or equipment by operating the push button or other normal operating control(s) or by testing to make certain the machine or equipment will not operate. Return operating controls to the neutral or off position after verifying the isolation of the machine or equipment.
8. The machine or equipment is now locked out, and servicing or maintenance may proceed.

9.2 Restoring the Machine or Equipment to Service

When the servicing or maintenance is complete and the machine or equipment is ready to return to normal operating condition, the following steps will be taken.

1. Check the machine. Make sure nonessential items are removed from the machine, all components are operationally intact, and all guards are installed.
2. Clear the work area, and notify all affected employees that the lockout/tagout is going to be removed.
3. Verify that the controls are in the neutral position.
4. Remove the lockout/tagout device. Each logout or tagout device should be removed from each energy isolating device by the employee who applied the device. When the authorized employee is not available, the building supervisor should direct another authorized personnel to remove the device. All reasonable efforts should be made to inform the authorized employee that his/her lockout or tagout device has been removed before he or she resumes work at that facility.
5. Notify affected employees that servicing or maintenance is complete, and the machine is ready for use.

10. CONFINED SPACE ENTRY PROGRAM

29 CFR 1910.146

These guidelines were prepared to protect Campbell County School District employees and contract personnel from the potential hazards of confined space entry.

These guidelines are not all inclusive. The specific requirements of OSHA standard 29 CFR 1910.146 and ANSI Standard Z117.1-1989 shall be consulted for additional information and are the final authority for program adequacy.

Confined spaces exist in many work places. They may pose unique problems and potential hazards to entrants due to their contents and/or configurations such as:

- Entrapment/Engulfment
- Hazardous Atmosphere
- Confinement
- Electrical Shock
- Oxygen Deficiency
- Explosive Atmosphere
- Contact with Mechanical Hazards
- Heat Exhaustion/Stroke

These hazards may cause serious injury or even death if not addressed. For this reason, OSHA has determined that employers must implement a comprehensive permit and entry program in order to authorize employee entry into confined areas.

Adherence to the policies and directives contained in this program is mandatory for all supervisors and employees of the district. Supervisors and employees failing to follow this program are subject to dismissal.

10.1 Definitions

Confined Space — A space that meets all three of the following criteria:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pipes).
3. Is not designed for continuous employee occupancy.

Entry — The action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space. Gas testing from outside a confined space does not constitute entry provided that:

1. The gas samples collected at the opening of the confined space do not show levels which would prohibit entry, and

2. The person collecting the gas samples assumes a position which precludes breathing the atmosphere of the confined space.

NOTE: If the space must be entered to obtain samples, the person obtaining samples must be wearing all permit-required personal protective equipment. (SCBA, body harness, etc.). If hazardous atmosphere is suspected, the space should be ventilated prior to entry.

Hazardous Atmosphere — An atmosphere that may expose entrants to the risk of death, incapacitation, impairment of the ability to self-rescue (escape unaided from a permit space), injury, or acute illness, from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL).

   NOTE: The presence of any flammable gas is potentially hazardous.

2. Airborne combustible dust that meets or exceeds its LEL.

   NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52m) or less.

3. Atmospheric oxygen concentrations below 19.5% or above 23.5%.

4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit.

5. Any other atmosphere that is immediately dangerous to life and health (IDLH).

   NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Permit Required Confined Space — A confined space, as defined above, that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward;
4. Contains any other recognized serious safety or health hazards.

Non-Permit Confined Space — A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

10.2 General

Entry into a confined space that has the potential to contain any hazard capable of causing death or serious physical harm requires the use of an Entry Permit. Prior to entry, C.C.S.D. will take the necessary steps to recognize, evaluate, and control or eliminate all identified hazards. In the event the hazards cannot be eliminated, appropriate personal protective equipment and other control measures will be employed when personnel entry is made (i.e., forced air ventilation, rescue equipment, and lock out tag out procedures).

All confined spaces that can be readily accessed and have the potential to contain any hazard capable of causing death or serious physical harm must have signs posted: “DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER”.

All confined spaces that have restricted access (i.e., process vessels), such as the only means of access necessitates the use of tool or a key, do not have to be labeled until they are opened (i.e., remove a man-way). The Coordinator of Facilities has a list of confined spaces in Campbell County School District.

10.3 Training and Designated Roles

All employees designated to participate in entry operations must be trained in the duties they are assigned to perform. Initial training must be given to all affected personnel before being assigned any duties. All designated personnel should demonstrate proficiency in their assigned duties through an oral examination, written examination, or performance testing. Additional training must be given each time there is a change in any assigned duties or when there is a change in permit space operations. Periodic refresher training will be provided to all designated employees. A copy of the training roster, including the dates of the training and signature of the trainer will be maintained.

The following are the duties of persons designated to participate in entry procedures:

Entrant

1. Know the hazards that may be encountered, and recognize signs and symptoms of exposure.
2. Exercise proper use of safety and health equipment.
3. Communicate with and alert attendant if a warning sign or a symptom of a dangerous situation is encountered. (Communication procedures shall be established prior to entry.)
4. Know the safe evacuation routes from the space, and evacuate whenever:
   a. An order to evacuate is given by the attendant or the entry supervisor.
   b. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
   c. The entrant detects a prohibited condition.
   d. An evacuation signal is activated.

Attendant

1. Know the hazards that might be encountered.
2. Be aware of behavioral effects of the hazards entrants might encounter.

3. Continuously communicate with authorized entrants (communication procedures shall be established prior to entry), and maintain an accurate count of entrants.
4. Remain outside the permit space until relieved by another attendant.

   NOTE: Attendants may enter a permit space to attempt a rescue **ONLY** if they have been properly trained and equipped for rescue operations as required by regulations and **ONLY** if they have been relieved of attendant duties.
5. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space. The attendant will order entrants to evacuate the permit space immediately under any of the following conditions:
   a. If the attendant detects a prohibited condition.
   b. If a monitor warns of a potentially dangerous atmosphere.
   c. If the attendant detects the behavioral effects of hazard exposure by an entrant.
   d. If the attendant detects a situation outside the space that could endanger the entrants.
   e. If the attendant cannot effectively and safely perform all the duties required during entry.
6. Summon rescue and other emergency services as soon as the attendant determines entrants may need assistance to escape from permit space hazards.
7. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway.
   a. Warn the unauthorized persons they must stay away from the permit space.
   b. Advise the unauthorized persons they must exit immediately if they have entered the permit space.
   c. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
8. Perform non-entry rescues. If rescue should become necessary, the attendant will:
   a. Notify and summon the rescue team/service;
   b. Attempt non-entry rescue procedures to the extent possible under the circumstances.
   c. Monitor the situation and be ready to give rescuers information on number of victims and their status, and what hazards, chemical types, concentrations, etc. are present.
9. Perform no other duties that might interfere with their ability to monitor and protect the entrants.

Supervisor

1. Know the hazards that may be faced during entry, including information on the routes and on signs, or symptoms, and consequences of the exposure.
2. Verify, by checking, that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit, posting it by the opening to the confined space, and allowing entry to begin.

   NOTE: The permit is posted by the opening to the confined space to allow entrants to see that all procedures have been followed prior to entry.
3. Terminate the entry when any condition exists that is not permitted under the permit or when the job is completed.

4. Verify that rescue services are available and that the means for summoning them are operable.
5. Remove unauthorized individuals who enter or who attempt to enter the confined space during entry operations.
6. Ensure that attendant and entrant are qualified to perform their responsibilities.
7. Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
8. Ensure that relief personnel are aware of their designated positions.

   NOTE: A supervisor/designee can also be an entrant or an attendant.
9. Ensure that proper signs are in place where required.

   NOTE: A sign reading "DANGER: PERMIT REQUIRED CONFINED SPACE**.** DO NOT ENTER**.**" or using other similar language would satisfy the requirements of a sign. A school policy listing an area as a confined space will work in lieu of a sign if all employees are familiar with the policy.
10. If explosive or flammable agents are present in excess of 10% of the LEL, the supervisor will ensure that nothing in the space will cause a spark.

10.4 Rescue and Emergency Services

The Gillette Fire Department has agreed to serve as the designated emergency response team. Emergency Medical Services personnel from Campbell County Memorial Hospital may also respond to some emergencies. Both entities will maintain up-to-date copies of the Campbell County School District Facilities Manual, including building diagrams with entries and identified confined spaces marked.

Because both entities provide 24-hour services, and building diagrams are immediately available, both have agreed that it is not necessary for them to be notified each time C.C.S.D. personnel prepare to enter an identified confined space. In the event of an emergency which requires Fire Department or EMS services, the entry supervisor or, if necessary, the attendant, will immediately:

1. Call 911
2. Make clear the emergency has occurred in a confined space within Campbell County School District
3. Provide the necessary information about the emergency
   a. Location of confined space
   b. Nature of the incident
   c. Number of employees in the confined space
   d. Known oxygen, hydrogen sulfide, carbon monoxide and combustible gas levels
   e. Any other known hazards which exist in the confined space
   f. Approximate location of the employees

g. Time of entry
h. Time of last communication
i. Any mechanical or electrical lockouts in place
j. Any other information regarding the situation which may be helpful to the rescue team

Non-entry rescue is the preferred method for rescue of personnel from a permit required space. Employees will not enter a permit space for rescue unless they have been specifically trained and equipped for such rescue.

10.5 Contractors

All contractors that perform confined space entry must be informed of the following:

1. The elements that make the space in question a confined space, including the hazards identified and the District's experience with the space.
2. If the space is a permit-required confined space.
3. Any precautions or procedures that C.C.S.D. has implemented for the protection of employees in or near the permit space where contract personnel will be working.

10.6 Entry Requirements

NO ENTRY WILL TAKE PLACE UNTIL THE ENTRY PERMIT IS PROPERLY COMPLETED, POSTED AND SIGNED BY AN AUTHORIZED SUPERVISOR.

The following requirements must be followed during all confined space entries where there is the potential to encounter any hazard capable of causing death or serious physical harm.

1. An authorized supervisor, proficient in the supervisor duties outlined previously, must issue all entry permits and coordinate all entry operations. Before any entry takes place, the completed entry permit must be reviewed and signed and posted outside of the entry portal. The confined space entry permit is only good for one work shift.
2. Where applicable, eliminate all hazards that make it unsafe to remove an entrance cover (i.e., blinding, depressurize, purge, etc.).
3. Once the entrance cover is removed, the entrance must be promptly barricaded or signed to prevent an unauthorized entry or an incidental fall through the space.
4. Post danger signs, where required, to inform personnel of the confined space**,** and take additional measures to prevent unauthorized entry.
5. Before entering the space, internal atmosphere should be tested by a trained attendant with a calibrated direct-reading instrument. All testing results must be recorded on the entry permit. When using the remote testing device, the person conducting the test must assume a position which precludes breathing the atmosphere of the confined space. The atmosphere must be tested for the following, in the order given:
   a. Oxygen content (19.5% - 23.5%)
   b. Explosive Limits (10% LEL), and
   c. Potential toxic air contaminants, where necessary (i.e., hydrogen sulfide 10 ppm)

NOTE: The monitors must be properly calibrated**,** and the alarms must be set at the appropriate levels.)

NOTE: Some confined spaces may have a "layered" atmosphere where gasses will be found at various heights. A tank battery is an example of this type of space. Test the atmosphere starting at the top**,** and test it every four feet following the instructions for testing supplied with the meter.

NOTE: Walking in, or disturbing the material in a tank in any other manner can change the atmosphere in the space. Constant atmospheric testing is recommended when disturbing material in a confined space. Test the space as necessary to determine if acceptable entry conditions exist before beginning entry operations. Initial testing of the atmosphere must be done from outside the confined space prior to any entry. If isolation of the space is infeasible because the space is large or part of a continuous system (such as a sewer), entry conditions will be <u>continuously</u> monitored where entrants are working.

NOTE: Testing must be done prior to any entry, such as after breaks or lunch, to ensure conditions have not changed.

6. The atmosphere within the space should be periodically tested to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. There must be no personnel in a confined space when a hazardous atmosphere exists, unless measures have been implemented to protect the employees, such as the use of supplied air respirators.

   NOTE: Ventilation procedures may be used to allow personnel to enter a permit-required confined space without breathing devices if the only hazard posed by the permit space is an actual or potential hazardous atmosphere and continuous forced air ventilation is sufficient alone, to maintain the permit space as safe for entry (see #7 below). A written permit must be completed which specifies the date, location and signature of person providing document information. The must be done before entry.

7. When necessary to control actual or potential hazardous atmospheres, continuous forced air ventilation must be used within the confined space. Continuous forced air ventilation may be used to eliminate the hazardous atmosphere before the employee enters, directed to ventilate the immediate areas where the employees are working and must continue until the employees leave the space. The air supply should be from a clean source and may not increase the hazards in the space.

8. If a hazardous atmosphere is detected during entry, all entrants must leave the space.
   a. The space must be evaluated to determine how the hazardous atmosphere developed.
   b. Measures must be implemented to protect employees from a hazardous atmosphere during any future entries.

9. Ensure that appropriate safety and health equipment is on-site, as necessary, including: testing/monitoring equipment, ventilation equipment, communication equipment, personal protective equipment, lighting equipment, barrier and shields, equipment necessary for a safe entry and exit (i.e., ladders), and rescue and emergency equipment. (Ladders or other safe means shall be used to enter and exit confined spaces exceeding four [4] feet in depth from the bottom of the entry point.)

10. To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase overall risk of entry or would not be of value to any rescue. Retrieval system requirements are:
    a. Each entrant shall use a chest or full body harness, with a retrieval line attached at the center of the back near shoulder level, or above the head.
    b. The other end of retrieval line shall be attached to a mechanical device or fixed point outside of permit space enabling immediate use. A mechanical device will be used to retrieve personnel from vertical type permit spaces more than five feet deep.
    c. If the injured entrant is exposed to any substance with a required MSDS or similar document, that MSDS or document will be made available to the medical facility treating the entrant.
11. Identify additional rescue and emergency services as applicable on each entry permit. If the rescue services are expected to enter a confined space in order to retrieve a worker, ensure that they are trained in the duties they are assigned to perform.
    a. C.C.S.D. will use local services (i.e., Fire Department, Ambulance Service, Medical Facilities, or a local contractor) and inform them about (1) the hazards they might confront and (2) how to access the facility. It is suggested that operations meet with these services on a periodic basis (i.e., semiannually) in order to convey this information.
12. Provide at least one attendant outside of the permit space for those conditions where there is, at minimum, a potential for a hazardous atmosphere.
13. During a non-permit entry, the atmosphere within the space must be periodically monitored to ensure the conditions have not changed. If possible, the air should be continuously monitored by the attendant during entry operations or a monitor worn by an entrant into the space with the appropriate alarm levels set. Atmospheric testing for permit required entries should be continuous.
14. Ensure that hot work safety procedures are rigorously enforced in confined spaces.
15. Ensure that all mechanical and electrical hazards have been eliminated following the District's lockout/tagout procedures. (The space should be isolated).
16. Cancel a permit when any condition arises that is not covered by the permit or when the job listed on the permit is completed.
17. Retain all permits for a 1-year period. These permits will be reviewed annually by the field supervisor/designee in order to make upgrades to the program.

10.7 Reclassification of a Confined Space

A space classified as a permit-required confined space may be reclassified as a non-permit confined space when the following conditions are met:

1. If the permit space poses no actual or potential atmospheric hazard, or all hazards have been eliminated before entry into the space, it may be reclassified as a non-permit space (acceptable environmental atmospheric conditions).
2. If entry must be made to eliminate hazards, permit-required procedures must be followed. If the hazards are successfully eliminated, the space may be reclassified as a non-permit space.
3. The employer must certify that all hazards in the permit space have been eliminated by listing the date, location of the space, and signature of the person making the determination.

10.8 Glossary

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant duties assigned in the employer's permit space program.

Authorized Entrant: An employee who is authorized by the employer to enter a permit space.

Blanking or Blinding: The absolute closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Double Block and Bleed: The closure of a line, duct or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry Supervisor: The person (such as the employer, foreman or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required by the regulation.

Hot Work Permit: The employer's written authorization to perform operations (for example, riveting, welding, cutting, burning and heating) capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH): Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

> **NOTE**: Some materials — hydrogen fluoride gas and cadmium vapor, for example — may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possible fatal collapse 12-72 hours after exposure. The victim "feels normal" after recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be “immediately” dangerous to life or health.

Isolation: The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as blanking or blinding; misaligning or removing sections of lines, pipes or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Oxygen Deficient Atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Permit System: The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited Condition: Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Retrieval System: The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing: The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

> **NOTE:** Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

11. RESPIRATORY PROTECTION PROGRAM

29 CFR 1910.134

In the control of those occupational disease caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.

The employer shall ensure that respirators are available when such equipment is necessary to protect the health of the employees, and these respirators must be suitable for the purpose intended. Respirators will be selected on the basis of hazards to which the worker is exposed. Only MSHA/NIOSH-certified respirators will be selected and used. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, including appropriate updates as necessary to reflect changes in workplace conditions..

The Wellness and Safety Manager in consult with the Supervisor of Grounds are responsible for all portions of this program and have full authority to make necessary decisions to ensure success of this program. This authority includes purchasing equipment necessary to implement and operate the program.

11.1 Selection of Respirators

1. The District will select and provide, at no cost, an appropriate respirator based on the respiratory hazards that employees are exposed to. These respirators must be NIOSH-certified.
2. The District will identify and evaluate the respiratory hazards in the workplace including a reasonable estimate of the exposure and an identification of the contaminant's chemical state and physical form. Where the employer cannot identify or estimate the exposure, the atmosphere should be considered IDLH (immediately dangerous to life or health).
3. The District will select respirators from a number of models and sizes so that it correctly fits each user.
4. The District will select a respirator that meets or exceeds the required level of protection, established by the *Assigned Protection Factors* (APF's).

11.2 Medical Evaluation

1. The District will provide annual medical evaluations to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.
2. The District will select a physician to perform medical evaluations using the OSHA medical questionnaire. The District will provide a follow-up appointment for any

employees who have a positive response to questions on the questionnaire or whose initial medical examination demonstrates the need for one.

3. Employees will be given the opportunity to fill out the OSHA medical questionnaires during their normal working hours, ensuring that the employee understands its content.
4. The physician will be given the following information to help inform his or her recommendation: the type and weight of the respirator, the duration and frequency of usage, expected physical effort, additional protective clothing to be worn, and temperature and humidity extremes.
5. The District will obtain a written recommendation from the physician regarding the ability of the employee to use the respirator. Only the following information will be included in the recommendation: any limitations on respirator use related to medical condition of the employee, the need for follow-up medical evaluation, and a statement that the physician has also provided a copy of the recommendation to the employee.

11.3 Use of Respirators

1. The respirator shall be worn in a manner that there is an air-tight seal between face piece and face of operator, with all head bands in place. Respirators shall not be worn in a way that an existing condition such as a growth of beard, sideburns, a skull cap that projects under face piece, or temple pieces on glasses, will prevent an air-tight seal between respirator mask and face of operator. The absence of one or both dentures can also seriously affect the fit of a facepiece. **For all tight-fitting respirators, the employees should perform a user seal check each time they put on the respirator**.
2. Where practicable, the respirators shall be assigned to individual workers for their exclusive use.
3. Employees must leave the respiratory area to wash their faces and face pieces as necessary, if they detect vapor or gas breakthrough, changes in breathing resistance or leakage of the face piece, or to replace the respirator or filter. Employees must have their respirator replaced or repaired before returning to the work area.
4. A respirator that provides protection from fumes associated with painting shall be worn (if required by the MSDS) at all times when priming or painting, or when clear coating is being done.
5. An approved-type face shield shall be worn at all times when sanding, buffing and grinding is being done.
6. Respirators that provide protection from the fumes associated from welding and cutting shall be worn at all times when welding and cutting are being done.
7. Respirators will be made available for employees working in dusty environments.
8. Respirators will be available for use in confined spaces. Refer to the confined space guidelines for respirator usage and procedures in confined spaces.
9. For the safe use of any respirator, it is essential that the user be properly instructed in its selection, use and maintenance. Both supervisors and workers shall be so instructed by competent persons. Training shall provide the worker the opportunity to handle the

respirator, have it fitted properly, test it's face piece to face seal, wear it in normal air for a long familiarity period and finally wear it in a test atmosphere.

10. Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained in areas requiring respirators.

11.4 Maintenance and Care of Respirators

1. All respirators shall be inspected routinely, before and after each use, following the manufacturer's instructions to be sure it is in a satisfactory working condition. This inspection shall include a check of the tightness of connections and conditions of the face piece, headbands, valves, connecting tubes and canisters, as well a check of the elastomeric parts for pliability and signs of deterioration. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to assure that it is in satisfactory working condition. A record shall be kept of inspection dates and findings for respirators kept for emergency use.
2. Respirators will be regularly cleaned and disinfected. Those issued for the use of one worker will be cleaned by that worker after each day's use, or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use. The equipment manufacturer has established respirator cleaning and maintenance that the employee cleaning the respirator will follow.
3. All canister refills shall be changed at their proper intervals. This can be determined by several methods. Instructions that accompany the respirators explain these determinations to the user.
4. Any repair or maintenance shall be done immediately by the employee so that respirator equipment can be properly maintained.
5. It is the employee's responsibility to advise the employer of the need to replace inadequate equipment, or to advise purchasing additional equipment.
6. C. C. S. D. believes that respiratory protection is no better than the respirator in use, even though it is worn conscientiously. Frequent random inspections will be performed by the area supervisor to assure that respirators are properly selected, used, cleaned, maintained and stored.

11.5 Storing of Respirators

1. Store respirators in such a way as to prevent them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
2. After cleaning respirators, place in designated storage container. Be sure to store so face piece and exhalation valve will rest in normal position, so the face mask will not become distorted.
3. Respirators should not be stored in areas such as lockers or tool boxes unless they are in carrying cases or cartons and should be kept accessible to the work area.

4. Disposable respirators should be kept in clean plastic bags and disposed of following the directions on the respirator packaging.

11.6 Repairing Respirators

1. Repairs or adjustments are to be made only by persons trained to perform such operations, and only NIOSH-approved parts should be used.
2. Repairs or adjustments should be made according to the recommendations and specifications for the type and extent of repair to be performed.
3. Reducing admission valves, regulators, and alarms should be adjusted or repaired only by the manufacturer.

11.7 Employee Training

1. The District is responsible for providing effect training to employees who are required to wear respirators. This training must be comprehensive, understandable, and recur annually.
2. Each employee, upon being assigned to an area that requires the use of respirators, will be instructed by the Human Resources Office as to their responsibilities in the respiratory program. They will be instructed in use, need, care and limitations of the respirators required when in an area that necessitates the use of respirators. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.
3. Each employee must demonstrate the following knowledge of the respirator:
   a. Why it's necessary and how improper fit, usage, or maintenance can compromise it's protective effect
   b. What the limitations and capabilities are
   c. How to use it effectively in emergency situations, including respirator malfunctions
   d. How to inspect, put on and remove, and check the seals
   e. What the procedures are for maintenance and storage
   f. How to recognize medical signs and symptoms that may limit or prevent effective use
4. Retraining will occur when there are changes in the workplace or inadequacies in the employee's knowledge or use that would suggest a lack of retention.

11.8 Program Evaluation and Recordkeeping

1. The District will conduct evaluations of the workplace to ensure the current written program is being implemented and is effective. The District will also consult with employees to assess respirator fit, selection, proper use and maintenance.
2. The District will retain written information such as medical evaluations, physical testing, and other documentation in order to facilitate employee involvement, assist in auditing the adequacy of the program, and provide a compliance record for OSHA.

3. The District will retain a record of the fit tests administered, including the name of the employee tested, type of fit test performed, specific make, model, style and size of respirator, date of test, and the pass/fail results. These records are kept until the next fit test is performed.

12. HEARING CONSERVATION PROGRAM

30 CFR 1910.95

The employer shall administer a continuing, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour time weighted average sound level of 85 decibels.

Campbell County School District recognizes that exposure to loud noise can damage employee's hearing. The following work practices have been implemented to minimize the potential risks.

12.1 General

1. Appropriate hearing protection will be worn as specified by supervisors. Hearing protection will be worn when it will provide greater safety and protection benefits.
2. When working on site, employees will adhere to the hearing protections requirements of the district.
3. The requirements outlined below are mandatory and apply to all employees who are in areas of operation that equal or exceed an 85 dBA time weighted average for 8 hours.

12.2 Identification of Noise Sources

1. Noise levels will be determined for all high-noise areas and equipment, by general sampling with a sound level meter.
2. Representative monitoring will be performed to determine personnel exposures where appropriate.
3. Monitoring must be repeated whenever a change in process, equipment or controls takes place or a change of building location occurs.
4. Employees will be notified of their exposure levels and have the opportunity to observe noise monitoring procedures.
5. Equipment or areas with noise levels equal to or exceeding 85 dBA will be identified with labels or signs, which will be posted on the individual pieces of equipment or at the entrance to noisy area.
6. The sign or label will state either "Hearing Protection is Required While the Equipment is Operating" or "Hearing Protection is Required While Working in the Area" or similar wording, as appropriate.
7. Labels will be placed where the operator can readily see the warning, such as next to power switches.

12.3 Reduction of Noise Levels

1. It shall be determined which areas will be candidates for noise reduction through engineering or acoustical means, and, where technically and economically feasible, such noise control procedures will be instituted.

12.4 Hearing Protection

1. Employees will have the option of using ear plugs or ear muffs where feasible administrative and engineering controls fail to reduce sound levels.
2. Employees will be provided the opportunity to select their hearing protection from a minimum of two devices, at no cost to the employee.
3. Noise reduction ratings (NRRs) must be considered when selecting the type of hearing protection (ear plugs, ear muffs or both) for a particular job.
4. Only company-approved hearing protection will be used.
5. Hearing protection will be worn at all times when noise levels are suspected of equaling or exceeding 85 dBA.
6. Use of portable radios with earphones is prohibited at all times.

12.5 Audiometric Testing

1. A baseline audiogram is obtained on each present employee. All new employees will receive a baseline test upon hire, within 1 year.
2. Employees with uninterrupted employment will be given annual audiometric re-evaluations to determine if a “standard threshold shift” exists
3. Any employee demonstrating a “standard threshold shift” of 10 dB form baseline shall be so notified in writing within 21 calendar days. The employee will be retrained in the use and care of hearing protection and provided hearing protection offering greater protection if necessary.
4. An audiologist, otolaryngologist or a physician will review problem audiograms and determine need for further evaluation.

12.6 Training

1. A current copy of the Occupational Noise Standard, 29 CFR 1926.52, will be posted in the Educational Service Center. Copies will be made available to employees on request.
2. Once each calendar year, training will be conducted for all employees who may be exposed to noise levels of 85 dBA or greater.
3. At a minimum, the training program will include a discussion of the following:

- The purpose of the hearing protection
- The effectives, advantages and disadvantages of various types of hearing protection.
- Pertinent noise-monitoring results
- Specific equipment and/or operations that produce high noise levels
- The purpose of audiometric testing and an explanation of testing procedures.

4. Training records will be kept in the office of the Healthy Schools and Safety Manager.

12.7 Responsibilities

1. Each employee is responsible for following:
   - The instructions received in the training program
   - Wearing proper hearing protection when needed.
2. Supervisor is responsible for ensuring:
   - Hearing protection is used in areas or operations where such use is required
   - Affected employees receive appropriate training and participate in annual audiometry as required
   - High-noise areas and equipment are identified and labeled accordingly
   - Adequate supplies of ear plugs or other well-maintained hearing protection devices are available
3. Healthy Schools and Safety Manager is responsible for:
   - Determining whether noise reduction is feasible by means of engineering controls
   - Determining the adequacy of hearing-protection devices
   - Assisting in training as necessary
   - Coordinating and overseeing all audiometric testing
   - Maintaining an accurate record of all exposure measurements
   - Retaining all employee audiometric test records

13. ENVIRONMENTAL CONTAMINANTS

13.1 Asbestos Control Program

29 CFR 1910.1001

Campbell County School District complies with the U.S.E.P.A. requirements under A.H.E.R.A. In so doing, the District maintains building specific records at each individual facility and complete district records at both the Educational Services Center, 1000 West Eighth Street, Gillette, Wyoming, and the Campbell County School District Maintenance Office, 109 North Gurley Avenue, Gillette, Wyoming, 82716.

Campbell County School District employs a designated Asbestos Coordinator/Management Planner who inspects all buildings having A.C.B.M. every six months. In addition to these inspections, a consulting firm is retained to perform a district-wide inspection at thirty-six month intervals. Employee exposure will be determined by breathing zone air samples that are representative of the 8-hour Time-weighted-average and 30-minute short-term exposures of each employee. Each year abatement projects are included under the capital improvement program with an ultimate goal of having asbestos-free buildings in the future.

An Asbestos Awareness Training Program is conducted by the school district every sixty days for new employees who, in the course of performing their jobs, may come in contact with and damage A.C.B.M. All new employees who need this training must have it within 60 days of their hire date.

Questions or concerns regarding asbestos can be directed to the Maintenance Department at 307-682-2750.

13.2 Safe Drinking Water Act (S.D.W.A)

Campbell County School District complies with the national primary drinking water regulations announced on June 7, 1991, (40 CFR 141.80). The school district presently operates three (3) water systems that fall under the non-transient, non-community category. Monitoring is done for the following:

1. Volatile Organic Chemicals
2. Inorganic Chemicals
3. Synthetic Organic Chemicals
4. Lead/Copper
5. Nitrate/Nitrite

14. HAZARD COMMUNICATION PROGRAM

29 CFR 1910.1200

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training.

14.1 General

The purpose of this program is to provide employees with needed information when they are using or are exposed to a hazardous chemical, how to identify and properly use it, and how to protect themselves.

Each facility shall implement this program within each department utilizing any chemicals. Generally compliance with the OSHA Hazard Communication Standard will be accomplished by:

1. Inventory and compile a HAZARDOUS CHEMICALS LIST.
2. An electronic file of SAFETY DATA SHEETS is maintained by the C.C.S.D. Warehouse and is available at http://hq.msdsonline.com/campbell countysdsl/Search/Default.aspx.
3. Ensure that all containers of chemicals are accurately LABELED.
4. TRAIN each employee in the proper use of each hazardous chemical to be used at their work site and to read and use labels and Safety Data Sheets.
5. RECORD training.

This program applies to all work operations in our district where exposure to hazardous substances may occur and shall be administered by each facility principal, lead person, or their designee(s). This person will be the Building Hazard Communication Administrator/Supervisor.

To explain and assist this effort, a HAZARD COMMUNICATION IMPLEMENTATION MANUAL will be provided for each facility. Additional manuals will be provided for each affected department upon the request of the facility administrator/supervisor. This manual will assist in the implementation and compliance with health and safety standards.

14.2 List of Hazardous Chemicals

Each school location will maintain a current list of all hazardous chemicals in the facility. Each chemical will have a corresponding SAFETY DATA SHEET (SDS). A master list of these chemicals will be kept with the SDSs. These are to be kept at a location that is readily identifiable with easy access, and electronically backed up.

14.3 Safety Data Sheets (SDS)

It will be the responsibility of the agent initiating the purchase to obtain the necessary MSDS for each hazardous material so a comprehensive SDS file can be maintained. All employees will be informed of the location of the written hazard communication program and the SDSs.

1. Copies of SDSs for all hazardous chemicals to which employees may be exposed will be kept at each facility, job site office, or master file in the Purchasing Department. SDSs shall be assembled in alphabetical order and shall be available for review to all employees during each work shift. The agent initiating a purchase (from the Purchasing Department or directly from the facility) shall provide the Purchasing Department and the Building Hazard Communication Administrator/Supervisor with an SDS for each product purchased by him/her.
2. Subcontractors working on the job site shall be required by the Building Hazard Communication Administrator/Supervisor to provide copies of all SDSs for hazardous materials they will have on the job site. SDSs shall be assembled in a binder, labeled with the contractor's name and made available to all employees. Upon leaving the job site and taking all hazardous materials with them, the binder may be released to them.3. It is recommended that all employees take a copy of the applicable SDS to the medical facility if, due to exposure, emergency treatment is necessary.

A master list of the SDSs shall be maintained at the Educational Services Center by the District Hazard Communication Representative, 1000 West Eighth Street, Gillette, Wyoming. Each facility shall maintain a composite SDS file and its location shall be made known to all facility employees.

14.4 Labels and Other Forms of Warning

The District ensures that all labels on incoming containers of hazardous chemicals are not removed or defaced. Labels shall indicate the contents, chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or supplier. Labels and other warnings shall be prominently displayed on the container. Each container shall be marked with the required label and shall not be used to contain any other product.

14.5 Training

Every employee who works with or is potentially exposed to any hazardous chemical shall receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. Whenever the hazard changes or when a new hazard is introduced, appropriate training shall be provided.

The training will consist of the following:

1. Methods and Observations that may be used to detect the presence or release of a hazardous chemical in the work area.
2. The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards of the chemicals in the work area.

3. The measures employees can take to protect themselves from hazards.
4. The details of the Hazard Communication Program

If an employee is instructed to handle a hazardous material which he/she has not been trained to handle, it will be their responsibility to inform the employer prior to handling such material so proper training can be given.

The training approach will be tailored to the education level, literacy and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The Director of Human Resources is responsible for providing qualified training and/or conducting training as well as maintaining the record keeping documents. (A variety of teaching methods may be used; e.g. lecture, demonstration, videotapes, and written materials.)

Records will be maintained on each employee's training for each hazardous chemical he/she works with. After training or individual instruction, each employee will sign a form indicating he/she received the safety training and are aware of their responsibility.

14.6 Non-Routine Hazardous Tasks

For tasks not done on a routine basis, specific training will be provided. It will be the responsibility of the immediate supervisor to provide this training on specific hazardous non-routine tasks or use of hazardous materials.

14.7 Transportation of Hazardous Materials

C.C.S.D. employees should not transport any hazardous materials that require a placard. This material is typically handled by an outside contractor. For more information, please contact the Wellness and Safety Manager.

15. CHEMICAL AND CLASSROOM SAFETY

15.1 General Safety Guidelines for Junior High Science Rooms

BLOODBORNE PATHOGENS AND OPIMs:
Bloodborne pathogens are bacteria, viruses and parasites found in human blood and other body fluids (Other Potentially Infectious Materials, or OPIMs). They can infect and cause disease in humans.

Other potentially infectious materials, or OPIMs, can also foster disease. OPIMs include human body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any other body fluid that is visibly contaminated with blood.

Bloodborne pathogens can be transferred by four different ways — direct, indirect, airborne and vector-borne. Direct and indirect are the biggest threat:

- Direct — by touching body fluids from an infected person. This includes contact with lesions, open wounds or sores on the skin. Skin lining of the mouth, nose or throat, and eye contact/ invasion, are additional avenues.
- Indirect — by touching objects that have touched the blood or another body fluid of an infected person.

As such, all laboratory spaces must be kept clean and disinfected with a chemical that is known to kill the pathogens. All blood accidents and any other occurrences that involve the shared space being contaminated with bodily fluids must be reported to the school nurse and the area cleaned according to district protocol. Students should NEVER be responsible for cleaning up the contamination.

HEAT SOURCES:

1. Bunsen Burners - burners can be dangerous as a heat source, given their hot flame. Use the following safety hints for a safer operation if gas burners are used:
    a. Make sure hair is tied back.
    b. Always wear chemical splash goggles and aprons.
    c. Light the burner at arms length using an igniter or splint.
    d. Do not operate the burner with acrylic nails.
    e. Never leave the burner unattended.
    f. Do not touch the burner until it has had time to cool off.
    g. Remove all loose clothing and jewelry that could present a fire hazard.

2. Hot plates can be used as a heat source in middle school laboratories.
    a. Always inspect wiring on hot plates before use. Make sure insulation is in place and all prongs are on the plug.
    b. Plug the hot plate into a GFCI protected wall receptacle.
    c. Never touch a hot plate that has been in operation until it cools.
    d. Never tie the cord around a heated hot plate.
    e. Never leave a hot plate unattended.

REFRIGERATOR SAFETY:
If the refrigerator is used to store materials for the classroom and student learning, the following guidelines must be followed:

1. Never store food in any refrigerator or freezer used to store chemicals.
2. Refrigerators and freezers should be cleaned out on a regular basis.
3. Containers placed in a refrigerator or freezer should be completely sealed or capped, securely placed and labeled.
4. Avoid capping materials with aluminum foil, corks and glass stoppers. 5.. All liquid chemicals should be stored in plastic trays.
5. All specimens should be stored in plastic bags with labels.
6. All items stored are to be appropriately labeled.
7. Review inventory on refrigerator/freezer contents to ensure compatibility of the contents. Store only chemicals in amounts needed over a reasonable amount of time. Each chemical has a shelf-life and decomposition products that could be hazardous.
8. Remember that power outages and technology failure can have an impact on stored contents. Be aware of unusual odors or vapors.
9. Do not use glass beakers as lids for bottles.
10. Do not stack materials too high. Petri dishes/plates should be taped together and placed in a plastic bag.
11. Do not use graduated cylinders or volumetric flasks to store materials.
12. Refrigerators/freezers should be periodically inspected (i.e., at least monthly).
13. Post an up-to-date inventory on the refrigerator door.
14. If potentially infectious material is spilled, clean immediately with a disinfectant agent such as 70 percent isopropyl alcohol. Then, wipe down the area with soap and water.
15. The refrigerator/freezer must be properly grounded and a permanent installation (i.e., no extension cords).
16. The refrigerator/freezer must be located away from lab exits.

15.2 Live Animals Care and Consideration for Junior High

GENERAL GUIDELINES:

- Every species is unique. It is important to learn as much as possible about a specific organism or animal before bringing it into the classroom. Learn especially the animal's habits and unique care requirements.
- Rely on reputable biological suppliers who can provide healthy and vigorous live organisms, will deliver them in a timely manner, and can provide technical support.
- Open shipments of live materials immediately and follow all directions for their care.
- All animals must be provided with appropriate food, space, cleanliness, water, shelter, and day-to-day care.
- Animal waste must be disposed of in a hygienic manner. Disposable gloves should be worn whenever the cage is cleaned.
- Do not allow imported exotic animals, wild animals, injured or stray animals, or known poisonous animals in your classroom.

- Students and teachers should wash their hands with soap and water before and after feeding, handling or cleaning animals.
- Only healthy animals should be used. Stay alert to any changes in an animal's behavior or eating habits. Seek professional help from a veterinarian if necessary.
- Some organisms bite, sting or carry diseases that can be transmitted to humans. Such organisms should not be in the classroom.
- Although students are generally interested in animals, not all students may share the same enthusiasm. Be sensitive to feelings of fear or dislike, and also to phobias about certain animals (snakes, spiders, etc.).
- Cages should be locked and located in an environmentally comfortable location.
- A student may have an allergic reaction to an animal or dust from an animal enclosure. Contact the nurse to assess allergy concerns with the animal and the students to make the necessary accommodations.
- IMMEDIATELY report any bites and have a medical examination.

TRANSFER, DISPOSITION OR FATE OF ANIMALS:

- Teachers should plan for the care and feeding of animals during school breaks and not assume that the animal will be fine or place the task on an unaware or non-consenting co-worker.
- Animals that have been purchased should not be released into the wild. They may suffer and die or they may become established and cause ecological damage.
- Animals are often transferred to another teacher who will be responsible for its care. Be sure to educate the teacher on the needs of the animal and its history. The more information you can share the better for the organism.
- In some cases, students will want to make an animal a personal pet. This, of course, can be done only if the student and parents agree. Be sure to educate the teacher on the needs of the animal and its history. The more information you can share the better for the organism.

15.3 Physics - Physical Science Labs in the Junior High

The study of mechanics in physical science provides many touchstones to everyday applications for students. However, laboratory activities in this area are not without safety concerns. Students and teachers can be injured if hit by rapidly moving objects or projectiles. Always use caution when dealing with projectiles, falling objects, moving equipment, exposed belts, powerful permanent magnets, sharps such as Exacto knives and razor blades, and springs.

Special attention should be given to eye protection and student proximities to projectiles. Any mechanism that has the capacity to cause damage to the student through mechanized motion, should be monitored and the students carefully instructed in its appropriate use.

15.4 Chemistry - Physical Science Labs in the Junior High

See Section 16 containing the chemical hygiene plan.

15.5 Astronomy - Physical Science Labs in the Junior High

Astronomical events such as viewing a solar eclipse are a great opportunity for learning, but safety precautions must be addressed.

1. Never look directly at the sun, including during a solar eclipse. Permanent eye damage is likely to take place.
2. Properly constructed pinhole viewers are a safe way to view the sun.
3. Never view the sun directly through binoculars or telescopes. This can cause blindness.
4. Never use sunglasses or exposed film to view the sun. They do not provide appropriate protection.

15.6 Geology - Physical Science Labs in the Junior High

Rock and Mineral Study is a key component of the junior high school curriculum. The following are some safety guidelines and concerns when doing such work with students. Use the following precautions in working with rocks and minerals in the laboratory:

1. Use acids as directed and be sure that the students are using the appropriate protective safety devices.
2. Always wear eye protection when smashing or cutting samples.
3. Wash hands at the beginning and end of the laboratory time to ensure all minerals and chemicals are removed from student skin.
4. Well-ventilated workspace is a must when dealing with the dust and chemicals in rock and mineral identification.

15.7 Weather - Physical Science Labs in the Junior High

Weather studies often involve using or making equipment to study weather patterns and collecting data on the effects of different weather phenomena. When using equipment, be sure that the manufacturers guidelines are being followed closely. Also, be positive that none of the equipment (barometers, thermometers, etc.) contains mercury. Finally, if any equipment is to be placed on the roof or outside of the school building, contact the appropriate personnel to attach the equipment. DO NOT mount anything on your own.

15.8 Life Science Labs in the Junior High

DISSECTIONS:

Should plant or animal dissections be used in a class for a laboratory or demonstration, the following safety precautions should be observed:

1. Share the MSDS information with students on the preservative prior to doing any dissection activity.
2. Contact the school nurse to determine if any students have allergies relative to specimen preparation chemicals.

3. Always used chemical splash goggles, gloves and aprons when doing dissection work.
4. Review emergency eye-wash procedures for chemical exposure prior to doing dissection work.
5. Always have the specimen completely rinsed prior to dissection to avoid contact with preservative chemicals.
6. Mount specimens on a dissecting pan in lieu of holding the specimen.
7. Use sharps such as dissection scalpels and blades with caution.
8. Cut away from the body — never toward the body.
9. Never remove any dissected parts from the laboratory.
10. Discard dissected parts in appropriate and labeled waste containers.
11. Always wash hands with soap and water after completing the dissection and cleanup.

15.9 General Safety Guidelines for High School Science Rooms

BLOODBORNE PATHOGENS AND OPIMs:
Bloodborne pathogens are bacteria, viruses and parasites found in human blood and other body fluids (Other Potentially Infectious Materials, or OPIMs). They can infect and cause disease in humans. The two pathogens recently receiving the greatest attention are the Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV). Other pathogens that can also be of concern are herpes, meningitis, tuberculosis, Epstein-Barr virus, Lyme disease, malaria and syphilis, to name a few.

Other potentially infectious materials, or OPIMs, can also foster disease. OPIMs include human body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any other body fluid that is visibly contaminated with blood.

Bloodborne pathogens can be transferred by four different ways — direct, indirect, airborne and vector-borne. Direct and indirect are the biggest threat:

- Direct — by touching body fluids from an infected person. This includes contact with lesions, open wounds or sores on the skin. Skin lining of the mouth, nose or throat, and eye contact/ invasion, are additional avenues.
- Indirect — by touching objects that have touched the blood or another body fluid of an infected person.

As such, all laboratory spaces must be kept clean and disinfected with a chemical that is known to kill the pathogens. All blood accidents and any other occurrences that involve the shared space being contaminated with bodily fluids must be reported to the school nurse and the area cleaned according to district protocol. Students should NEVER be responsible for cleaning up the contamination.

HEAT SOURCES:
<u>Bunsen Burners</u>
Bunsen burners can be dangerous as a heat source, given their hot flame.

1. Make sure hair is tied back.
2. Always wear chemical splash goggles and aprons.

3. Light the burner at arms length using an igniter or splint.
4. Do not operate the burner with acrylic nails.
5. Never leave the burner unattended.
6. Do not touch the burner until it has had time to cool off.
7. Remove all loose clothing and jewelry that could present a fire hazard.

Hot Plates

Hot plates are a heat source in many classrooms.

1. Always inspect wiring on hot plates before use. Make sure insulation is in place and all prongs are on the plug.
2. Plug the hot plate into a GFCI protected wall receptacle.
3. Never touch a hot plate that has been in operation until it cools.
4. Never tie the cord around a heated hot plate.
5. Never leave a hot plate unattended.

REFRIGERATORS:

If the refrigerator is used to store materials for the classroom and student learning, the following guidelines must be followed:

1. Never store food in any refrigerator or freezer used to store chemicals.
2. Refrigerators and freezers should be cleaned out on a regular basis.
3. Containers placed in a refrigerator or freezer should be completely sealed or capped, securely placed and labeled.
4. Avoid capping materials with aluminum foil, corks and glass stoppers. 5.. All liquid chemicals should be stored in plastic trays.
5. All specimens should be stored in plastic bags with labels.
6. All items stored are to be appropriately labeled.
7. Review inventory on refrigerator/freezer contents to ensure compatibility of the contents. Store only chemicals in amounts needed over a reasonable amount of time. Each chemical has a shelf-life and decomposition products that could be hazardous.
8. Remember that power outages and technology failure can have an impact on stored contents. Be aware of unusual odors or vapors.
9. Do not use glass beakers as lids for bottles.
10. Do not stack materials too high. Petri dishes/plates should be taped together and placed in a plastic bag.
11. Do not use graduated cylinders or volumetric flasks to store materials.
12. Refrigerators/freezers should be periodically inspected (i.e., at least monthly).
13. Post an up-to-date inventory on the refrigerator door.
14. If potentially infectious material is spilled, clean immediately with a disinfectant agent such as 70 percent isopropyl alcohol. Then, wipe down the area with soap and water.
15. The refrigerator/freezer must be properly grounded and a permanent installation (i.e., no extension cords).
16. The refrigerator/freezer must be located away from lab exits.

15.10 Live Animals Care and Consideration for High School

GENERAL GUIDELINES:

- Every species is unique. It is important to learn as much as possible about a specific organism or animal before bringing it into the classroom. Learn especially the animal's habits and unique care requirements.
- Rely on reputable biological suppliers who can provide healthy and vigorous live organisms, will deliver them in a timely manner, and can provide technical support.
- Open shipments of live materials immediately and follow all directions for their care.
- All animals must be provided with appropriate food, space, cleanliness, water, shelter, and day-to-day care.
- Animal waste must be disposed of in a hygienic manner. Disposable gloves should be worn whenever the cage is cleaned.
- Do not allow imported exotic animals, wild animals, injured or stray animals, or known poisonous animals in your classroom.
- Students and teachers should wash their hands with soap and water before and after feeding, handling or cleaning animals.
- Only healthy animals should be used. Stay alert to any changes in an animal's behavior or eating habits. Seek professional help from a veterinarian if necessary.
- Some organisms bite, sting or carry diseases that can be transmitted to humans. Such organisms should not be in the classroom.
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- Cages should be locked and located in an environmentally comfortable location.
- A student may have an allergic reaction to an animal or dust from an animal enclosure. Contact the nurse to assess allergy concerns with the animal and the students to make the necessary accommodations.
- IMMEDIATELY report any bites and have a medical examination.

TRANSFER, DISPOSITION OR FATE OF ANIMALS:

- Teachers should plan for the care and feeding of animals during school breaks and not assume that the animal will be fine or place the task on an unaware or non-consenting co-worker.
- Animals that have been purchased should not be released into the wild. They may suffer and die or they may become established and cause ecological damage.
- Animals are often transferred to another teacher who will be responsible for its care. Be sure to educate the teacher on the needs of the animal and its history. The more information you can share the better for the organism.
- In some cases, students will want to make an animal a personal pet. This, of course, can be done only if the student and parents agree. Be sure to educate the teacher on the needs of the animal and its history. The more information you can share the better for the organism.

15.11 Physics - Physical Science Labs in the High School

The study of mechanics in physical science provides many touchstones to everyday applications for students. However, laboratory activities in this area are not without safety

concerns. Students and teachers can be injured if hit by rapidly moving objects or projectiles.

Always use caution when dealing with projectiles, falling objects, moving equipment, exposed belts, powerful permanent magnets, sharps such as Exacto knives and razor blades, and springs.

Special attention should be given to eye protection and student proximities to projectiles. Any mechanism that has the capacity to cause damage to the student through mechanized motion, should be monitored and the students carefully instructed in its appropriate use.

ELECTRICTY:
Given the inherent dangers in the laboratory study of electricity, safeguards and safety procedures need to be in place for students and teachers. Consider the following safety specifications in working with electricity:

1. Know where the master switch is for electricity in the laboratory in case of an emergency.
2. Make students aware of the appropriate use of electricity and dangers of misuse and abuse.
3. When using batteries, always inspect them first for cracks, leaking, etc. Discard in an environmentally appropriate way if any of these conditions occur.
4. When unplugging cords, always pull cords from the plug at the electrical receptacle and never pull the cords from the wire.
5. Use only ground fault interrupt circuits (GFI) protected circuits!
6. Remove all conductive or metallic jewelry before working with electricity.
7. Prevent trip and fall hazards by placing wires away from places where people walk.
8. For routine maintenance like changing bulbs, make sure the device is unplugged before initiating the work.
9. Review OSHA's lockout/tagout standard (29.CFR 19.10.14.7 and 19.10.333) prior to working on any electrical device.
10. Never open a battery. The contents are corrosive and can be toxic or poisonous.
11. When storing batteries, never allow the terminals to touch or short circuit.
12. Be water phobic when working around electricity. Never use water or have wet hands when dealing with cords, plugs or electrical equipment. Never run a cord near or over a sink.
13. Utility pipes such as water and gas are grounded. Do not touch an electrical circuit and utility pipes at the same time.
14. Never plug damaged electrical equipment into a wall receptacle. This includes frayed wires, missing ground pin and bent plugs.
15. Never overload circuits as they will overheat and cause power outages or fires.

ELECTROSTATIC GENERATORS:
Electrostatic generators such as Van de Graaff generators are a real attention getter for students in the study of electrostatics. The following prudent safety procedures are in order, however:

1. The generator should only be operated by and under the direction of the teacher.
2. Electronic circuit or devices such as cell phones, computers and cameras can be permanently damaged by the machine's sparks. Keep them at least 5.0 feet (15..2 meters) away.

3. Always use a surge protector inline with the generator's power cord.
4. Students with epilepsy, heart or nervous system conditions, or pacemakers should never operate or being the proximity of an electrostatic generator.
5. Never operate the generator near flammable or combustible materials.
6. Never leave the machine operating unattended.

PRESSURIZED AND VACUUM SYSTEMS:
Pressurized gas cylinders can explode. Bell jars can implode. Use only pressurized or evacuated items that are designed for such an activity.
Working with vacuums has the potential of an implosion and the possible hazards of flying glass, splattering chemicals and fire. Potential risks must be carefully considered. Equipment at reduced pressure can be prone to rapid pressure changes forcing liquids through an apparatus.
For safety prevention, adopt the following safety protocols when dealing with pressurized and vacuum systems:

1. Always use safety glasses or goggles with ANSI Z87.1 ratings.
2. Procedures should always be affected inside a hood.
3. Place vacuum apparatus out of harm's way so an accidental hit is minimized. Placement of transparent plastic around the apparatus helps prevent injury from flying glass in case of an explosion.
4. Protect vacuum pumps with cold traps and vent the exhaust into an exhaust hood.
5. Assemble vacuum apparatus in a manner that avoids strain, particularly to the neck of the flask.
6. Do not allow water, solvents and corrosive gases to be drawn into vacuum systems.
7. Avoid putting pressure on a vacuum line to prevent stopcocks from popping out or glass apparatus from exploding.
8. Avoid using mechanical vacuum pumps for distillation or concentration operations when dealing with volatile materials. A water aspirator should be used.

SOUND:
Usually physics laboratory equipment and activities do not normally produce noise levels requiring use of hearing protection. The OSHA Occupational Noise Standard (29 CFR 1910.95) has established a noise action level of 85. decibels (dBA) averaged over eight hours. Wind tunnels, motors, engines and other laboratory equipment used in physics laboratories have the potential to exceed the action level. Science teachers should monitor sound levels and provide hearing protection for themselves and students. It is advised that this be applied even below the action level.

15.12 Chemistry - Physical Science Labs in the High School

See Section 16 containing the chemical hygiene plan as they apply in this classroom as directed by curriculum being taught.

15.13 Astronomy - Physical Science Labs in the High School

Astronomical events such as viewing a solar eclipse are a great opportunity for learning, but

safety precautions must be addressed.

1. Never look directly at the sun, including during a solar eclipse. Permanent eye damage is likely to take place.
2. Properly constructed pinhole viewers are a safe way to view the sun.
3. Never view the sun directly through binoculars or telescopes. This can cause blindness.
4. Never use sunglasses or exposed film to view the sun. They do not provide appropriate protection.

15.14 Geology - Physical Science Labs in the High School

Rock and Mineral Study is a key component of the high school curriculum. The following are some safety guidelines and concerns when doing such work with students. Use the following precautions in working with rocks and minerals in the laboratory:

1. Use acids as directed and be sure that the students are using the appropriate protective safety devices.
2. Always wear eye protection when smashing or cutting samples.
3. Wash hands at the beginning and end of the laboratory time to ensure all minerals and chemicals are removed from student skin.
4. Well-ventilated workspace is a must when dealing with the dust and chemicals in rock and mineral identification.

15.15 Weather - Physical Science Labs in the High School

Weather studies often involve using or making equipment to study weather patterns and collecting data on the effects of different weather phenomena. When using equipment, be sure that the manufacturers guidelines are being followed closely. Also, be positive that none of the equipment (barometers, thermometers, etc.) contains mercury. Finally, if any equipment is to be placed on the roof or outside of the school building, contact the appropriate personnel to attach the equipment. DO NOT mount anything on your own.

15.16 Biotechnology - Life Science Labs in the High School

Biotechnology is an exciting relatively new area for course work in high schools. The following procedures for working with biotechnology foster a safer learning experience:

1. DNA and microbes should be handled as if they can cause infections.
2. Handwashing hygiene is required before and after laboratory work by washing with antibacterial soap and water.
3. Gloves, chemical splash goggles and aprons are required. 4.. Keep fingers away from eyes, nose and mouth.
4. Decontaminate work surfaces before and after laboratory activities and accidental spills.
5. Use only mechanical pipetting. Never use mouth pipetting techniques.
6. Decontaminate all labware such as glassware that was used in laboratory work by soaking in a 10 percent bleach solution for several hours.

7. Prior to disposal of biologicals, destroy all experimental microorganisms.

DISSECTIONS:
Should plant or animal dissections be used in a class for a laboratory or demonstration, the following safety precautions should be observed:

1. Share the MSDS information with students on the preservative prior to doing any dissection activity.
2. Contact the school nurse to determine if any students have allergies relative to specimen preparation chemicals.
3. Always used chemical splash goggles, gloves and aprons when doing dissection work.
4. Review emergency eye-wash procedures for chemical exposure prior to doing dissection work.
5. Always have the specimen completely rinsed prior to dissection to avoid contact with preservative chemicals.
6. Mount specimens on a dissecting pan in lieu of holding the specimen.
7. Use sharps such as dissection scalpels and blades with caution.
8. Cut away from the body — never toward the body.
9. Never remove any dissected parts from the laboratory.
10. Discard dissected parts in appropriate and labeled waste containers.
11. Always wash hands with soap and water after completing the dissection and cleanup.

ELECTROPHORESIS:
Electrophoresis is a great opportunity for the laboratory study of DNA sequencing and more. However, electrophoresis units tend to operate at relatively high voltages. The following general safety procedures need to be addressed in dealing with this technology:

1. Avoid physical contact to unintentional grounding points and conductors like metal, water sources and jewelry.
2. Work should be located on non-conducting benches and floors. Rubber mats can serve as an insulating surface.
3. Use only ground-fault circuit interrupt (GFCI) protected electrical receptacles for power.
4. Locate the equipment in places where wires will not cause a trip and fall hazard.
5. Prior to use of equipment, inspect and correct items such as cracks, leaks and frayed wires.
6. Use caution making any physical contact with the apparatus. A thin layer of moisture acts as an electrical conductor.
7. Some electrophoresis devices have cooling components or apparatus. Do not contact any cooling apparatus with a gel as the tubing can be a current conductor. Always directly supervise the use of the equipment.
8. Exercise caution in working with power supplies that produce high voltage surges when first energized. Should the electrophoresis buffer spill or leak, stop the operation and clean up the spill immediately.
9. Use and post appropriate “Danger – High Voltage” warning signage on power supply and buffer tanks.

10. Upon completion of work, always wait 15. seconds for capacitor discharge after shutting off the power supply before making any disconnections or connections.

MICROBES:

Microbe study in the laboratory requires special precautions given the opportunity of pathogenic bacteria exposure. The following safety protocols should be enforced:

1. Personal protective equipment such as chemical splash goggles, lab coat or apron, and gloves are required during the laboratory activity.
2. Make sure all skin scratches and cuts are covered with bandages.
3. Before and after laboratory activities, wash the work area with disinfectant. 4.. Absolutely no food or drink is allowed in the laboratory.
4. Keep sources of potential contamination such as pencils, hands and laboratory equipment away from body orifices such as mouth, ears and nose to prevent potential contamination.
5. Have disinfectant tray available for the discard of contaminated equipment such as pipettes, petri dishes and more.
6. Should there be an accidental spill of microbial organisms, immediately contain it with dry paper towels. Sterilize the paper towels and disinfect the area of the spill.
7. Report any accidents immediately to the instructor.
8. Only laboratory grade cultures from a reputable scientific supplier should be used in the laboratory.
9. No general survey collections should be cultured given the danger of pathogenic organisms. An effective alternative can be commercially prepared slides.
10. All bacteria cultures and petri plates should be autoclaved or microwaved prior to disposal.
11. Wash hands with antibacterial soap and water after completing the laboratory work and cleaning up.

MICROWAVES:

Microwave ovens can be used as both a heating source and decontamination device. Simple safety precautions include the following:

1. Never operate the microwave oven when empty.
2. Always check the door seal prior to use to make sure it does not have a breach.
3. Persons with pacemakers should not be near the oven when operating.
4. Never place metal objects such as aluminum foil in the oven.
5. Do not put face near the oven door while operation.
6. Make sure the inside surface of the microwave is clean.
7. Post proper signage warning of microwave use.

16. CHEMICAL HYGIENE PLAN

29 CFR 1910.1450

This plan will be located in the Individual Laboratories, at the Educational Services Center and the Campbell County School District Website

16.1 Responsibilities

Specific to this Chemical Hygiene Plan (CHP), employees, administrators, and students all have a responsibility to conform to this standard. The Chemical Hygiene Officer, Michelle Reynolds, Wellness and Safety Manager, is ultimately responsible for this plan within the institution and must, with other administrators, provide continuing support. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A(B)

A. Administration Responsibilities

1. Appoint a Chemical Hygiene Officer (CHO) from within the School District. This Officer is Michelle Heitmann, Wellness and Safety Manager.
2. Implement a CHP conforming to the OSHA Lab Standard (29 CFR 1910.1450)
3. Ensure that employees receive training that pertains to the CHP.
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personal records.
6. Provide resources to ensure that facilities and equipment align with requirements of the Plan.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
8. Ensure that the local Fire Department receives a copy of the annual chemical inventory.

B. Chemical Hygiene Officer Responsibilities

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Perform regular safety audits.
3. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
4. Maintain communication with administration regarding CHP.

C. Purchasing/Warehouse Manager

3. Monitor procurement, use and disposal of chemicals throughout the school district.
4. Maintain Safety Data Sheets (SDS) for all district hazardous chemicals.
5. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.

D. Science Department Head

1. Monitor procurement, use and disposal of chemicals in the lab, including the determination of facilities and training levels that are adequate for the chemicals used.
2. Maintain SDS for science laboratory chemicals.
3. Provide training to colleagues, including administrators, teachers and facilities staff.

E. Curriculum Facilitator Responsibilities

1. Coordinate annual review of the CHP by science staff.
2. Submit budget for maintenance of lab equipment and inspections
3. Oversee the electronic chemical tracking system.
4. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office, local first responders and the Wellness and Safety Manager.

F. Teacher Responsibilities

1. Plan and conduct each laboratory operation in accordance with the CHP and safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with CHP. Teach good personal chemical hygiene habits. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemistry inventory.
5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemical.
6. Label, use, and dispose of each chemical as required.
7. Maintain laboratory safety equipment.
8. Maintain spill kits that are consistent with type and amount of chemicals used.

G. Student Responsibilities

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (i.e. no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Report chemical spills and accidents to teacher immediately.

H. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.

3. Report chemical spills to CHO. Do not clean up spills without proper training.
4. Monthly inspection of fire extinguisher in laboratories.

16.2 Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include… standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i) and Appendix A(E).

1. Adhere to the intent and procedures of this CHP.
2. Know the safety equipment. Users of the science labs must know:
    a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
    b. How to respond in case of an emergency; and
    c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
3. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a SDS.
4. No horseplay, games, or pranks in the laboratory.
5. Dispose of all waste materials according to the instructions. Follow local, state, and federal disposal requirements.
6. Report any accidents or unsafe conditions to the Healthy Schools and Safety Manager and CHO immediately.
7. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemical.
8. Do not eat, drink or apply cosmetics in the laboratory.
9. Do not taste any chemical. Do not smell chemicals directly.
10. Do not pipette solutions by mouth.
11. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
12. Promptly flush exposed skin with water.
13. See also **Housekeeping** section of this CHP.

16.3 Chemical Procurement

29 CFR 1910.1450 Appendix A (D)

1. Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.
2. No container will be accepted without an adequate label and SDS.
3. Campbell County School District will follow purchasing policies and procedures to acquire the smallest units reasonably possible: 1) to allow for a minimal amount of potentially dangerous material to be store in the schools, and 2) to reduce long-term

costs associated with disposal when there are changes in physical characteristics due to chemicals exceeding their shelf life.

16.4 Control Measures

"The CHP shall include…criteria that the employer will use to determine, and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices…" 29 CFR 1910.1450(e)(3)(ii)

A. *Engineering controls*

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the CHO immediately.

1. Laboratory Hoods – will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
    a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
    b. Do not store chemicals inside the hood.
    c. Do not use hood for disposal of volatile chemicals.
    d. Minimize interference with the inward flow of air into the hood
    e. Maintain face velocity between 75 and 125 feet per minute. Each school's laboratory teacher is responsible for monitoring the hood and keeping record.
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either direct vented to the outside or not vented with gongs left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.

B. *Protective Clothing and Equipment*

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Students and staff will wear appropriate PPE to avoid chemical exposure.
    a. Wear eye protection during chemical transfer and handling.
    b. Do not wear sandals, perforated shoes, or bare feet in labs.
    c. Shorts and skirts will be not worn unless a disposable apron is worn.
    d. Gloves appropriate to the materials and tasks will be provided. All gloves have a breakthrough time. The teacher will check manufacturer's recommendations.
2. The schools will provide required PPE for all employees and students at no cost.
3. The user must inspect PPE before each use. Defective PPE will not be used and will be reported to the Curriculum Facilitator.
4. Each science laboratory will have:

a. An easily accessible drench-type safety shower;
b. An eyewash fountain; and
c. An ABC fire extinguisher

5. Fire alarms and emergency telephones are located near each lab.
6. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.

C. *Housekeeping*

Each instructor is responsible for keeping his or her workplace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
3. Secure gas cylinders.
4. Clean up any spills on the floor or bench immediately.

D. *Hazardous Materials Management: Handling, Storage and Disposal*

A chemical is considered hazardous anytime it carries the label of poisonous, dangerous, caution, flammable or a label that carries a similar message.

1. Each school is expected to utilize the SDS system as a part of their overall chemical management plan. These sheets should list identifying information under these basic headings:
    a. Manufacturer/identification information, composition, hazards identification, first aid, fire and explosion data, accidental release measures, handling and storage, exposure control/personal protection, physical/chemical properties, stability and reactivity information, toxicological information, ecological information, disposal consideration, transport information, regulatory information, other information.
2. Chemicals will be stored in each laboratory's chemical closet. The teacher will oversee their respective chemical closets.
3. All chemicals in the closet should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs in place).
5. Storage areas shall be free from possible ignition sources
6. Each storage area shall be equipped with smoke detectors
7. Do not store chemicals on the floor (except gas cylinders) or above eye level.
8. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
9. Restrict access to chemical storage areas to students or unauthorized faculty.

10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or no desks or floors.
12. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal.
13. Mark the acquisition dates on all peroxide forming chemicals, and test them for peroxides or dispose of them after six months. These chemicals should be stored in an airtight container, in a cool, dark and dry place.
14. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
15. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
16. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrates, etc).
17. Chemical containers should be periodically checked for rust, corrosion, and leakage.
18. Chemical labels should state name of chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
19. Chemical labels must be readable and free from chemical encrustation.
20. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.
21. The Department Head and Curriculum Facilitator will examine stored chemicals at least one time annually, for container integrity.
22. Maintain a complete inventory of chemicals in the chemical closet. Inventory science chemicals at least annually. File the annual inventory with the CHO, Wellness and Safety Manager and Fire department.
    a. Should have a qualified chemical expert present during all inventories
    b. Students should never be involved in the inventory
    c. Advise emergency personnel prior to performing an inventory
    d. Use appropriate PPE and map out an escape route
    e. Avoid touching or moving containers that may contain shock sensitive chemicals. Old chemicals may have grown unstable.
    f. A staff person should record: date of purchase and recommended shelf life, date of last inventory, quantity on hand at time of last inventory, current quantity or amount, type of container, and assigned storage space.
    g. Decide what most be disposed of and follow disposal procedures listed below.
23. Follow all federal, state and local regulations for waste disposal:

a. Non-hazardous liquid waste may be dried down – hazardous waste may not (for example - latex paint may be dried out and placed in the trash to facilitate disposal, picric acid may not as it is highly volatile when dried)
b. Chemical wastes awaiting proper disposal should be stored in secondary containment and not mixed in among virgin stock chemicals, not in the classroom, and not under the hood.
c. Containers of waste awaiting proper disposal should be:
    i. In good condition, not leaking, kept closed, labeled to identify what is contained, labeled to identify that the content is hazardous, stored only with compatible wastes, stored inside and protected from freezing, coated in plastic (if made of glass), limited to ¾ full to allow for expansion
d. Avoid mixing hazardous and non-hazardous wastes
e. Contain the Maintenance Department to determine how and where to rid of the waste.

E. Inspections

1. Teachers are responsible for activating safety showers and eyewash fountains, to flush the lines and verify proper operations. Eyewash stations should be tested weekly, and safety showers tested annually.
2. The Department Head and Curriculum Facilitator are responsible for assuring that fume hoods are monitored annually to ensure adequate airflow (75-125 linear feet per minute).
3. The building Custodians are responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall with a sign indicating their location posted above the fire extinguishers.
4. Users should inspect PPE prior to each use.

16.5 Medical Program

"The CHP shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g)

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner than might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with *29 CFR 1910.1020.* The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.

3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for the Walk-In Clinic to provide medical consultations/examinations in the event of chemical exposure.

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (SRRP), along with any action taken. If no further action is taken, the reason for that decision should be included. In this district, the Healthy Schools and Safety Manager is responsible for investigating chemical exposure incidents.

C. First Aid

1. Personnel trained in first aid should be available during working hours. The following have received first aid training and are expected to render first aid: school nurses.
2. The closest emergency room with medical personnel is Campbell County Health.

16.6 Signs and Labels

29 CFR 1910.1450 Appendix A (D)(8)

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers for emergency personnel, emergency facilities, administration, Wellness and Safety Manager, the laboratory instructor and the Department of Public Safety.
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators “NO FOOD STORAGE ALLOWED.”
5. Warnings at areas or equipment where special or unusual hazards exist.

16.7 Spills and Accidents

29 CFR 1910.1450 Appendix A (D)(9)

1. In the case of a simple spill:
   - prevent the spread of dust and vapors
   - neutralize acids and bases if possible
   - control the spread of the liquid
   - absorb the liquid
   - collect and contain the cleanup residue
   - dispose of waste
   - decontaminate the area an affected equipment

2. In the event of a large or more serious spill, staff must contact the CHO or Department Head before beginning cleanup. The CHO or other authorized person will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for the district is located in every classroom.
    a. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
    b. The teacher of the laboratory is responsible for writing the accident report. The Wellness and Safety Manager will maintain accident records.
    c. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
    d. At each school, the school nurse is responsible for promptly addressing the needs of people who may have been exposed.
    e. The CHO or Wellness and Safety Manager must report the spill to the Department of Public Safety (1-800-452-4664).
    f. All waste generated from a chemical spill will be treated as hazardous waste.
    g. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided.

16.8 Information and Training

29 CFR 1910.450 (f)

1. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
2. Teachers are responsible for teaching students about hazards and safe practices.
3. The Department head and Curriculum Facilitator are responsible for ensuring that employees receive information and training to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
    a. The contents of OSHA Lab Standard and appendices;
    b. Location and availability of CHP, chemical safety reference materials, including MSDS and the Permissible Exposure Limits for OSHA regulated substances.
    c. Signs and symptoms associated with exposure to hazardous chemicals.
    d. Methods and observations that may be used to detect the presence or release of hazardous chemical (visible appearance, odor, monitoring equipment, etc).
    e. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect employees from overexposure to hazardous chemicals.
    f. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.

g. Use of fire extinguishers and other emergency equipment.

16.9 Annual CHP Audit

29 CFR 1910.1450 (e)(4)

The Curriculum Facilitator will conduct an audit of all phases of the CHP each year. He or she will provide audit results to the CHO and Healthy Schools and Safety Manager, who are responsible for taking corrective action.

17. BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

29 CFR 1910.1030

17.1 Introduction

The OSHA/WOSHA 1910.1030 Bloodborne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers who were exposed to human blood and certain other body fluids containing these viruses, through routes like needle stick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials, in the course of their work. Occupational transmission of HBV occurs much more often than HCV and much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

This exposure control plan has been established by C.C.S.D. in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the Bloodborne Pathogens Standard. All employees who are exposed to blood and other potentially infectious materials as a part of their job descriptions are included in this program. This plan will be made available to all employees covered by the bloodborne pathogens standard at their initial orientation. It will also be reviewed by all exposed employees in an on-line annual refresher training. This plan will be reviewed by the Director of Human Resources annually or more frequently if necessary, to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or devised employee positions with occupational exposure.

The Director of Human Resources will solicit input from employees representing work areas at risk for exposure at the annual training sessions, as well as from representatives from those departments at the annual review of the ECP. Input will also be gathered by investigating exposure incidents and participating in analysis of exposure incident data.

Basic components of this exposure control plan include:

1. Determination of Employee Exposure
2. Implementation of Methods of Exposure Control
3. Hepatitis B Vaccination Policy
4. Post Exposure Evaluation and Follow-up
5. Employee Training
6. Record Keeping

17.2 Exposure Determination

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials are included in this exposure control plan. Exposure determination is made without regard to the use of personal protective equipment. Exposure determination will be made at the time of posting for employees in list A or B. Community or school service workers are not occupationally exposed and will not be assigned tasks which will put them at risk of exposure.

LIST A - ALL EMPLOYEES ARE EXPOSED

All employees in job categories listed here are included in the plan:

School Nurse
Infant Child Care Assistant
CAT Assistant
CAT Director
Elementary Office Clerk
Water Safety Assistant
Water Safety Instructor
Assistant Pool Operator
Westwood High School Secretary
Rural School Secretary
Athletic Coach
Secretary/Assoc. H.S. Principal (Business & Attendance Offices)
Secretary to J.H. Assoc. Principal
Secretary to J.H. Principal
Behavior Teacher Assistant
Secretary to W.J.S.H. Principal
Secretary to Elementary Principal
Secretary to H.S. Principal
Athletic Trainer
Student Trainers
Custodians
All Bus Assistants
Certified Occupational Therapist Asst.
Physical Therapist
Occupational Therapist
Adaptive PE
Campus Supervisor
Physical Education Teacher
Substitute Nurse
Substitute Custodian
Substitute Special Programs Teacher Asst.
Assistant Coach
Cheerleading Sponsor
Head Coach
Weight Room Supervisor
Plumbers
Safety/Risk Manager
Speech Therapist/Pathologist
Shop Laborers/Transportation
Science Center

LIST B - SOME EMPLOYEES ARE EXPOSED

Job classifications in which some employees may have occupational exposure are included on this list. Since not all the employees in these categories are expected to incur exposure to blood or other potentially infectious materials, the tasks or procedures that would cause these employees to have occupational exposure are also listed. The job classifications and associated tasks for these categories are as follows:

JOB CLASSIFICATION	TASKS/PROCEDURES
Spec. Educ. Teacher, Vocational Job Coach, Exc. Child Spec./Deaf Ed., Exc. Child Spec./P.S.A., Exc. Child Spec./Res. Room, Exc. Child Spec./Mentally Handicapped, Exc. Child Spec./ Vocational, Exc. Child Spec. / Vision, Subs. Teacher, Spec. Prog. Educ. Assist.	Tending to special education pupils needs involving body fluids, saliva or body waste that is visually contaminated with blood.
Designated Teacher or Administrator, Designated Junior High or High School Office Clerk, Designated Building Teacher Assistant, Designated Compensatory Teacher Assistant, Designated Title I Teacher Assistant, Designated Data Clerk, Academic Competition Supervisor, Assistant Play / Musical Director, Assistant Speech and Debate Coach, Class Sponsor, Club / Activity Advisor, DECA Advisor, Detention Hall Supervisor, Events Coordinator, FFA Advisor, Head Speech and Debate Coach, Instrumental Music Director, Memory Book Advisor, Newspaper Advisor, Play / Musical Director, Strings Director, Student Council Advisor, Vocal Music Director, Yearbook Advisor	Tending to infants/children needs involving body fluids, saliva or body waste that is visually contaminated with blood; tending to student incidents, injuries or illnesses where there is blood or other potentially infectious material; or cleaning areas where there is blood or other potentially infectious material.
Family and Consumer Sciences Teacher, Science Teacher, Vo. Ag. Teacher, Construction Technology Teacher, Industrial Technology Teacher, Automotive Technology Teacher, Machine Shop Teacher, Welding Technology Teacher, Drafting Teacher, Art Teacher, Electronics Teacher	Involved in experiments or projects where there is direct contact with blood or other potentially infectious materials or tending to student incidents or injuries where there is bleeding.
All Bus Drivers, Substitute Bus Drivers	Has as part of their job duties “Clean-up of potentially infectious spills”.
Student, Summer and JTPA Custodians	Has as part of their job duties “Clean-up of bathrooms, emptying garbage, or clean-up of potentially infectious spills”.

17.3 Methods of Compliance

Standard Precautions:
All employees will utilize principles of "Standard Precautions" to prevent contact with BLOOD and ALL BODY FLUIDS AND MOST BODY SUBSTANCES. Standard Precautions is an expansion of the CDC Universal Precautions, which apply to blood and other body fluids containing visible blood, as well as semen, vaginal secretions, cerebrospinal fluid, pericardial fluid, peritoneal fluid, and amniotic fluid (referred to as Other Potentially Infectious Materials of OPIM), in following Standard Precautions, ALL body fluids and moist body substances are feces, urine, sputum, nasal secretions, saliva, vomitus, sweat, tears, non-intact skin and mucous membranes.

Engineering Controls:
Engineering and Work Practice Controls shall be used to eliminate or minimize exposure potential. Personal protective equipment shall also be used. The following engineering controls will be utilized:

1. Properly labeled, puncture-resistant sharps containers in any area where needles and lancets are used.
2. Readily accessible hand washing facilities, including running potable water, soap and single-use towels or hot air drying machines. In circumstances where hand washing facilities are not feasible, alternative hand cleansing solution or antiseptic wipes will be provided.
3. Other devices which are recommended to eliminate or minimize exposure to blood or other potentially infectious materials.
4. Eye wash stations, which are available in the nursing offices of each school building, and other designated areas.

Engineering controls will be inspected, maintained or replaced on a regular schedule. The schedule for reviewing the effectiveness of the controls will be done by each building nurse, supervisor or designee on a quarterly basis during the school year.

Work Practice Controls:
1. Hand Washing and other General Hygiene Measures**.** Hand washing is a primary infection control measure which is protective of both the employee and the client. Appropriate hand washing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible. Readily accessible hand washing facilities, including running potable water, soap and single-use towels or hot air drying machines are available in all buildings. In addition, all employees identified in Lists A and B will be apprised of disinfectant supplies available at work sites and school

buses. Antiseptic towelettes or alternative hand cleansing solution are supplied for use where hand washing facilities are not immediately available.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present. Refrigerated medications will be stored on the lowest shelf or compartment of the refrigerator.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials.

2. Sharps Management**.** Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited. Broken glass contaminated with blood shall be stored in a sharps container.

   Sharps containers must be closable, puncture resistant, labeled or color-coded, and leak proof on sides and bottom, and maintained upright throughout use. Containers are to be easily accessible to personnel and located as close as is feasible to the immediate areas where sharps are used or found. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps containers. Sharps containers will be located in the school nurse's office, athletic trainer's office, designated science labs, and other areas as needed.

   Overfilling of sharps containers creates a hazard when needles protrude from openings. Nearly full containers must be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced.

   The District will contract with an outside provider to properly dispose of (incinerate) sharps containers.

   Campbell County School District Bloodborne Pathogen Trainer and the Director of Human Resources will collaborate on the need for changes in engineering controls and work practices through review of records such as exposure reports, injury reports, employee interview, literature reviews and participation in peer specialty organizations.

Personal Protective Equipment:

1. General Guidelines**.** All personal protective equipment will be provided, repaired, cleaned and disposed of by C.C.S.D. at no cost to employees. Employees shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure. Disposable gloves, gowns, shoe protections, utility gloves, CPR microshields, goggles/eye protectors, and face masks are available and readily accessible in each building or vehicle. Employees who have allergies to regular gloves will be provided hypoallergenic gloves or other similar alternatives. The school nurse, classified supervisor or designee in each department/school in C.C.S.D. that employs persons in job categories in List A and B is responsible for inspecting protective

equipment, keeping supplies on hand and for quarterly inspections during the school year. All school buses and school vehicles will be provided with kits that include personal protection equipment.

If a protective gown is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for disposal. All personal protective equipment shall be removed before leaving the work area and shall be placed in assigned containers for storage, washing, decontamination or disposal. Personal protective equipment that is disposable should be placed in RED BAGS.

2. Protection for Hands
   a. Gloves shall be worn in the following situations:
   · When it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes and non-intact skin;
   · When handling or touching contaminated items or surfaces; or
   · When the employee has cuts, scratches or non-intact skin on their hands.

   b. Disposable Latex Gloves:
   · Shall be replaced as soon as feasible when gloves are contaminated, torn, punctured or when their ability to function as a barrier is compromised; and
   · Shall not be washed or decontaminated for re-use.

   c. Utility Gloves (customarily worn by custodial personnel)
   · Shall be decontaminated for re-use if the gloves are in good condition; and
   · Shall be discarded when gloves are cracked, peeling, torn, punctured or show other signs of deterioration (whenever their ability to act as a barrier is compromised).

3. Protection for Eyes/Nose/Mouth. Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Housekeeping:

1. General Policy. The work place will be maintained in a clean and sanitary condition. A written housekeeping procedure guide, which gives the appropriate methods and frequency of decontamination based upon the location within the facility, type of surface to be cleaned, and tasks or procedures being performed, must be followed. (See appendix A.) Guides are provided to departments/schools where employees on lists A and B are employed. These guides are maintained by the head/building custodian and shall be available for general review of all employees. These will be approved annually by the Director of Human Resources with input from custodians, building nurses and classified supervisors.

2. Equipment, Environmental and Working Surfaces. Appropriate personal protective equipment, including general-purpose utility gloves shall be used during all cleaning or decontaminating of potentially infectious surfaces.

   Clean contaminated work surfaces with appropriate disinfectant:
   · after each lunch serving

- after completing procedures
- immediately or as soon as feasible when overtly contaminated
- after any spill of blood or OPIM
- at the end of the work shift if the surface may have become contaminated since the last cleaning

Initial clean-up of blood or other potentially infectious materials shall be followed with the use of an approved hospital disinfectant germicide that is tuberculocidal or a solution of 5.25 percent hypochlorite (household bleach) diluted between 1:10 and 1:100 with water.

Equipment contaminated with blood or other potentially infectious materials shall be checked routinely and decontaminated, if possible, prior to servicing or shipping.

All reusable bins, pail, cans and similar receptacles which may become contaminated with blood or OPIM shall be inspected/decontaminated on a regular basis as defined in the Housekeeping Procedures. If these articles become visibly contaminated, they should be decontaminated immediately or as soon as feasible.

Custodial personnel shall include the decontamination of bio-hazard waste containers on at least annually and as needed.

3. Special Sharps Precautions**.** Broken glass which may be contaminated shall be removed by using mechanical means such as a brush and dustpan, tongs or forceps. DO NOT pick up directly with the hands.

   Reusable containers are not to be opened, emptied or cleaned manually or in any other manner which will expose employees to the risk of percutaneous injury. DO NOT reach hand into a container which stores reusable contaminated sharps.

4. Regulated Waste. Includes:
   - Liquid or semi-liquid blood or other potentially infectious materials
   - Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed
   - Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling
   - Contaminated sharps
   - Pathological and microbiological wastes containing blood or other potentially infectious materials

5. Waste Containers. Any of the substances listed above must be placed in containers which are closable; constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.

   In C.C.S.D., containers will be BIOHAZARD CONTAINERS AND RED BAGS. Regulated waste that has been decontaminated need not be labeled or color-coded.

   Containers must be closed prior to moving/removing to prevent spillage or protrusion of contents during handling, storage, transport or shipping.

   Employees or students are **NOT** to reach into any waste container in an attempt to remove items.

Employees who change RED BAGS are required to wear protective gloves. DO NOT reach into the contents of any RED BAG. RED BAGS may be "double-bagged" to prevent leakage. RED BAGS may not be emptied into another bag.

BIOHAZARD CONTAINERS and RED BAGS are to be disposed by methods which must be in accordance with Campbell County Waste Management's Infectious Waste Management Regulations.

6. Laundry. Employees who handle contaminated laundry are to wear protective gloves and other appropriate personal protective equipment.

   Contaminated laundry shall be handled as little as possible with a minimum of agitation. Do not sort/rinse laundry in location of use. Place in container/bag where it was used. Wet contaminated laundry which may soak through or cause leakage from bag or container will be placed and transported in bags or containers that are labeled or color-coded, which prevent soak-through and/or leakage of fluids to the exterior.

17.4 Communication of Hazards to Employees

Employees will be informed of hazards through a system of BIOHAZARD CONTAINERS, RED BAGS and BIOHAZARD labels.

Warning labels shall be affixed to containers of regulated wastes, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials. Contaminated equipment shall also be labeled in this manner. Information about the portions of the equipment that remain contaminated shall be added to the label.

Labels shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label is either to be an integral part of the container or affixed as close as feasible to the container by a method which prevents loss or unintentional removal of the label. The label shall have the biohazard symbol and the text BIOHAZARD.

RED BAGS may be substituted for the warning label.

17.5 Hepatitis B Vaccination Policy

General Statement of Policy –
Vaccinations shall be given according to current recommendations of the CDC. They will be provided by CCSD nurses during the school year and by the Public Health Offices in the summer. Health Care Personnel will be informed as to the CDC recommendation and rationale for post vaccination titers and will offer, at no cost to them, a blood test to determine if sero-conversion occurred. Pre-screening will not be required as a condition of receiving the vaccine. If the employee has documentation of previous vaccine, a copy will be made available to the Director of Human Resources. Record of the immunizations and the laboratory test results will become part of the employee's confidential medical files.

All medical evaluations and procedures including the hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and

place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant or nurse practitioner. Medical care and vaccination series will be according to the most current recommendation of the U.S. Public Health Service. A copy of the bloodborne pathogens standard will be provided to the health care professional responsible for the employee's hepatitis B vaccination. A licensed health care provider will provide this service for C.C.S.D. employees.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

17.6 Hepatitis B Vaccination

Vaccinations shall be given according to current recommendations of the U. S. Public Health Service. Pre-screening will not be required as a condition of receiving the vaccine. If the employee has documentation of previous vaccine, a copy will be made available to the Director of Human Resources. Post-vaccine titers may be done to verify seroconversion.

At this time a routine booster dose is not recommended, but if the U.S. Public Health Service, at some future date recommends a booster, it will also be made available to exposed employees at no cost.

The vaccination will be made available to employees after they have attended training on bloodborne pathogens and within ten working days of initial assignment to a job category with exposure. The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any employee who has immunity as demonstrated through antibody testing; or to any employee for whom the vaccine is medically contraindicated. An employee who chooses not to take the hepatitis B vaccination will be required to sign a declination statement. The employee may opt to receive the vaccine later at no cost to the employee.

17.7 Procedures for Evaluation and Follow-up Exposure Incidents

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident must immediately flush exposed area with water and report their exposure to the building nurse or supervisor (see Appendix B). Upon confirmation by the building nurse or supervisor that an exposure incident has occurred, the Director of Human Resources will be notified and an employee will immediately be offered, at no cost to the employee, a confidential medical evaluation and follow-up including the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual unless identification is infeasible or prohibited by law.

The reporting requirement for an exposure incident does not supersede nor replace a supervisor's requirement to fill out the OSHA 300 incident report form. The District or supervisor is required to record information about every occupational death, every nonfatal occupational illness, and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).

If the HBV or HIV infectivity status of the source individual is unknown, the source individual's blood will be tested as soon as feasible after consent is obtained. If consent is not obtained, the Director of Human Resources shall establish that the legally required consent cannot be obtained. If the source individual's blood is available, and the individual's consent is not required by law, the blood shall be tested and the results documented. The exposed employee will be informed of the results of the source individual's testing with consideration of State and Federal Regulations regarding confidentiality. When the source individual is already known to be infected with HIB or HBV, testing for the source individual's HIV and HBV status need not be repeated.

The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for HBV and HIV serological status. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

The exposed employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illnesses.

The following information will be provided to the health care professional evaluating an employee after an exposure:

1. A copy of 1910.1030 bloodborne pathogens standard.
2. CDC Guidelines for the Management of Occupational Exposures to HBV, HCV, HIV and Recommendations for post exposure prophylaxis.
3. A description of the exposed employees duties as they relate to the exposure incident.
4. A copy of the BBP Exposure Incident Report.
5. Results of the source individual's blood testing, if available.

6. All medical records relevant to the appropriate treatment of the employee including vaccination status.
7. Results of the employees lab results, if available.

The Human Resources Department shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation, upon request.

The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for the employee and if the employee has received the vaccination.

The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

1. That the employee has been informed of the results of the evaluation.
2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which required further evaluation or treatment.
3. That the employee has been told about incubation periods, method of transmission and prevention of transmission, and has been encouraged to report any illness symptoms that may be related to the onset of BBP infections.

Upon completion of the Hepatitis B vaccination series (three shots), the employee's name, address, phone, date of birth and social security number will be forwarded to the Wyoming Department of Health. The employee's vaccination record will remain on file there. (See appendix C.)

Note: All other findings shall remain confidential and shall not be included in the written report.

17.8 Action Plan for Bloodborne Pathogen Exposure or Other Potentially Infectious Materials (OPIM)

EXPOSURE – "Specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

Student Exposure:

1. Call parents and recommend immediate care with primary care provider OR Campbell County Health. They can call their PCP (if they have one) to find out where they would prefer them to be evaluated.
2. Complete SRRP Incident Form as with all other injuries that occur on school property
3. You do not need to complete and insurance claim form for sutdent's exposed to bloodborne pathogens. Bills for these incidents can be sent directly to Michelle Heitmann at ESC:

   Michelle Heitmann
   Wellness and Safety
   1000 W 8th St
   Gillette, WY 82716

Staff Exposure:

1. There is a packet of forms and information in Nurse documents under BBP.
2. Complete the packet of forms as instructed on the checklist
3. Refer staff member to CCH Emergency Room for immediate care and send the packet with them.
4. Exposed employee will have the healthcare provider complete the Healthcare Professional's Written Opinion Form and return the packet to the school nurse.
5. If source individual consents to testing, they may get testing done at CCH ER as well, and bills may be sent to the address below.
6. After ensuring packet is completed as instructed on the checklist, please send to the Nursing Coordinator who will forward to Human Resources.
7. Complete SRRP Incident Form
8. If the staff member is covered by Worker's Compensation, the employee and supervisor will need to complete the claim form and submit it to Michelle Heitmann at ESC. If the staff member is NOT covered by Worker's Compensation, then bills for these incidents should be sent directly to Michelle Heitmann at ESC:

   Michelle Heitmann
   Wellness and Safety
   1000 W 8th St
   Gillette, WY 82716

17.9 Employee Training

Occupationally exposed employees will be trained regarding bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually thereafter. All other new employees will receive information on bloodborne pathogens when they receive this booklet at their orientation. Additional training will be provided whenever there are changes in task or procedure which affect an employee's occupational exposure; this training will be limited to the new exposure situation.

The training approach will be tailored to the education level, literacy and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The Wellness and Safety Manager, working closely with the CCSD Nursing Coordinator, is responsible for providing qualified training and/or conducting training as well as maintaining the record keeping documents. (A variety of teaching methods may be used; e.g. lecture, demonstration, videotapes, and written materials.)

The following content will be included:

1. A copy and an explanation of the bloodborne pathogens standard.
2. General explanation of the epidemiology, modes of transmission and symptoms of bloodborne diseases.
3. A copy and an explanation of C.C.S.D. Exposure Control Plan and how it is implemented.
4. Procedures which may expose employees to blood or other potentially infectious materials.
5. Explanation of engineering controls, work practice controls and personal protective equipment that are used in C.C.S.D. to prevent/reduce the risk of exposure to blood or other potentially infectious materials.
6. Explanation of the basis for selection of personal protective equipment.

7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
8. Information on the free hepatitis B vaccination program including the benefits, efficiency and safety method of administration of vaccination.
9. Information on procedures to use in an emergency involving blood or other potentially infectious materials.
10. Explanation of the procedure to follow if an exposure incident occurs.
11. Explanation of post-exposure evaluation and follow-up procedures required following an exposure incident.
12. An explanation of warning labels and/or color coding.
13. A review of universal precautions.

17.10 Record Keeping Procedures

Procedures are in place for maintaining both medical and training records in the Human Resources Department. If C.C.S.D. should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Directory of the National Institute for Occupational Safety and Health (NIOSH) will be notified at least three months prior to the disposal of records. The records will be transmitted to NIOSH if required by the Director, within the three month period.

Medical Record Keeping –
A medical record will be established and maintained for each employee with occupational exposure. The record shall be kept confidential and shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.20. The Human Resources Department is responsible for maintaining medical records.

The medical record shall include the following:
1. Name and social security number of the employee;
2. A copy of the employee's hepatitis B vaccination status and dates of hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
3. A copy of examination results, medical testing, and any follow-up procedures; as outlined in Section IV;
4. A copy of the health care professional's written opinion; as outlined in Section IV; and
5. A copy of the information provided to the health care professional who evaluates the employee for suitability to receive hepatitis B vaccination prophylactically and/or after an exposure incident (See section IV.).

The Sharps Injury Log shall include the following:
The type and brand of the device involved.
The department or work area where the exposure occurred.
An explanation of how the incident occurred.

The record will be kept confidential. The contents will not be disclosed or reported to any person within or outside the work place without the employee's expressed written consent, except as required by law or regulation. In accordance with 29 CFR 1910.20, employee medical records required under 1910.1030 shall be provided upon request for examination and copying to the

subject employee, to anyone having written consent of the subject employee, to the Human Resources Manager and to the Administrative Assistant to the Human Resources Manager.

Sharps Injury Registry –
Sharps inj Appendix 1 Confined Space Questionnaire.....Page 93
ury reports will be forwarded to the Epidemiology Unit (Division of Preventive Health and Safety). These reports are confidential and are identified by number only. The Human Resources Manager will be responsible for this report.
Training Records –
Training records shall be maintained by the Human Resources Office for 3 years from the date on which the training occurred.

The following information shall be included:

1. Dates of training sessions;
2. Contents or a summary of the training sessions;
3. Names and qualifications of trainer(s); and
4. Names and job titles of all persons attending.

Training records shall be provided upon request for examination and copying to employees, to employee representatives, in accordance with 29 CFR 1910.20 to the Manager and to the Administrative Assistant.

17.11 Definitions

The following definitions apply to C.C.S.D. Exposure Control Plan:

Assistant Secretary: Assistant Secretary of Labor for Occupational Safety and Health or designated representative.

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials.

Decontaminated: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Director: Director of the National Institute for Occupational Safety and Health, U. S. Department of Health and Human Services or designated representative.

Engineering Controls: Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the work place.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
Hand Washing Facilities: A facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

HBV: Hepatitis B virus.

HCV: Hepatitis C virus.

HIV: Human immunodeficiency virus.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

1. The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials, contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed, items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling, contaminated sharps and pathological and microbiological waste containing blood or other potentially infectious materials.

Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions/Standard Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

18. APPENDIX AND REPORTING FORMS

Appendix I - Confined Space Questionnaire

1. What type of confined space will you be entering?

2. What is the purpose of entering the confined space?

3. What type of equipment is located in the confined space?

4. Describe the work that will be performed while inside the confined space?

5. What possible gas or vapor hazards may be present within the space? What is their source?

6. What types of chemicals, solvents or gases will be used while inside the space?

7. Is remote sensing capability required?

Name of Company_____

Name and phone number of person providing this information_____

_____

Signature_____Date_____

Appendix 2 - Confined Space Entry Permit

Date & Time Issued___-___-___/_____Date & Time Expires___-___-___/_____
Permit Space ID: _____ Purpose of Entry_____
Entrants' Names:_____
Attendant(s):_____Entry Supervisor_____
All Entrants, Attendant(s), & Entry Supervisor Verified Trained For Duties.

Hazard(s) of Space: Atmospheric_____ Engulfment_____ Electrical_____
Mechanical_____ Other_____

		DATE	TIME	N/A
Method to Eliminate/Ventilation Control Hazard(s) Completed:	Lockout/Tagout	_____	_____	_____
	Line(s) Broken-Capped-Blanked	_____	_____	_____
	Purge-Flush-Vent	_____	_____	_____
	Other_____		_____	_____ _____

Equipment Available:	N/A	YES	NO		N/A	YES	NO
Calibrated Gas Monitor	( )	( )	( )	Special Protective Clothing	( )	( )	( )
Safety Harnesses	( )	( )	( )	Mechanical Ventilation		( )	( ) ( )
Emergency Retrieval Line	( )	( )	( )	Communication	( )	( )	( )
Hoisting Equipment	( )	( )	( )	Explosion-Proof Equipment	( )	( )	( )
Breathing Apparatus	( )	( )	( )	Lights & Tools	( )	( )	( )

Communication Procedures - Entrant <> Attendant:_____

Rescue: **Non-Entry Retrieval** Means of Summoning Help:_____

TESTING & MONITORING: Periodic_____ Continuous_____ N/A_____

	Pre-entry	Others			
Percent of Oxygen: 19.5% - 23.5%	_____	_____	_____	_____	_____
Flammability: <10% LFL	_____	_____	_____	_____	_____
Concentrations: < PEL	_____	_____	_____	_____	_____
Time	_____	_____	_____	_____	_____
Tester's Initials	_____	_____	_____	_____	_____

Additional Work Permits (Hot-work, etc.) Attached: Yes_____ No_____ N/A_____.

Entry cannot be approved if any entries are marked in the "No" column. This permit is not valid unless all items are completed.

All entry conditions have been met. Entry is authorized. _____
(Entry Supervisor)

Or:
Alternate Entry Procedures: I certify that all pre-entry measures required by this program have been completed and that the space identified above is safe for entry following Alternate Entry Procedures.

_____
(Entry Supervisor)

Or:
Reclassification To Non-Permit Space. I certify that all hazards have been eliminated from the space identified above and that the space is reclassified as a non-permit space.

_____

(Entry Supervisor)

Appendix 3 - Worker's Compensation Claim Form

Department of Workforce Services
Division of Workers' Compensation
Report of Injury

EMPLOYER INFORMATION Please use **BLACK** ink. Do not cross zeros or sevens Claim Number: _____

BUSINESS NAME			WORK COMP EMPLOYER #
Campbell County School District			000003124
ADDRESS			
1000 W 8th Street			
CITY	STATE	ZIP	PHONE
Gillette	WY	82717	307-682-5171
TAX ID TYPE (FEIN OR SSN)	TAX ID NUMBER		NATURE OF BUSINESS (MANUFACTURING, ETC.)
			School

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	MI

MAILING ADDRESS	CITY	STATE	ZIP
PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS	CITY	STATE	ZIP

PHONE (WITH AREA CODE)	EMAIL ADDRESS

DATE OF BIRTH	DATE OF HIRE	STATE OF HIRE

SOCIAL SECURITY NUMBER	US CITIZEN?	IF NO, PROVIDE INS#
	☐ YES ☐ NO	
SEX	MARITAL STATUS	
☐ FEMALE ☐ MALE	☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOWED	

INJURY INFORMATION

DATE OF INJURY	TIME OF INJURY	TIME EMPLOYEE BEGAN WORK	TIME EMPLOYEE ENDED WORK
	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

DATE EMPLOYER WAS NOTIFIED OF INJURY	LAST DAY OF WORK AFTER INJURY	DATE OF RETURN TO WORK	EMPLOYEES OCCUPATION (JOB TITLE) WHEN INJURED

TYPE OF EMPLOYEE	EMPLOYEE STATUS
☐ REGULAR ☐ VOLUNTEER ☐ INMATE ☐ OTHER	☐ OWNER ☐ PARTNER ☐ CORPORATE OFFICER ☐ INDEPENDENT CONTRACTOR

NAME OF PERSON CONTACTED	CONTACT PHONE NUMBER	DID INJURY OCCUR ON EMPLOYER PREMISES?
		☐ YES ☐ NO

ADDRESS OR LOCATION OF ACCIDENT	CITY	COUNTY	STATE	ZIP

FATALITY	IF YES, WHAT IS THE DATE OF DEATH?	DID INJURY RESULT IN MEDICAL TREATMENT OR LOST TIME FROM WORK?
☐ YES ☐ NO		☐ MEDICAL TREATMENT ☐ LOST TIME FROM WORK

NAME OF PHYSICIAN OR HEALTH CARE PROFESSIONAL	ADDRESS	CITY	STATE	ZIP CODE	DATE OF INITIAL EXAM

LIST ALL BODY PARTS AND LOCATION OF INJURY (LOCATION BEING THE FOLLOWING: RIGHT, LEFT, BI-LATERAL, MIDDLE, LOWER, UPPER OR UNKNOWN)

PRIMARY BODY PART:	LOCATION:

HAS THIS BODY PART BEEN PREVIOUSLY INJURED?	IF YES, PLEASE EXPLAIN
☐ YES ☐ NO	

WAS PRIOR INJURY WORKERS COMP?	WHAT STATE DID THE PRIOR INJURY OCCUR?	DATE PRIOR INJURY OCCURRED?
☐ YES ☐ NO		

SECONDARY BODY PART:	LOCATION:

HAS THIS BODY PART BEEN PREVIOUSLY INJURED?	IF YES, PLEASE EXPLAIN
☐ YES ☐ NO	

WAS PRIOR INJURY WORKERS COMP?	WHAT STATE DID THE PRIOR INJURY OCCUR?	DATE PRIOR INJURY OCCURRED?
☐ YES ☐ NO		

LIST ADDITIONAL BODY PARTS AND LOCATIONS BELOW:

BODY PART:	LOCATION:
BODY PART:	LOCATION:
BODY PART:	LOCATION:

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IMPORTANT: PLEASE COMPLETE THE BACKSIDE OF THIS FORM

Claim Number: _____

JOB DESCRIPTION

INJURED WORKER'S DETAILED JOB TITLE AT TIME OF INJURY. (For example: Civil Engineer, not just Engineer; RN or LPN, not just Nurse; Custodian or General Repairs, not just Maintenance)

WHAT WERE THE TYPICAL DUTIES OF THE INJURED WORKER'S JOB AT THE TIME OF INJURY? (For example: operating heavy equipment, mopping floor, hanging drywall, welding, doing data entry)

CAUSE OF ACCIDENT

WHAT HAPPENED? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, employee fell 20 feet.; "Employee was sprayed with chlorine when gasket broke during replacement".

WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE? Examples: "concrete floor"; "chlorine", "radial arm saw". If this question does not apply to the incident, leave it blank.

WHAT WAS THE EMPLOYEE DOING JUST BEFORE THE INCIDENT OCCURED? Describe the activity as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing material", "spraying chlorine from hand sprayer", "daily computer key-entry".

WAGE INFORMATION

EMPLOYEE PAID ☐ HOUR ☐ DAY ☐ WEEK ☐ MONTH ☐ YEAR ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ OTHER		IF HOURLY, WHAT IS THE RATE PER HOUR?
IF NOT PAID HOURLY, WHAT IS THE EMPLOYEE'S PAY RATE	HOURS WORKED PER DAY	NUMBER OF DAYS WORKED PER WEEK
IS EMPLOYEE AUTHORIZED OVERTIME? ☐ YES ☐ NO	NUMBER OF OVERTIME HOURS WORKED	EMPLOYEE PAID FOR THE DATE OF ACCIDENT? ☐ YES ☐ NO
DOES THE EMPLOYEE HAVE MORE THAN ONE JOB? IF SO, STATE NAME OF EMPLOYER	PROVIDE PHONE NUMBER OF THE ADDITIONAL EMPLOYER	

Employee Release: I authorize the Division of Workers' Compensation to disclose and or obtain information about my case to or from other state agencies; insurers, group health plans, third party administrators, health maintenance organizations or Medicare and Medicaid service centers. The information that may be released or obtained includes: my name, my social security number, the medical services I received and the dates of those services, the amounts charged by health care providers for my medical services, and the amount of benefits paid. This information may be needed to ensure that benefit payment are not duplicated. The information given by me herein is true and correct. I agree this release shall remain in full effect until revoked by me in writing. Photocopies of this authorization shall be given the same effect as the original. I further acknowledge that misrepresentation or fraud can lead to a civil action and/or criminal prosecution.

EMPLOYEE SIGNATURE OR EMPLOYEE'S REPRESENTATIVE _____ TODAY'S DATE _____ RELATIONSHIP TO EMPLOYEE _____

PRINT EMPLOYEE OR REPRESENTATIVE NAME _____ EMPLOYEE SSN# _____

If you are a Medicare Beneficiary, you are required to provide your HICN assigned by the Social Security Administration: _____

Employer Certification: I am an authorized agent of the employer. The information given by me herein is true and correct. I further acknowledge that misrepresentation or fraud can lead to a civil action or criminal prosecution.

Do you belive this injury or condition is work-related? ☐ Yes ☐ No ☐ Unsure If No, please attach letter of explanation stating the disputed facts.

Drug or alcohol test performed on date of injury? ☐ Yes ☐ No

EMPLOYER / SUPERVISORY SIGNATURE _____ DATE _____

PRINT EMPLOYER / SUPERVISOR NAME _____ TITLE _____

WORK COMP EMPLOYER # 000003124 BUSINESS NAME CCSD PHONE #: 307-682-5171

MAIL ORIGINAL TO:

Division of Workers' Compensation
PO Box 20207
Cheyenne, WY 82003-7005

IMPORTANT: For General information visit www.wyomingworkforce.org or phone (307) 777-7441

DO NOT WRITE IN THIS AREA

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Appendix 4 - Sanitary Napkin Disposal

OSHA considers the disposal of sanitary napkins an effective engineering control against exposure to blood. Sanitary napkins do not require biohazardous labeling or disposal. Employees will be provided gloves, and C.C.S.D. requires that they be worn at all times and waste be kept away from body. Listed below are statements issued by P.K. Clark, Director of Compliance Programs at OSHA.

"OSHA does not generally consider discarded feminine hygiene products, used to absorb menstrual flow, to fall within the definition of regulated waste. The intended function of products such as sanitary napkins is to absorb and contain blood; the absorbent material of which they are composed would, under most circumstances, prevent the release of liquid or semi-liquid blood or the flaking off of dried blood."

"OSHA expects the waste containers into which these products are discarded to be lined with a waxed or plastic liner. Such bags should protect the employee from physical contact with the contents. Additionally, OSHA expects employers to provide employees responsible for handling the contents with suitable gloves."

NOTE: If inspection of sanitary napkin disposal container carries visible signs of soil, entire dispenser should be cleaned with tuberculocidal disinfectant product.

Appendix 5 - School Nurse Exposure Packet

CAMPBELL COUNTY SCHOOL DISTRICT EXPOSURE INCIDENT FORM

BLOODBORNE PATHOGENS & OTHER POTENTIALLY INFECTIOUS MATERIALS

Employee Name		**SSN**	
Address		**Phone #**	

Source Individual		**Phone #**	
Address			

Exposure incident circumstances
Describe what happened including: date and time of exposure, job duty being performed at time of exposure, amount and type of fluid or material, and severity of exposure. Attach additional page if necessary.

Brief description of employee job duties

Source patient HIV, HBV, HCV status and/or risk assessment

Action taken immediately following exposure

Exposed employee antibody status	

Date of Exposure		**School Nurse/Supervisor Signature**	

Nursing Coordinator Signature		**Date**	
Human Resources Manager Signature		**Date**	

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*

CAMPBELL COUNTY SCHOOL DISTRICT EMPLOYEE CONSENT/INFORMED REFUSAL
Post Exposure Testing

As a CCSD employee who was accidentally exposed to blood or other potentially infected body fluids, it is recommended by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) that exposed employees receive baseline, and if necessary, follow-up testing for possible infection from the human immunodeficiency virus (HIV), the hepatitis B virus (HBV), and the hepatitis C virus (HCV). These viruses are found in the blood and some other body fluids of infected individuals. The infected individual may be unaware of his/her infection.

The benefits of taking the test are that a negative test means you are probably not infected with the virus right now. If you have been exposed to blood or body fluid, your healthcare provider may recommend you be retested in several months to make sure you are not infected. Knowing if you are infected is important to your health.

If you have further questions about informed consent for testing, you may contact the Wyoming Department of Health or your healthcare provider.

If, for any reason, you decline testing, you may have your blood drawn and stored for 90 days. You may choose testing at any time within that 90 day period.

I have read the above information and agree to testing for HIV, HBV, and HCV.

Signature Date Witness

OR

I have read the above and have had training by my employer about infection control and disease transmission. My employer has offered me a medical evaluation at no cost, which is recommended for certain bloodborne diseases in order to assure that I have full knowledge of my risk. I was involved in a bloodborne pathogen exposure incident on _____. However, despite my employer's offer, I have elected not to have my blood tested and/or not to have a medical evaluation.

Signature Date Witness

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*

CAMPBELL COUNTY SCHOOL DISTRICT SOURCE CONSENT OR DECLINATION TO TESTING FOLLOWING EMPLOYEE EXPOSURE

EXPLANATION

A member of the Campbell County School District staff was accidentally exposed to your blood or bodily fluid. In order to comply with recommendations of the Centers for Disease Control, we are requesting your consent to test your blood for the antibody to the human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and Hepatitis C virus (HCV). This test will show whether or not you yourself have been exposed to HIV, HBV or HCV. It will not show whether or not you actually have AIDS or hepatitis. This test may be received at Campbell County Health at no cost to you.

Your consent will enable us to provide the necessary care and assist in the proper medical management of the exposed employee. It is important that you understand the following:

1. You will not be charged for this test.
2. This signed consent form and the test results will be released to the exposed individual with your approval only (*See #2 below*).
3. Should the test results be positive, you will be notified.

I have been informed about the implications and limitations of the test for the antibody to HIV, HBV and HCV. I have been able to ask questions about the test. Those questions were answered to my satisfaction. I understand the benefits and risks of the test.

**Note: If the source individual is a minor, the parent/guardian must complete form.*

Please initial applicable statement(s):

1-a _____ I consent to have my blood tested for the HIV/HBV/HCV (if indicated) antibody.
2-a _____ I consent to having my test results released to the exposed individual and/or Campbell County School District.

Signature Date Witness

OR

I have read the above and have elected not to have my blood tested.

Signature Date Witness

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*

CAMPBELL COUNTY SCHOOL DISTRICT
BLOODBORNE PATHOGENS EXPOSURE EVALUATION FORM

Description of the exposure incident and date
Describe what happened, including time of exposure, what the employee was doing at the time of exposure, location in the building, and other pertinent details.

Could the exposure have been prevented with proper use of engineering or work-practice controls or personal protective equipment?	☐Yes ☐No

What action was taken immediately following the exposure?

Is the engineering or work-practice control or personal protective equipment that should have been used addressed in the Exposure Control Plan?	☐Yes ☐No

If the exposure was caused by a sharp, what type and brand of sharp was involved?

Would following the procedures and use of equipment outlined in the Exposure Control Plan have:
Check all that apply:
☐ Prevented the delivery of necessary emergency first aid/medical care?
☐ Posed an increased hazard to the safety of those involved?
☐ Prevented or decreased the risk for occupational exposure?
☐ None of the above.

What changes can be implemented to prevent similar occurrences in the future?

Employee Signature		**Date**	
School Nurse or Supervisor Signature		**Date**	
Human Resources Manager Signature		**Date**	

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*

CAMPBELL COUNTY SCHOOL DISTRICT

1000 West Eighth Street - P.O. Box 3033 - Gillette, WY 82717-3033
(307) 682-5171 Fax (307) 682-7941

To Whom It May Concern:

Campbell County School District Employee, _____ was potentially exposed to a bloodborne pathogen in an exposure incident which occurred on _____.
(Date)

The employee has been encouraged to have a confidential medical evaluation in order to ascertain the need for post-exposure counseling, testing, and prophylaxis.

In compliance with OSHA regulations, we have enclosed the following:

1. A copy of the applicable OSHA Standard *(1910.1030)*.
2. A copy of the Exposure Incident Form including the exposed employee's job duties as related to the incident.
3. The source individual's status of immunity and laboratory tests if available.
4. The exposed employee's record of immune status, laboratory results, and other pertinent medical history if available.
5. Healthcare Professional's Written Opinion form to be completed by you and returned to the address below within 15 days of the completion of the evaluation.

Thank you for seeing this employee. Bills may be sent to:

CCSD Department of Human Resources
P.O. Box 3033
Gillette, WY 82717-3033

If you have any questions, please call the Human Resources Department at (307) 682-5171.

HEALTHCARE PROFESSIONAL'S WRITTEN OPINION

Employee Name		Social Security #	
Date of Exposure		Date of Evaluation	

Healthcare Professional's Recommendations:

Is the Hepatitis B vaccine recommended for the employee named above? ☐YES ☐NO

Was the Hepatitis B vaccine series started? ☐YES ☐NO 1st dose given: _____
(Date)

Please mark the following when completed:

☐ Employee has been informed of evaluation results.

☐ Employee has been told of any medical conditions resulting from exposure to blood or other potentially infectious materials which require evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in this written report.

Healthcare Professional Name		Phone #	
Signature		Date	

This form is to be returned to the employer within 15 days:

CCSD Department of Human Resources
P.O. Box 3033
Gillette, WY 82717-3033
307-682-5171

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*

Post-Exposure Evaluation & Follow-Up Checklist
Campbell County School District

Exposed Employee Name		Date of Exposure	

Task	Person to Complete	Date Completed
☐ Exposure Incident Form **(Appendix G)** ☐ Employee Consent/Refusal for Testing **(Appendix H)** ☐ Incident Evaluation Form **(Appendix J)**	Employee & Nurse or Supervisor Employee & Nurse or Supervisor Employee & Nurse or Supervisor	
Source individual ☐gives **OR** ☐refuses written consent for HIV, HBV, and HCV blood test **(Appendix I)**	Source individual & Nurse or Supervisor	
Source individual's blood test completed at CCH Emergency Room	Source individual & Nurse or Supervisor	
Source individual's blood test results given to employee	Nurse/Nursing Coordinator	
Copies of documentation provided to healthcare provider: ☐ Letter to Healthcare Provider **(Appendix K)** ☐ Healthcare Professional's Written Opinion Form **(Appendix L)** ☐ Copy of Exposure Incident Form **(Appendix G)** ☐ Copy of OSHA Standard regarding BBP **(Appendix M)** ☐ Result of source individual's blood tests (if available) ☐ Exposed employee's medical records including HBV vaccination status (if available)	Employee & Nurse or Supervisor	
Workers Compensation Forms filed if necessary	Employee & Supervisor	
Healthcare professional's written opinion received and copy forwarded to exposed employee within 15 days of appointment	Healthcare provider & Nursing Coordinator/Human Resources	
Post-Exposure Evaluation & Follow-Up Checklist **(Appendix O)**	Nurse or Supervisor Nursing Coordinator Human Resources	

Nurse/Supervisor Name		Signature		Date	
Nursing Coordinator Name		Signature		Date	
HR Manager Name		Signature		Date	

**This record will remain confidential and will be kept in a separate medical file for the term of the exposed employee's employment plus 30 years.*