



**ACCIDENT  
PREVENTION  
PROGRAM**

# TABLE OF CONTENTS

PROGRAM OVERVIEW .....	5
RESPONSIBILITIES .....	6
SAFETY & HEALTH COMMITTEE .....	8
SAFETY BULLETIN BOARD .....	9
SAFETY ORIENTATION.....	10
ACCIDENT INVESTIGATION AND REPORTING .....	11
SAFETY AND HEALTH EDUCATION TRAINING .....	13
OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING .....	14
HAZARD COMMUNICATIONS PROGRAM.....	15
Hazard Communication Program (HAZCOM) .....	16
Hazard Communication Standard Pictogram .....	19
HAZARDOUS ENERGY CONTROL PROGRAM (lockout/tagout) .....	22
Lockout/Tagout Program.....	23
PERSONAL PROTECTIVE EQUIPMENT.....	25
Personal Protective Equipment (PPE) PROGRAM .....	26
FIRST AID.....	29
HEARING CONSERVATION PROGRAM.....	31
Hearing Conservation Program.....	32
CONFINED SPACE PROGRAM.....	35
Confined Space Program .....	36
FALL PROTECTION PROGRAM.....	40
Fall Protection Program.....	41
RESPIRATORY PROTECTION PROGRAM.....	45
RESPIRATORY PROTECTION PROGRAM.....	46
BLOODBORNE PATHOGENS PROGRAM .....	58
OUTDOOR HEAT EXPOSURE PREVENTION PLAN .....	62
Outdoor Heat Exposure Prevention Plan .....	63
CRITICAL INCIDENT RESPONSE PLAN.....	65

## **STAFF SAFETY**

Operating Policy No. 5205 Human Resources

Puget Sound Educational Service District (PSESD) recognizes that safety and health standards should be incorporated into all aspects of the operation of the agency. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the Human Resources Department. PSESD will have at least one staff member at each work site that holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station will be established. The Superintendent or designee will develop necessary safety and health standards to comply with Department of Labor requirements.

Adopted: April 2014 Legal References: Chapter 49.17 RCW, Washington Industrial Safety and Health Act

Relevant PSESD Board Governance Policy: EL 8: Financial Management



## **PROGRAM OVERVIEW**

This accident prevention program (APP) was developed in order to fully implement the agency's safety and health policy. The elements of this program cover a broad spectrum of areas and are designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect. As an integrated program, and with the support of employees at all levels, the accident prevention program can reduce the number and severity of job related injuries to all employees.

## **RESPONSIBILITIES**

### **A. Administration**

Each administrator is responsible for implementing safety and health procedures within their area of responsibility. Other responsibilities include:

1. Delegating authority to supervisors and holding them accountable for accident prevention and reporting procedures as specified herein.
2. Ensure that safety orientation training, as well as ongoing safety training, is accomplished within their divisions.
3. Ensure that an ongoing program of vehicle safety is implemented within their divisions.
4. Ensure compliance with WAC 296-800-32005, to promptly report fatalities or multiple hospitalization accidents.
5. Provide personal protective equipment required to safely accomplish tasks.

### **B. Supervisors**

The safety and health of the employees they supervise is a serious responsibility of each supervisor. To meet this obligation, supervisors shall:

1. Ensure that all safety and health rules, standards, and procedures are observed.
2. Orient and train employees in safe and efficient work methods, and see that they are practiced.
3. Follow-up and act upon suggestions made by employees and the safety committee.
4. Conduct monthly inspections of work areas and practices to eliminate potentially hazardous conditions. Submit corrective action reports to the safety committee.
5. Conduct an investigation of all accidents, regardless of severity. Send a properly completed copy of the "Supervisors Report of Investigation" with preventive suggestions to the safety committee and the claims coordinator. These reports shall be forwarded within 24 hours, or the next working day, after the supervisor first learns of the accident.
6. Ensure that personal protective equipment is worn when task dictates.
7. Conduct a Job Safety Analysis when needed.

C. All Employees

Employees are required to:

1. Attend the initial safety orientation/job specific safety training.
2. Know and comply with all safety rules and procedures.
3. Cooperate with co-workers, supervisors and the safety committee to assist in eliminating accidents.
4. Identify and report potential hazards.
5. Immediately report all accidents to immediate supervisors regardless of severity or type. (Note: Failure to report an industrial injury, occupational illness, vehicle accident or equipment damage, as prescribed, may be grounds for disciplinary action.)
6. Complete an accident report and submit it to the supervisor within 24 hours or the next working day.
7. Serve on safety committees when elected or selected.
8. Maintain all personal protective equipment in a safe and usable condition, and to wear such equipment when tasks dictate.
9. Participate in provided safety training.
10. Perform all assigned tasks in a safe manner to avoid endangering themselves or their co-workers.

## **SAFETY & HEALTH COMMITTEE**

1. The Safety Committee will be composed of employer-selected and employee-elected members (WAC 296-800-13020).
  - (a) The term of employee-elected members is a maximum of one year. Should a vacancy occur on the committee, a new member will be elected prior to the next scheduled meeting.
  - (b) The number of employer-selected members will not exceed the number of employee-elected members.
2. The safety committee will have an elected chairperson.
3. The safety committee is responsible for determining the frequency of committee meetings (minimum quarterly).
  - (a) The committee is responsible for determining the date, hour and location of the meeting.
  - (b) The length of each meeting will not exceed one hour except by majority vote of the committee.
4. Minutes of each committee meeting will be prepared and filed for a period of at least one year and shall be made available for review by noncompliance personnel of the Division of Industrial Safety and Health.
5. Safety and health committee meetings will address the following:
  - (a) A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
  - (b) An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected. Review and investigate any hazard reports received either orally or in writing.
  - (c) Periodic evaluation of the accident and illness prevention program, as implemented, and make recommendations for improvements.
  - (d) Evaluate employee safety suggestions.
  - (e) Attendance shall be documented.
  - (f) All items discussed will be documented.
6. Meeting minutes will be distributed to each location for posting on the Safety Bulletin Board.

## SAFETY BULLETIN BOARD

- A. Purpose: The bulletin board is designed to increase the employees' awareness of safety and health issues and to communicate management's safety message.
- B. Procedure: In order to have an effective bulletin board, the following issues should be considered:
- a. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.
  - b. Postings should be attractively arranged.
  - c. Posters, safety committee minutes, and other information that becomes dated or worn should be changed periodically.
  - d. Placed in a location where there is greatest employee exposure (lunchroom, break room, near time clock, etc.)
  - e. Each site is responsible to maintain each bulletin board, as recommended above.
- C. The following publications will be posted:
1. Job Safety and Health Law (F416-081-909)
  2. Notice to Employees Self-Insured (F207-037-909)
  3. Your Rights as a Worker (F700-074-909)
  4. Citation and Notice (as appropriate)
  5. A list of all valid first aid cardholders and location(s) of first aid kit(s)
  6. Most current safety committee meeting minutes
  7. Hazard reporting form

## **SAFETY ORIENTATION**

**Purpose:** Orientation of new employees, re-hires, part-time employees, substitutes, temporaries and those transferred from another department within the district will occur the first day of employment on the new job. This program will provide an introduction of district policies and rules and will include reviewing the district's written safety and claims management procedures. The orientation should include a tour of the facilities to acquaint the employee with the entire operation. The employee will also be advised of their job performance acceptability level.

**Procedure:** The immediate supervisor of the employee will provide job specific safety training, covering all aspects of the safety program as it relates to each employee and their assigned duties. This training will be annotated on a "Safety Orientation" checklist. Both employee and supervisor will sign, indicating that orientation was conducted. The original sign-off sheet will be sent to the personnel office for file placement and supervisors will retain a copy for their desk files.

## ACCIDENT INVESTIGATION AND REPORTING

- A. Purpose: Since every accident includes a sequence of contributing causes, it is possible to prevent a recurrence by recognizing and eliminating those causes. The removal of a single cause can prevent a recurrence of an accident/incident. During the supervisor's investigation, they must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e., investigate, report, correct, etc.)
- B. Medical Emergency Procedure: An aid car will be called in the event that the employee needs immediate medical attention. The telephone number is **9-911**. A district official will accompany the employee to the doctor or hospital.
- C. Documentation Procedures:
1. All accidents/incidents involving minor injuries and “near-misses” are to be reported to the immediate supervisor as soon as possible after the accident on the Report of Accident/Incidents form. The supervisor will investigate and submit a properly completed Supervisor's Report of Investigation.
  2. Minor Injuries - (Requiring doctor/outpatient care.) After emergency actions are taken following an accident, an investigation of the accident will be conducted by the immediate supervisor, in conjunction with any witnesses to the accident to determine the cause. The findings of the investigation shall be documented on the Supervisor's Report of Investigation form. Distribution of the completed form will be as follows:
    - a. Copy to the District Liaison
    - b. Copy to the Safety Committee Chairperson
    - c. Copy to Puget Sound Workers' Compensation Trust

C. Documentation Procedures: (continued)

3. Major Injuries - (Fatality or multiple hospitalizations)

- a. The district safety contact and supervisor are to be notified immediately by the person in charge and an investigation under the direction of the district will be conducted. In addition to the district investigator, the inspection party will include the claims manager, supervisor of the injured person(s), a representative from the safety committee (supervisor-staff), and an employee representative.
- b. In the case of a fatality, or if one or more employees are hospitalized, the supervisor will report the accident to the nearest office of the Department of Labor and Industries, phone number **1-800-423-7233** within eight hours of the occurrence of the accident. The report shall relate the circumstances, the number of fatalities and the extent of any injuries. Note: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal. If, however, it is necessary to move the equipment to prevent additional accidents or to remove the victim, the equipment may be moved as required.

4. "Near Misses" - (likelihood of personal injury or property damage) To the greatest extent possible, all "near-miss" accidents shall be investigated by the administrator/supervisor and/or safety committee representative. Documentation will be made on the Supervisor's Report of Investigation form. A "near-miss" accident is defined as an unplanned event where damage resulted but there was no personal injury to employees, **or** where damage did not result but the likelihood of personal injury to the employee was great. If the conditions which permitted the "near-miss" or "close-call" to exist are not eliminated, they will continue to be an issue, which may result in future accidents and/or personal injury to the employee(s).

## **SAFETY AND HEALTH EDUCATION TRAINING**

Purpose: On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causal factors. This will also improve morale by demonstrating management's concern for the individual employee and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Procedure: The district will provide a systematic accident prevention-training program for the employee. This program will provide on-the-job training in work areas and will familiarize each employee with the district's safety and health requirements.

## **OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING**

**Purpose:** Occupational Injury and Illness Logs are maintained and posted in accordance with federal and state standards. They are posted annually to inform employees of the number and type of illnesses and injuries suffered at each place of employment.

**Procedure:** Educational entities have been granted a partial exemption from the requirement to maintain occupational injury and illness records. The district, however, may be selected to participate in a survey for statistical purposes. In that case, the district will be notified by the U.S. Department of Labor of its selection during the year prior to the survey in order to record data.

## **HAZARD COMMUNICATIONS PROGRAM**

**Purpose:** The District Hazard Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas.

**Procedure:** All employees will be provided training on the District Hazard Communications Program during the initial orientation/job safety training conducted by their supervisor. Employees will be informed of any hazard which may exist in relation to the products they will use in the performance of their jobs. The Safety Data Sheets (SDSs) will be used to show potential health hazards, first aid treatment, required personal protective equipment and actions to take in the event of a spill. Whenever a new product is introduced into the work area, the above training items will be covered with all affected personnel. Copies of SDSs for all products used in a work location will be maintained in that location.

## **Hazard Communication Program (HAZCOM)**

This district is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that employees know about information concerning the dangers of all hazardous chemicals used by the district, the following hazardous chemical communication program has been established.

### **List of hazardous chemicals**

A list of all hazardous chemicals is kept in the front of the safety data sheet (SDS) binder at each site. There must be enough information on the list to match each chemical to its SDS. The list is updated each year, and old lists are kept on file at the district office. Archived lists for each site will be filed by year or otherwise indicate dates of use of each chemical. Archived lists will be kept for a minimum of 30 years.

### **Safety Data Sheets (SDS)**

An SDS will be obtained for every hazardous chemical at the time the chemical is obtained. No chemical will be stored or used without an SDS.

Copies of SDS for all hazardous chemicals in use will be kept in the site SDS manual and at the district office. If any vehicle regularly carries a hazardous chemical (for maintenance, cleaning, etc.) an SDS will be maintained in the vehicle for the hazardous chemical carried. SDS will be available to all employees during each work shift.

The district office will keep a copy of all SDS for at least thirty years. These records are part of the exposure records. The records, which include the chemical list by year, must detail the chemical, where it was used and when it was in use.

### **Container Labeling**

Labels of containers of hazardous chemicals must be easy to read and in place on every container. Labels must have. . . The container labeling system is currently being upgraded to comply with the requirements of the new Globally Harmonized System (GHS) of Hazard Communication, and all workplace containers will have updated labels by June 1, 2016 – as required by the GHS regulations:

- The name of the chemical or common name (adequate information for finding the SDS) and general information about the health and physical hazards of the chemical.
- Original labeled containers will be used at all times when possible. If the original label becomes difficult to read, it will be promptly replaced.

- Supervisors contact vendors/suppliers and ensure that they start to deliver the new orders with GHS compliant labels.
- 
- Supervisors ask vendors/suppliers to provide GHS compliant labels for secondary containers or “workplace” containers that still have the old, non-compliant labels.
- After a period of transition, all containers will bear GHS compliant label by June 1, 2016.
- Each employee who transfers chemicals from one container into another is responsible for labeling the secondary container. They can ask for assistance for this from their supervisors.
- Supervisors schedule periodic workplace sweeps when they check on containers labeling and initiate and supervise corrective actions as needed

## **Employee information and Training**

The Supervisor will make sure that before starting work, each new employee attends a health and safety orientation that includes information and training on the following, and including specific information about specific chemicals the employee may be exposed to on site:

- An overview of the requirements contained in the Hazard Communication Standard;
- Hazardous chemicals present at his or her work places;
- Physical and health risks of the hazardous chemical; . The symptoms of overexposure;
- How to determine the presence or release of hazardous chemicals in his or her work area;
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment;
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals;
- Procedures to follow if employees are overexposed to hazardous chemicals;
- How to read labels and review SDS to obtain hazard information; and
- The location of the SDS binder and written hazard communication program.

Whenever there is a change in chemicals used, the supervisor will make sure all employees receive information or refresher training.

## **Staff Responsibilities**

### **1. Building Administrators and Supervisors**

- a. Maintain a list of hazardous chemicals used or stored in their work area.
- b. Submit new safety data sheets (SDS) to the SDS manager for database inclusion.

- c. Obtain/maintain copies of (SDS), as required, for each hazardous chemical used or stored in work areas and make them accessible to employees during each work shift.
- d. Review SDS received to make sure it is current and complete. If an SDS appears to be outdated or incomplete, send a letter to the manufacturer requesting a current and complete SDS.
- e. Make this written Hazard Communication Program available, upon request, to all employees.

## **2. Supervisors**

- a. Ensure hazardous chemicals are properly labeled.
- b. Ensure that all new chemicals introduced or used in work areas under their responsibility have SDSs readily accessible and inform employees of these locations.
- c. Ensure that employees under their supervision who work with hazardous chemicals and/or whose work area contains hazardous chemicals receive the general hazard communication training when hired, and receive work area specific training prior to their initial assignment of working with and/or being exposed to hazardous chemical(s) in work area. This includes any new chemical hazards introduced in the work area subsequent to initial training, those associated with non-routine tasks, and those introduced by non-District personnel (subcontractors, vendors, etc.).
- d. Ensure that employees are training in use of any recommended PPE and they use it as instructed.

## **3. SDS Manager**

- a. Maintains a district-wide file of safety data sheets (i.e., the master file) for all hazardous chemicals on each site (see also Subcontractors).
- b. Maintains a list of all hazardous chemicals (i.e., the master list) used and stored on site in a central computer file (see also Subcontractors).
- c. Provides a summary of this Hazard Communication Program to subcontractors who will perform work onsite. This may be accomplished by attachment to the contract or at pre-construction meetings.
- d. Archives the chemical lists and SDS from prior years, so that the district has records, which include the chemical list by year and which detail the chemical, where it was used and when it was in use.

## **4. Human Resources**

- a. Develops and presents general hazard communication training material.
- b. Provides all employees with exposures general hazard communication training.

## **5. SDS Manager, Building Administrators and Supervisors**

- a. Ensures containers of chemicals received, distributed, or transferred to other containers have the appropriate hazard communication labeling.
- b. Forwards SDSs received with shipments to SDS manager for further distribution.

## **6. Subcontractors**

- a. Because the district uses and stores hazardous chemicals on-site in a way that the employees of other employer(s) may be exposed (for example, employees of a construction subcontractor working on-site), the program manager shall enclose a summary of this Hazard Communication Program in subcontracts involving work on site. Alternatively, this summary may be provided to subcontractors in pre- construction meetings.
- b. Contractors performing work on-site shall include a copy of their hazard communication program in their site safety and health plan if they intend to bring any hazardous chemicals to the premises. SDSs for these hazardous chemicals shall be maintained by the subcontractor and be made available to district staff upon request.

## **7. Science Teachers**

- a. Science teachers shall follow procedures in this policy as it applies to an inventory and SDS for chemicals in their classrooms. In addition, they shall be provided general Hazard Communication and operation specific training if, as a part of their job, they use hazardous chemicals and/or are exposed to hazardous chemicals. Training shall be coordinated by their Building Administrator.
- b. If applicable, science teachers will comply with the Laboratory Chemical Hygiene Plan.

## **8. All Employees.**

- a. Designated employees shall attend district Hazard Communication training and become familiar with the program and the location of the chemical list and safety data sheets. Employees will become familiar with the hazards of chemicals they work with and will not use new chemicals until they have reviewed the SDS and reviewed the hazards with their supervisor.

## **Hazard Communication Standard Pictogram**

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

## HCS Pictograms and Hazards



### **Health Hazard**

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



### **Flame**

- Flammables
- Pyrophorics
- Self-Heating Gas
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



### **Exclamation Mark**

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)



### **Gas Cylinder**

- Gases Under Pressure



### **Exploding Bomb**

- Explosives
- Self-Reactives
- Organic Peroxides



### **Environment**

- (Non-Mandatory)
- Aquatic Toxicity



### **Corrosion**

- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals
- 



### **Flame Over Circle**

- Oxidizers



### **Skull and Crossbones**

- Acute toxicity (fatal or toxic)

## **EMERGENCY ACTIONS**

Purpose: To inform employees of the proper actions that needs to be taken during various emergency situations.

Procedure: All employees will be provided training on emergency actions during the initial orientation/job safety training conducted by their supervisor. The emergency action plans developed for each location will be used as the training guide.

Note: Emergency action protocols are listed in the "Critical Incident Plan" program on page 64 below.

## **HAZARDOUS ENERGY CONTROL PROGRAM (lockout/tagout)**

**Purpose:** This program establishes the requirements for the lockout or tagout of energy sources. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy and locked-out or tagged-out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

**Procedure:** All employees will be instructed on the significance of the lockout or tagout procedures during their initial orientation/safety training conducted by their supervisor. Each new or transferred employee, and other employees whose work operations are or may be in the area, shall be instructed on the lockout or tagout procedures.

## Lockout/Tagout Program

### **Purpose**

This Program establishes the requirements for lockout or tagout energy isolating devices. It shall be used to ensure that machines or equipment are isolated from all potentially hazardous energy, and locked-out or tagged-out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

### **Responsibility**

All employees shall be instructed in the safety significance of the lockout or tagout procedure. Each new or transferred employee and other employees whose work operations are or may be in the area, shall be instructed in the purpose and use of the lockout or tagout procedures.

### **Preparation for Lockout or Tagout**

Conduct a survey to locate and identify all isolating devices to be certain all switches, valves or other energy isolating device(s) that apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical or other) may be involved.

### **Sequence of Lockout or Tagout Procedure**

- Notify all affected employees that a lockout or tagout system is going to be utilized and the reason. The authorized employee(s) shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof. If the machine or equipment is operating, shut it down by the normal stopping procedure.
- Close or shut down all switches, valves and other energy isolating devices so that the equipment is isolated from its energy source(s.) Stored energy (springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure) must be dissipated or restrained by a method such as repositioning, blocking, bleeding down, etc.
- Lockout and/or tagout the energy isolating devices with assigned individual locks and tags.
- To ensure that all energy sources have been de-activated, ensure that employees are not exposed, and then operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION: Return operating controls to neutral or off position after the test.**
- The equipment is now isolated from energy sources.

### **Restoring Machines or Equipment to Normal Production**

- After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machine to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout/tagout devices to restore energy to the machine or equipment.

### **Procedure Involving More Than One Person**

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place their own personal lockout device on the energy isolating device(s.) When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own lock to secure the box or cabinet. As each person no longer needs to maintain their individual lockout protection, that person will remove their lock from the box or cabinet.

### **Lost Key Procedure**

If a key to a lockout device is lost or misplaced, report it immediately to your supervisor. Each device will have only one key, and a master key which shall be regulated and retained by the appropriate supervisor. Employees providing lock out service shall keep their key on them at all times.

### **Removal of Lockout Tagout Equipment By Others**

- If a person who initially locked out the equipment neglects to remove their padlock before leaving the work site, the following procedure must be adhered to:
- A complete inspection of the work area by the supervisor or management to insure the person(s) who performed initial lock out/tag out procedures is safe and uninjured.
- If necessary, contact the employee's residence to verify their safety and location and determine if they did or did not complete the assigned task and/or if they inadvertently neglected to remove the lock out signs and padlock.
- These two steps need to be completed before the supervisor in charge of the master key may remove the lock out sign and/or padlock(s.)
- A record of this occurrence shall be kept and the lock out/tag out procedures reviewed by the employee. Progressive disciplinary action should be taken if appropriate.

### **Basic Rules For Using Lockout or Tagout System**

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. **DO NOT ATTEMPT** to operate any switch, valve, or other energy isolating device when it is locked or tagged out.

### **Personnel Authorized to Lockout Tagout**

All Facilities Maintenance personnel with Lockout/Tagout training

### **Training**

- All employees involved shall be trained in the correct implementation of this program and its elements.
- A "certification" will be prepared with the names and dates of training.

## **PERSONAL PROTECTIVE EQUIPMENT**

**Purpose:** To provide employees with protective equipment while performing tasks which present a potential for injury.

**Procedure:** During the initial orientation and safety training, all employees whose position requires the use of personal protective equipment (PPE) will be provided instruction by their supervisor. The instruction will include the issuance of, and the requirement for use, care, and maintenance of personal protective equipment. A survey of the work area will be conducted to assess the need for PPE and a record of the assessment will be kept on file.

## **Personal Protective Equipment (PPE) PROGRAM**

Supervisors are required to assess the hazards of each job and determine what PPE is necessary on the job. They must document the hazard assessment for PPE and complete a written certification that includes the name of the site, address, person certifying and date. This must be done when the job starts and whenever there are any changes in conditions, tools or processes. See the Hazard Assessment Certification form. A copy of the certification will be furnished to the employee.

- Employees are required to wear PPE as instructed by their supervisor to safely perform their work.
- All required PPE will be furnished employees at no cost to them.
- Employees are required to maintain PPE in clean working condition according to manufacturer's instructions, test PPE before each use, and to request new PPE as needed.
- It is the supervisor's duty to ensure that appropriate PPE is available to employees, they are trained in its use and care, and that PPE requirements are enforced.

### **Hand Protection - (Glove Policy)**

Gloves are the most common form of PPE.

All employees are furnished one-use disposable nitrile or vinyl gloves in case they should be required to provide first aid or clean up after injury.

Custodial, maintenance, and yard crews are furnished appropriate gloves to protect them from materials they handle and for the protection against chemicals and cleaning compounds which may injure employees' skin.

Kitchen workers are furnished appropriate gloves to protect against cuts when using knives and heat from cooking.

Maintenance staff working on or near energized electrical sources (i.e. testing, troubleshooting), will be furnished rated electrical gloves and protectors. Employees are to follow the Electrical Safety Program.

### **Eye & Face Protection**

Prior to work in any area with potential exposure to hazardous materials/chemicals, the nearest eyewash shall be identified and communicated to all.

Safety glasses (ANSI Z87.1 approved) will be worn at all times while performing tasks where particles could hit eyes. Special eye hazard work areas (such as welding, torch work, lasers etc.) shall be identified and appropriate eye protection provided. ANSI approved eye wear shall be worn over prescription glasses for access to project work areas until permanent protective eyewear can be obtained.

Goggles shall be worn if the potential for fine particles or chemical hazards exist. Visitors invited to our shop areas where eye protection is required, shall be provided approved goggles or glasses.

Face shields shall be worn when grinding and handling acids, other hazardous chemicals, or hot liquids/grease that could splash.

Face shields will be worn when cleaning spills of blood or potentially infectious materials when there is a splash hazard.

### **Head / Scalp**

Hard-hats are to be worn in all construction areas unless otherwise communicated or posted. Hard-hats shall meet ANSI Z.89.1- 1986 and shall be Class A or B.

- Metallic hard-hats are prohibited.
- Bump caps are prohibited as head protection.
- Before each use, hard-hats should be inspected for cracks, signs of impact or rough treatment and wear that might reduce the degree of safety originally provided. If signs of excess wear exist, it should be discarded.
- Hard-hat suspensions shall never be altered. Hard-hats are to be worn with the bill to the front or as provided by the manufacturer; hard-hats shall not be worn backwards or otherwise on the head unless the hard-hat is manufactured to be effective that way.

### **Body Protection**

Where chemical hazards (corrosives, etc.) are present, appropriate protection shall be provided to all personnel. The protection provided shall be chosen to be resistant to the hazards and chemical properties as presented by the work.

### **Legs, Thighs, Knees, Shins, & Ankles**

Custodial and maintenance employees shall wear full length pants and shirts with sleeves at least 4" long. Overalls or pants must not have loose, torn or dragging fabric.

Pointed tools shall not be carried in pockets. A canvas or leather tool sheath hung from the belt is acceptable -Remember: All Points Down. Feet & Toes.

At no time will tennis shoes or those types be accepted for adequate footwear. Tennis shoes, running shoes, light canvas shoes, etc., are not authorized for wear for custodial or maintenance work or construction areas.

### **Hearing Protection**

Any area or operation that exposes employees to noise in excess of 85 dBA shall be posted as "High Noise Area" or "Hearing Protection Required".

In areas posted "Hearing Protection Required" or "High Noise Area", hearing protection (ear muffs or ear plugs) shall be provided and worn at all times.

General rule of thumb: If background noise is loud enough to require speaking with a raised voice above background noise at 3 feet, the noise level is probably above 85 dBA. If a shout is required, the noise level is probably in the range of 90 dBA or greater.

Employees operating equipment are required to wear either foam ear plugs or ear muffs as provided by the district when exposed to noise levels equal to or over 90 dBA as determined by instrumental monitoring or the general rule listed above or when recommended by equipment manufacturer.

## **Respirators**

If a project plan or exposure monitoring determines that the use of a respirator is required to adequately safeguard employees, all employees shall be trained, medically evaluated, fitted and supplied with the appropriate respirator for the job. At no time will an employee be allowed to purchase or furnish his or her own respirator.

Respirators shall not be shared. Each employee requiring protection shall be issued equipment.

Anyone wearing a respirator shall be clean-shaven to ensure a secure face/respirator seal.

**All personnel required to use a respirator shall be trained and training records will be available upon request.**

## **HAZMAT Exposures**

Qualified employees with current training and certification will assist in the choice of PPE whenever entry or work in a hazardous site is required. They will select the PPE in accordance with the manufacturer's recommendations, as stated in the SDS for the chemical exposure that has been identified, or called for by their training. This may include, but is not limited to, protective eyewear, clothing, gloves, or respirators. (Use of a respirator requires proper training, fitting, and medical monitoring.)

**No entry into areas with HAZMAT exposures will be undertaken without appropriate risk assessment and testing. Procedures for decontamination and cleaning or disposal will be considered.**

## **FIRST AID**

A. **Purpose:** To ensure that each district employee is afforded quick and effective first aid treatment in the event of an on-the-job injury.

B. **Procedure:**

1. First Aid/CPR Training

A sufficient number of employees will be trained to ensure that a first aid certified individual is present at or near any location where employees are working (at least one per site).

2. First Aid Kits

First aid kits will be maintained at each facility and their locations will be posted on the Safety Bulletin Board and shown to each employee during the safety orientation. If first aid kits are not clearly visible, a sign shall be posted indicating their location. All kits shall be readily accessible.

Except in those instances where some other person is designated, the facilities department or designated safety person will ensure that the first aid kits are properly maintained and stocked.

Emergency phone numbers and emergency procedures will be strategically located, such as on the first aid kit, at telephones, on the safety bulletin board and at other areas where appropriate.

A CPR Micro-shield (sterile, disposable) and a supply of disposable rubber (vinyl) gloves are additional items which should be included in every first aid kit. Disposable gloves should be readily available to every employee at all times to provide basic barrier protection from bodily fluids; e.g., blood, urine, vomit, mucus, vaginal discharge, etc.

## **HEARING CONSERVATION PROGRAM**

**Purpose:** To provide protection to all employees from hazardous noise levels and the accompanying potential for permanent hearing loss. This program will apply to those employees who, due to their assignments, are exposed to hazardous noise levels as defined by OSHA and the Washington State Department of Industrial Safety and Health.

**Procedure:** An initial survey of all district facilities/occupations will be conducted to identify any area or occupation that may exceed either the time weighted average (TWA) of 85 dBA, a noise level above 115 dBA or an impulsive or impact noise measured above 140 dB for further action as required by WAC 296-62 Part K.

## **Hearing Conservation Program**

Exposure to noise over a period of time in excess of recognized standards can cause harm and damage the ability to hear. Our policy is to identify areas where the noise exceeds regulatory standards and to take engineering and administrative steps where practical to reduce the exposure to below action levels. Where engineering and administrative controls do not reduce the level adequately, personal protective equipment (hearing protection) will be provided and its wearing required.

### **Job Hazard Assessment and Sound Level Surveys**

Supervisors are to assess the hazards in work areas and make recommendations for correction. In areas or for tasks where noise levels are high, (where you would need to raise your voice to be heard at a 3 foot distance) they are to use a sound level meter and conduct a survey and record the findings. Depending upon the survey results employees will be enrolled in the hearing conservation program and audiometric testing performed.

Employees are to be notified when the surveys are going to be conducted in their area and provided an opportunity to witness. Survey results will be provided to the employee within 5 days of receiving results.

If the survey indicates the work environment has continuous noise levels of above 85 dBA TWA8, 115 dBA slow response, or impulse noise of 140 dBA the area will be posted and employees required to wear hearing protection. The affected employees will be enrolled in the hearing conservation program.

### **Employees**

Employees are to report areas and activities which produce high noise levels and to wear PPE when as instructed by their supervisor.

### **Preventing Hearing Loss**

Hearing loss caused by continuous exposure to noise can be prevented. In situations where the sound levels equal or exceed 85 dBA, an effective hearing conservation program will be administered.

### **Engineering Controls**

When employees are subjected to sound levels equal to or exceeding 85 dBA, administrative controls are utilized when possible. These include:

- Maintenance of machinery to reduce noise level.
- Modification of equipment.
- Substitution of equipment.
- isolation from the noise source.
- installation of acoustical material to absorb noise.

If these measures do not reduce the noise level, personal protective equipment and/or administrative controls will be provided and used.

## **Administrative Controls**

When employees are subject to sound levels equal to or exceeding 85 dBA, administrative controls are utilized. These include:

- Rotation of employees.
- Limitation of time for exposure to operation.
- Restricted area of work operation.

## **Types of Hearing Protection**

There are several types of hearing protection available:

- Disposable ear plugs.
- Reusable ear plugs, custom fit.
- Ear canals.
- Ear muffs.

The purpose of these devices is not to eliminate all sound, but to prevent overloading the ears with loud, unnecessary noise. Speech and warning signals are more easily understood if the total intensity of all noise is reduced. The type of hearing protection used is determined by working conditions and personal preference. To effectively protect hearing, the devices of choice must be worn properly and continuously.

When employees work on multiple sites or equipment with varying degrees of noise, two types of hearing protection must be kept on hand at all times.

- Disposable foam ear plugs.
- Ear muffs.

With two levels of hearing protection available, the employee can wear only the foam plugs, only the ear muffs, or, when in the presence of very loud noise, can wear both the plugs and the ear muffs. This provides employees working with differing noise levels a broad range of hearing protection.

## **Hearing Protection Training and Record Keeping**

Employees who are exposed to noise at or above the 8-hour time-weighted average (TWAB) of 85 dBA shall participate in our hearing conservation program and receive training regarding hearing protection.

The training will be presented periodically to all affected employees and repeated annually. The training will include the following:

1. The effects of noise on hearing and noise control principles.
2. The purpose of hearing protection, the advantages, and disadvantages.
3. The attenuation of various types of hearing protection.
4. instruction on selection, fitting, use and care of hearing protection.
5. The purpose of audiometric testing and an explanation of the test procedures.
6. The rights of employees to access records on sound measurements and audiometric testing.

All training and educational materials, as well as the Noise/Hearing Protection Standard, shall be available to the employee or his/her representative upon request to the Workers'

Compensation Specialist. Audiogram and noise exposure records will be maintained as a part of the employee's permanent record in the Human Resource Department and shall be available to the employee or his/her representative.

Records of Noise Surveys/Monitoring, results of special noise studies, and records of special actions or engineering controls installed to control noise exposure will be maintained indefinitely.

### **Audiometric Testing and Oversight**

This district will provide audiometric testing and program review by a licensed audiologist, otolaryngologist, or other qualified physician for all employees in the hearing conservation program. All audiograms will be conducted by one of these licensed healthcare providers or a technician certified by the Council of Accreditation in Occupational Hearing Conservation (CAOHC) and responsible to a qualified reviewer.

## **CONFINED SPACE PROGRAM**

**Purpose:** This program is established to protect the safety and health of all employees and others who enter confined spaces for purposes of maintenance, repairs and other reasons.

Confined space entry guidelines are governed by Washington Administrative Code, WAC 296-62 Part M, and are intended to provide standards for acceptable conditions for entry into confined spaces and to establish procedures for safe entry, work and egress.

Confined spaces are identified and classified as either “permit-required,” “controlled hazards only” or “non-permit-required” confined space.

**Procedures:** District personnel responsible for supervising, planning, entering or participating in confined space entries will be trained in their duties prior to assignment(s).

## **Confined Space Program**

This agency will identify and mark with appropriate warning signs all confined spaces on agency property.

Attached as part of this policy is a list of the identified permit-required confined spaces located on district property along with any known hazards related to each confined space.

### **Definitions**

A confined space is an enclosed space that:

- is large enough for an employee to enter;
- has limited or restricted means of entry or exit (for example, tanks, vaults, wells, tunnels, pits, manholes, catch basins); and
- is not designed for continuous human occupancy.

A permit-required confined space (PRCS) is a confined space that:

- contains or has the potential to contain a hazardous atmosphere;
- contains a material that has the potential for engulfing an entrant;
- has an inside configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section;
- contains any other recognized serious hazards.

Entry is the action by which a person passes through an opening into a permit required confined space.

An entry permit is the written or printed document that is provided to allow and control entry into a permit space.

Engulfment is the surrounding, capturing, or both, of an entrant by divided particulate matter or liquid.

A hazardous atmosphere is one that may expose employees to risk of death or incapacitation, injury or illness by reason of oxygen deficiency or enrichment (less than 19.5% or greater than 23% oxygen by volume), flammability, explosive, or toxicity.

A non-permit confined space is a space which, by configuration meets the definition of a confined space but which after evaluation is found not to contain or with respect to atmospheric hazards, does not have the potential to contain any hazard capable of causing death or serious physical harm.

### **All Supervisors and employees will follow these rules:**

- Supervisors shall ensure that all employees who may enter or work around confined spaces have confined space awareness training
- Prior to any entry of a permit or non-permit confined space a hazards assessment will be made and the space classified.
- To conduct an evaluation of the space identify hazards, consider the scope of hazard exposure; magnitude of hazard; likelihood and consequences of hazard occurrence; changing conditions/activities; impact on the need for emergency response; testing will be conducted in the presence of entrants.

- Based on the evaluation of hazards, classify and list confined spaces as either permit-required or non-permit confined spaces.
- If a permit is required; complete in detail the Confined Space Entry Permit.
- Expired and completed permits will be saved for 1 year and used to evaluate the confined space programs effectiveness.

### **Periodic Evaluation of Hazards**

Periodic re-evaluation of the hazards will be performed based on possible changes in activities in the confined space or other physical or environmental conditions which could affect the space adversely shall be conducted. Information from expired and completed Confined Spaced Entry Permits will be used.

### **Marking of Confined Spaces**

Signs shall be posted or other warnings shall be used to alert employees of the danger of the particular confined space. "Danger. Permit-Required Confined Space. Do Not Enter" signs or barriers or other means to keep unauthorized persons out of the permit space may be used.

### **Entry into Confined Spaces**

**EXCEPT UNDER APPROVED PERMIT, NO EMPLOYEE WILL BE ALLOWED TO ENTER A PRCS.**

Entry into a permit-required confined space (PRCS) will be in accordance with the instructions of the Entry Supervisor and the Confined Space Entry Permit.

- The permit will be available at the confined space, have been reviewed by all involved and procedures on the permit followed.
- Periodic testing of the atmosphere will be conducted and the results noted on the permit.
- Any change in conditions from acceptable entry conditions will require immediate evacuation from the confined space and the permit will be canceled and a new permit required before reentry.
- After the work is finished the issuing Director of Maintenance/Operations must be notified.

Proper traffic control, warning devices and guards will be set in accordance with Roadway and Traffic Design Standards and other Safety Standards which may be adopted to warn the public passing through the areas.

If the Entry Supervisor has determined that the only hazard in the identified confined space is atmospheric and ventilation alone can control the hazard, entry into the confined space may be authorized. In such a case, the requirements for alternative protection procedures shall be followed.

No open flame, torch or lighted smoking material shall be brought near an open manhole, cable vault, or sewer nor taken into any of these areas, even though tests indicate the atmosphere inside is free of combustible gases, vapors, or fumes. No employee will enter these even momentarily, until it has been tested properly with detecting devices for explosive gases, oxygen deficiency and hydrogen sulfide.

## **Use of Safety Harness and Life Lines**

Employees who are required to enter manholes, cable vaults, sewers or pits shall wear a safety harness and a life line. The lifeline will be attached to an appropriate rescue retrieval device which allows recovery without entry into the space. Hard hats shall be worn in all such structures that are over four feet deep. A trained attendant will remain outside the entrance to tend the line and provide emergency non-entry assistance if needed during the entire time anyone is inside the underground facility.

Those persons tending the life line will have available communication devices or be capable of communications with the entrants and reaching rescue services and calling for help.

## **Manhole Covers and Grates**

Equipment to use - two tools may be used for unseating and moving covers and grates. They were devised specifically for these operations.

- Manhole cover hook - 28" long, four pounds, made of 5/8" octagonal, plated tool steel and hardened to prevent bending.
- Manhole cover lifter – 42 inches long by 2" L-shaped lever with handle, foot and swing-out hook with the same details as that of the "cover hook".

The instructions that follow are written for removal and replacement with these tools.

### **Freeing**

When a cover or grate is stuck in its frame, remove any encrustation with a cold chisel. Then, place a block of wood on the cover near the rim, and hit the block with a heavy hammer. Do this at different points until the cover is loosened. Try to avoid causing sparks by any of your activities. Use a railroad pick to complete the freeing operation.

### **Unseating**

Lift with a tool that provides adequate handhold and a positive hold on the cover. On a round manhole cover, engage the circumferential bib before lifting. Unseat the grate or cover about four inches by pulling and lifting with the leg and arm muscles.

**NEVER place the fingers or hands under a cover. Spider bites or mashing can result.**

### **Removing**

Use a helper when available.

- Clear the area of any hazards to footing.
- With your feet spread and footing secure, pull the cover, clear of the frame and keep pulling until the cover or grate is in a non-hazardous location. Pull with the arm and leg muscles.
- Pull parallel to any traffic so you do not tumble into the path of a vehicle if your hook slips. Also, do not pull toward precipices (steep slopes) or other hazards that are near the manhole.

### **Replacing A Round cover or Grate**

- Stand parallel to the desired direction of travel with the toes in the clear.
- Place the point of the hook under the edge of the cover nearest you. Lift slightly and swing the cover toward the structure.
- Move to the opposite side and repeat the lifting and swinging.

- Continue this alternate lifting and swinging until the cover is partially over the structure's opening. With the hook, lift the edge that is farthest from the opening. Lift until the cover or grate slips into the frame of the structure.
- If a helper is available with another hook, stand on opposite sides of the cover and parallel to the direction of travel, securely hook under the cover and slide it to the frame.

### **Rectangular Covers and Grates**

- Follow the first 4 items above
- Use a helper. Single grates weigh up to 326 pounds.
- When pulling the cover clear of the frame, be sure you pull in line with the frame so the cover cannot fall into the opening.
- When replacing, be sure you pull straight into the frame so the cover or grate cannot fall into the opening.

## **FALL PROTECTION PROGRAM**

**Purpose:** To help reduce or eliminate fall hazards and protect employees, the district has established a Fall Protection Program. This program applies to all employees involved in construction, alteration, repair, or maintenance and everyone who is assigned to perform tasks where fall hazards of ten feet or more exist.

“Fall Restraint and Fall Arrest” general standards are set forth in Washington Administrative Code, WAC 296-155-245, and Part C-1. This program involves establishing a fall protection work plan, system, or a combination of prevention and protection measures.

**Procedures:** All employees who work ten feet or more above the ground or other work surfaces shall be trained in the primary elements of the district’s Fall Protection Program and job-site plans in accordance with WISHA requirements.

## **Fall Protection Program**

The district's Fall Protection program is administered by the Facilities Services.

This district will take all practical measures possible to prevent employees from being injured by falls from heights. We will take necessary steps to eliminate, prevent, and control fall hazards. Protective measures will be taken to protect employees from falling from a height of 4 or more feet.

When there is a potential for personnel to fall from heights of at least 10 feet, the supervisor will develop a site specific fall protection work plan. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All personnel exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Supervisors will be responsible for continued training and enforcement of the fall protection program.

### **Fall Protection Required Regardless of height:**

**Floor holes**, into which persons can accidentally walk, shall be guarded by either a standard railing with standard toe board on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole shall be protected by a standard railing.

Regardless of height, open sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, such as material handling equipment, and similar hazards shall be guarded with a railing and toe board.

### **Fall Protection Required at 4 Feet or More:**

Every open sided walking working surface or platform 4 feet or more above adjacent floor or ground level shall be guarded by one of the following fall protection systems. Examples of such raised walking surfaces are wall openings, excavations, holes, ramps, runways, walkways, scaffolding, low slope roofs, and there may be many others.

1. A standard railing, or the equivalent, on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a standard toe board wherever, beneath the open sides, persons can pass, or there is moving machinery, or there is equipment with which falling materials could create a hazard.
  - When employees are elevated and working next to the standard railing and could fall over the top rail, the height of the standard railing shall be increased an amount equal to the height where the employee is working
  - When employees are elevated above the standard railing, but not working next to the standard railing, where there is still a potential for the employee to fall over the top rail, the height of the railing shall be increased. To account for the arc of travel in a free fall and ensure the standard railing meets the employee above their center of gravity the railing shall be increased to a height so that the measurement taken from the outer edge of the elevated surface, where the employee is working to the top of the standard railing must

be equal to or greater than 39 inches. The measurement must be taken on 45 degree or greater angle from the horizontal.

2. A fall restraint system;
3. A personal fall arrest system;
4. A safety net system;
5. A catch platform; or
6. Warning lines.

### **Fall Protection Required at 10 Feet or More:**

The district will develop and implement a site specific plan including each area of the workplace where employees are assigned and where fall hazards of 10 feet or more exist.

The work plan will identify all fall hazards in the work area; describe the method of fall arrest or fall restraint to be provided; describe the procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used; describe the proper procedures for the handling, storage, and securing of tools and materials; describe the method of providing overhead protection for workers who may be in, or pass through the area below the work site; describe the method for prompt, safe removal of injured workers; and be posted or available on site.

Prior to permitting employees into areas where fall hazards exist, the supervisor will insure that employees have received training in the site fall protection work plan and that all fall protection restraint and fall arrest systems have been inspected and comply with the work plan.

### **Fall Protection Systems**

Guardrail Systems: Guardrail systems must meet the following criteria. The top edge height of top rails, or (equivalent) guardrails must be 42 inches plus or minus 3 inches, above the walking/working level.

The guardrail system must be capable of withstanding a force of at least 200 pounds applied within 2 inches of the top edge in any outward or downward direction. Mid rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the mid rail or other member.

Note: A safety warning line system may be used in place of the guardrail system. The warning line must be erected 15 feet back from the unprotected edge. Caution or danger tape is acceptable for a warning line. WISHA will accept it as equivalent to a flagged rope or chain warning line.

Fall Arrest Systems: These consist of an anchorage, connectors, and a body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds;

- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet; and
- Have sufficient strength to withstand twice the potential impact energy of an employee free-falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less.
- All personal fall arrest systems shall comply with ANSI 2359.1-1992.

**The use of body belts for fall arrest is prohibited.** A full body harness is required.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service.

**Safety Net Systems:** Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below.

Items that have fallen into safety nets including-but not restricted to, materials, equipment, and tools-must be removed as soon as possible and at least before the next work shift.

**Fall Restraint Systems:** Full body harnesses (no safety belts) will be used as a means of fall restraint.

Each employee assigned to work at elevated heights has the responsibility of thoroughly inspecting the personal fall protection system prior to use. If the harness or lanyard is seriously worn or damaged it shall be promptly removed from service, and returned to the site supervisor. Damage includes but is not limited to frayed or broken fibers, pulled or torn stitching, abrasions, mold, burns, and discoloration of original fibers. Oil soaked harness should also be promptly removed from service.

If a fall occurs, the fall protection equipment that was being used at the time (full body safety harness, the lanyard) must be retrieved, and turned over to the site supervisor. Any falls will be fully investigated by the job site supervisor/safety coordinator and new fall protection equipment will be provided to the employee.

Harness and lanyards must only be used as personal equipment. Should any of these items be subject to actual loading or impact force as developed in arresting a fall or otherwise, they must be removed from service and destroyed.

Lanyards must be secured at a level not lower than the user's waist, when practical, at a level which is the highest possible point above the work location. The lanyard should limit the fall distance to a maximum of 4 feet. In addition, all lanyards must be secured to a substantial structure.

When attaching the lanyard, keep in mind what hazards are directly below work area, should you happen to fall.

Any questions concerning the type of personal fall protection systems best suited for a particular job as well as system installation should be directed to the supervisor or safety coordinator/safety department.

The full body harness must be worn as designed, and as intended by the manufacturer. Full body safety harnesses, lanyard, and hardware must meet the specifications set forth in ANSI Standard A10. 14 -1975; Requirements for use in the Construction and industrial Areas.

**The use of body belts for fall restraint is prohibited.** A full body harness is required.

Safety Watch System: When one employee is conducting any repair work or servicing equipment on a roof that has a pitch no greater than four in twelve, employers are allowed to use a safety watch system.

- Ensure the safety watch system meets the following requirements:
  - There can only be two people on the roof while the safety watch system is being used: The one employee acting as the safety watch and the one employee engaged in the repair work or servicing equipment.
  - The employee performing the task must comply promptly with fall hazard warnings from the safety watch.
  - The safety watch system cannot be used when weather conditions create additional hazards.
  - The employee acting as the safety watch must meet the definition of a competent person as defined in WAC 296-155-24603, has full control over the work as it relates to fall protection, has a clear, obstructed view of the worker, is able to maintain normal voice communication; and performs no other duties while acting as the safety watch.

## **Training**

All employees exposed to falls will be trained in the Fall Protection Program. General fall protection training is a requirement for all maintenance/facilities employees as of new employee orientation.

Site-specific training will be provided for site-specific fall protection work plans prior to the employee commencing work in the area. Site-specific training documentation will be maintained at the work site, with a signed training receipt for each employee filed with the employee's safety training records.

Retraining will be provided whenever there is a change of procedure or equipment, a change on job task assignments, or when deficiencies in training are noted by the supervisor.

## **RESPIRATORY PROTECTION PROGRAM**

**Purpose:** This program is established to ensure that employees who are exposed or potentially exposed to harmful airborne contaminants are properly protected.

WAC 296-62, Part E, governs respiratory protection guidelines and are intended to establish work practices to prevent employees from breathing air contaminated with harmful dusts, fumes, mists, gases, smoke, sprays, vapors, or aerosols.

Control methods include preventing atmospheric contamination through effective engineering and substitution of less toxic materials.

**Procedures:** No district employee will work in atmospheres that are classified as immediately dangerous to life and health. Those employees whose use of respirators involves only the voluntary use of filtering face pieces (e.g., dust masks) are not required to be included in a written respiratory protection program.

## **RESPIRATORY PROTECTION PROGRAM**

### **PURPOSE**

To help reduce the incidence of employee injuries and illness from airborne contaminants, the district has established this Respiratory Protection Program. Through this program, the district will ensure that employees are aware of the respiratory hazards that they are exposed to when working, and protective measures that are employed to prevent adverse health effects from occurring.

In the control of occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, vapors, or aerosols, the first goal is to prevent atmospheric contamination through effective engineering control measures. (These include enclosure or confinement of the operation, general or local exhaust ventilation, and substitutes of less toxic materials.) Some choose to use more environmentally-friendly products. If neither is feasible, respiratory protection will be used to protect employees.

To protect the health of the employee against recognized respiratory hazards, the district will provide, at no cost to the employee, a suitable NIOSH-certified respirator which is clean, sanitary, and in good condition. The district will also provide required training, medical evaluation, and fit testing, and ensure that employees use respirators where required.

### **RESPIRATORY PROTECTION STANDARDS**

WISHA's respiratory protection standards are set forth in WAC 296-62, Part E, "Respiratory Protection." A Respiratory Protection Program is required in any workplace where respiratory hazards are present and respirators are necessary.

**Required program elements** (see WAC 296-62-07111)

These standards require a written respiratory protection program that must include the following:

1. Procedures for **selecting respirators** for use in the workplace and a list identifying the proper type of respirator for each respiratory hazard (WAC 296-62-07130 - 07133 and Appendix E);
2. **Medical evaluation** of employees required to use respirators (WAC 296-62-07150 - 07156 and Appendices C & D);
3. **Fit testing** procedures for tight-fitting respirators (WAC 296-62-07160 - 07162 and Appendices A-1, A-2, and A-3);
4. Procedures for **proper use of respirators** in routine tasks, non-routine tasks, reasonably foreseeable emergency and rescue situations (WAC 296-62-07170 - 07172);
5. Procedures for **issuing the proper type of respirator** based on the respiratory hazards for each employee;
6. Procedures and schedules for **cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators** (WAC 296-62-07175 - 07179 and Appendix B-2);

7. Procedures to make sure **adequate air quality, quantity, and flow** of breathing air for atmosphere-supplying respirators (WAC 296-62-07182);
8. **Training of employees in the respiratory hazards** to which they are potentially exposed during routine, non-routine, and unforeseeable emergency and rescue situations (WAC 296-62-07186 -07188);
9. **Training of employees in the proper use of respirators**, including putting on and removing them, any limitations on their use, and their maintenance (WAC 296-62-07186 - 07188);
10. Procedures for **regularly evaluating the effectiveness** of the program (WAC 296-62-07192).

This plan is a summary of the WISHA requirements; users should refer to the standard for specific details of its implementation.

**B. Designation of a Program Administrator** (see WAC 296-62-07113)

A Program Administrator is a trained individual responsible (1) to oversee the respiratory protection program and (2) to conduct the required evaluations of the program's effectiveness. S/he is charged with implementation of, and adherence to, the provisions of the respiratory protection program, and assuring that the respiratory protection measures outlined in this practice are appropriate for each job and are followed. For this district, the designated Program Administrator is the district's maintenance supervisor/director: *(insert name and phone number)*.

**C. Other related WISHA standards**

There are other WISHA standards that require the use of respiratory protection for employees, including the following: abrasive blasting (WAC 296-24-67507), asbestos containing materials (WAC 296-62-07715), areas containing carcinogens (WAC 296-62-07306), confined spaces (WAC 296-24-71507), exhaust systems (WAC 296-78-71019), fire brigades (WAC 296-24-58617), masonry saws (WAC 296-155-367), mechanical paint removers (WAC 296-304-03005), sanding machines (WAC 296-78-665), spray finishing operations (WAC 296-62-11019), tunnels and shafts (WAC 296-155-730), welding, cutting and heating (hot work; WAC 296-56-60235), and agriculture (WAC 296-307).

Note: This standard does not apply to the single-strap, non-approved, filtering face piece disposable dust masks.

**WHERE RESPIRATORY PROTECTION MAY BE NEEDED**

Examples of maintenance and custodial activities where employees may be exposed to potentially toxic environments, and respiratory protection may be required, include (but are not limited to) the following:

- cleaning, finishing, sanding, or buffing floors
- blowing down heaters or air handlers
- applying pesticides, herbicides, or fertilizers

- spray painting
- welding
- spray application of sealants
- septic work
- remediation work for indoor air quality problems
- performing asbestos abatement activities or working with known or suspected asbestos containing materials

(Note: Job descriptions should reflect the potential for certain positions to wear respirators.)

## ACTIVITIES WHERE RESPIRATORY PROTECTION IS NEEDED

### A. Assessing the respiratory risk (see WAC 296-62-07130)

The first step in determining whether respiratory hazards exist is through the district's Hazard Communication Program, and the hazard information found on the Safety Data Sheets. Employees and supervisors should review the Safety Data Sheets for the substances being used and evaluate work practices to determine if respiratory protection is needed. (This applies to both routine and non-routine tasks.) The "Workplace Respiratory Hazard Assessment" form can be used to assist with this assessment. (Note: Respiratory risk can also be found in asbestos-containing materials, which is addressed in a separate program.) If possible before respirators are issued, the supervisor should work to eliminate the need for respiratory protection through effective engineering control measures, such as ventilation.

### B. Emergency situations (see WAC 296-62-07133)

An emergency situation, in this context, means any occurrence that may or does result in an uncontrolled significant release of an airborne contaminant. (Causes can include equipment failure, rupture of containers, or failure of control equipment.)

In this district, we anticipate no emergency situations that require respiratory protection. As listed in other plans, in the event of such an emergency, staff and students quickly evacuate the building and do not reenter the hazardous area. No district employee will attempt an emergency rescue in a potentially dangerous environment. No district employee will work in atmospheres that are immediately dangerous to life and health.

## SELECTING THE PROPER TYPE OF RESPIRATOR

### A. Types of respirators (see WAC 296-62-07267)

A **respirator** is a device designed to protect the wearer from breathing harmful vapors. There are two primary kinds of respirators - air-purifying respirators and atmosphere-supplying respirators.

**Air-purifying respirator** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element. They do not supply oxygen, so they should not be used in an oxygen deficient atmosphere. Three types are available: particulate-removing, gas- and vapor-removing, and combination particulate- and either gas- or vapor-removing.

- **Canister or cartridge** means a container with a filter, sorbent, or catalyst, or any combination of these materials, which removes specific contaminants from air drawn through it.
- **Mechanical filter** respirators can protect the wearer from both solid and liquid particles, including dusts, mists, fumes, smokes and aerosols. This can be a disposable type made with laminated filter (a dust mask), or a face piece with a filter holder. Mechanical filters do not protect wearers from gases or vapors.
- **Chemical cartridge** (or canister) respirators are designed to protect the wearer from hazardous substances such as acid gases, organic vapors, ammonia, formaldehyde, and certain pesticides. Cartridges usually contain activated or chemically treated charcoal. (There are many organic chemicals for which there are no NIOSH approved chemical cartridges.) Cartridges are color coded to designate the atmospheric contaminants to be protected against (i.e. - acid gases - white; organic vapors - black); this is also written on the cartridge.
- **Combination** respirator combines both mechanical and cartridge elements to protect against multiple contaminants.

**Atmosphere-supplying respirator** means a respirator that supplies the user with breathing air from an uncontaminated source, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA). They supply air that is independent of the air surrounding the wearer. Four types are available: supplied-air or airline; combination supplied-air and air-purifying; combination supplied-air with auxiliary self-contained air supply; and self-contained breathing apparatus.

- **Self-contained breathing apparatus (SCBA)** means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user (traditionally in a tank carried on the user's back). This type protects against a wide variety of contaminants at almost any concentration.
- **Supplied-air respirator (SAR) or airline respirator** means an atmosphere-supplying respirator for which the source of breathing air is drawn from a separate, stationary system or an uncontaminated environment. These respirators are not acceptable in atmospheres that are immediately dangerous to life and health.

A **half face piece** respirator covers the wearer's nose and mouth; a **full face piece** respirator covers the wearer's nose, mouth and eyes. These types of respirators traditionally come in three sizes: small, medium, and large.

**B. Choosing the best respirator for the job** (see WAC 296-62-07130)

Respiratory hazards are classified into several categories: oxygen deficient; physical properties (gas, vapor, biological aerosols, and particulate contaminants); physiological effects on the body (asphyxiate, carcinogenic, toxic); concentration of toxic material or radioactivity level; established exposure limits; and established immediately dangerous to life or health concentrations. An employee exposure is a

worker's exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

Determining the type of respirator that is appropriate for each task is essential. The wrong kind of respirator may not protect the worker. The proper type of respirator should be chosen based on the respiratory hazards of the job, the configuration of the job, and the relevant factors pertaining to the workplace and respiratory user that affects respirator performance. It should be appropriate for the chemical state and physical form of the contaminant, and correctly fit the user.

The respiratory hazard job assessment will be completed or reviewed by the Program Administrator (named in section II). This assessment will be documented on the "Workplace Respiratory Hazard Assessment" form or similar document.

If there are questions about which type of respirator to use, review the Safety Data Sheet(s) or product label, talk to the respirator manufacturer or distributor, the Program Administrator, or a WISHA consultant. For more detailed information on how to choose a respirator, see Appendix E of the WISHA standard, "Additional Information Regarding Respirator Selection." (Note: When using pesticides, be sure to follow the label requirements for respirator selection and use.)

Respirators used must be selected from those approved by the National Institute for Occupational Safety and Health (NIOSH) that are applicable and suitable for the purpose intended. A NIOSH-approved respirator contains the following: an assigned identification number associated with each unit; a label identifying the type of hazard the respirator is designed to protect against; and additional information on the label which indicates limitations and identifies the component parts approved for use with the basic unit.

In most cases, the respirator should be reserved for the exclusive use of a single individual. The respirator must correctly fit the user.

A list of respirators issued to every employee will be maintained by the Program Administrator in one location. Copies of the completed "Workplace Respiratory Hazard Assessment" forms and "Respiratory Protection Training Records" will fulfill this requirement.

## **ENSURING THAT AN EMPLOYEE CAN WEAR A RESPIRATOR**

### **A. Medical Evaluations and Approval** (see WAC 296-62-07150)

All respiratory protection devices impose some kind of physiological stress on the user. Air-purifying respirators, for example, make breathing more difficult. Persons with heart or lung diseases or other health problems may be harmed by wearing a respirator. Many physicians counsel pregnant workers against wearing respirators.

Only those individuals who are medically able to wear respiratory protective equipment shall be issued a respirator. Before being issued a respirator, and as often as medically indicated, an employee will receive pertinent tests to evaluate medical and physical conditions. (These can include: physical exams, blood chemistry, pulmonary

function, chest x-ray, EKG, etc.) The employee's physician visits will be at no cost to the employee and will occur as part of his/her regular workday.

Each potential respirator wearer should be individually evaluated to determine the employee's ability to use a respirator. This is a joint effort by the district, employee, and designated licensed health care provider. Duties are as follows:

District's duties:

- Identify a PLHCP (physician or other licensed healthcare provider) to perform medical evaluations
- Provide a copy of the following documents to the PLHCP: the district's written respiratory protection program, the district's fit testing procedures, the WISHA Respiratory Standard (WAC 296-62, Part E)
- Provide specific respiratory hazard and respirator information to the PLHCP (see WAC 296-62-07152); the completed *Workplace Respiratory Hazard Assessment* form can be used for this
- Administer the *WISHA Respiratory Medical Evaluation Questionnaire* <sup>®</sup> confidentially to the employee and send it to the PLHCP
- Respond appropriately to written recommendations from the PLHCP
- Provide additional medical evaluations as indicated by the PLHCP

In this district, the Program Administrator will give the blank *WISHA Respiratory Medical Evaluation Questionnaire* <sup>®</sup> to the employee and ask him/her to complete it and take it with him/her to the PLHCP.

For this district, the PLHCP is (*name of doctor or clinic*) at (*their address and phone number*).

PLHCP's (physician or other licensed healthcare provider's) duties:

- Review specific respiratory hazard and protection information and determine what additional questions to ask
- Review and evaluate the completed *WISHA Respiratory Medical Evaluation Questionnaire* <sup>®</sup>
- Arrange for any necessary medical testing (this may include: a pulmonary function test, chest x-ray, or electrocardiogram)
- Complete any follow-up evaluations with employee
- Complete the written recommendations for respirator use and send to both the employee and district

The employee will cooperate with all of the above, and provide input on respirator selection and use when requested.

Medical evaluation forms are found at the end of the WISHA standard in Appendix C - "WISHA Respiratory Medical Evaluation Questionnaire" and Appendix D - "Health Care Provider Respirator Recommendation Form".

**B. Types of Fit Testing for Tight-Fitting Respirators**

**Fit test** means the use of an accepted protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See Appendix A-1, "General Fit Testing Requirements for Respiratory Protection" for requirements and additional information on fit testing.) Fit tests must be administered using WISHA-accepted protocols.

**Qualitative fit test (QLFT)** means a pass/fail test that relies on the individual's response to the test agent to assess the adequacy of respirator fit for an individual. WISHA-accepted QLFTs include: (1) isoamyl acetate (banana oil), (2) saccharin solution aerosol (taste response), (3) Bitrex (denatonium benzoate) solution aerosol (taste response), and (4) irritant smoke (stannic chloride). See Appendix A-2, "Qualitative Fit Testing (QLFT) Protocols for Respiratory Protection" for details of this testing.

**Quantitative fit test (QNFT)** means an assessment of the adequacy of respirator fit for an individual by numerically measuring the amount of leakage into the respirator. WISHA-accepted QNFT's include: (1) generated aerosol protocol, (2) ambient aerosol condensation nuclei protocol, (3) portacount fit testing procedures, and (4) controlled negative pressure fit testing. See Appendix A-3, "Quantitative Fit Testing (QNFT) Protocols for Respiratory Protection" for details of this testing.

In this district, the banana oil or irritant smoke qualitative fit tests will be used for fit testing tight-fitting respirators.

In order to assure that the respirator will seal properly, all employees required to wear a respirator must be and remain clean-shaven. (Clean-shaven means that the employee has no beard or shadow that will prevent the respirator from making a smooth seal with the face. Moustaches that do not extend below the lower lip and do not interfere with the respirator fit may be worn.) In addition, corrective glasses, goggles or other personal protective equipment may not interfere with the face-to-face piece seal or valve function.

### C. Frequency of Testing

The purpose of the fit test is to ensure that the tight-fitting mask fits securely and does not allow vapors, fumes, etc. to enter and be inhaled. This test will be performed by a qualified fit tester using WISHA-approved protocols. The current qualified fit tester is the maintenance supervisor/director: *(insert name and phone number)*.

Once an employee has passed the medical exam, a fit test must be conducted for tight-fitting respirators **before the initial respirator use**, when a different respirator is used, when there are changes in the employee's physical condition that could affect respirator use, and annually thereafter. (AHERA regulations require fit testing every six months.) A record of the initial or most current fit test for each employee who uses a respirator will be kept on file by the Program Administrator.

In addition to the required formal fit testing by a qualified person, the snug fit of the mask on tight-fitting respirators should be checked by the wearer before each use.

See Appendix B-1 of the WISHA standard, "User Seal Check Procedures," for this protocol.

## ENSURING EFFECTIVE RESPIRATOR OPERATION

Follow the manufacturer's written recommendations for respirator selection, use, inspection, maintenance, filter replacement, cleaning, and storage.

### A. Inspecting the Respirator

Respirators and their components shall be **inspected by the wearer prior to each use and during cleaning**. Respirators shall be removed from service if their function has been adversely affected. Items removed from service should be tagged as defective and should not be returned to use until repaired or adjusted properly and deemed safe by a trained individual.

Employees should never alter or repair a respirator. Only NIOSH-approved replacement parts from the respirator's manufacturer can be used. Repairs should be made according to the manufacturer's specifications.

The face piece, mask, head straps, filters/canisters/cartridges, housing, hoses and valves should be checked for any deterioration or damage including:

- Dirt
- Corrosion
- Cracks, tears, breaks, or holes
- Distortion from improper storage
- Cracked, scratched or loose fitting lens
- Broken or missing mounting clips, buckles or attachments
- Loss of elasticity/pliability
- Excessively worn head straps that might let the face piece slip
- Deterioration of rubber straps, hoses, nose clips, etc.
- Inhalation/exhalation valve damage
- Detergent residue, dust or dirt on the valve seat
- Cracks, tears or distortion in the valve
- Missing or defective valve cover
- Proper type of filter for the job and contaminants
- Missing or worn gaskets
- Worn threads
- Cracks or dents in the housing
- Spent, dirty, used filters
- Expired cartridges or contaminated prefilters for cartridges

Note: Cartridges usually are considered spent after eight hour of consecutive use, after two weeks (even without much use), or when break-through is detected by the wearer - whichever comes first. Follow the manufacturer's guidelines for replacement of the pre-filter, filter, cartridge and canister.

### B. Ensuring adequate air supply

Before each use of an atmosphere-supplying respirators (SCBA or SAP), the user should also check to make sure that the air tank is fully charged (SCBA) or the air line is correctly connected and functioning (SAP), and the regulator and warning devices function properly. More detailed requirements for ensuring proper breathing air quality are found in WAC 296-62-07182.

### **C. Cleaning and disinfecting the respirator**

Periodically, respirators should be cleaned and disinfected. If the respirator is used by more than one person, the respirator should be cleaned and disinfected after each use.

Most respirators can be washed in a detergent solution and immersed in a sanitary solution. However, rubber and plastic can be damaged by strong cleaning agents, alcohol, lacquer/paint thinner, etc. Check the manufacturer's recommendations concerning cleaning. See also Appendix B-2, "Respiratory Cleaning Procedures," for this protocol.

### **D. Storing the respirator**

After the respirator has been removed and cleaned or wiped, it should be placed in a plastic bag provided by the supervisor and stored in a secure location (dedicated lockers or cabinets are traditionally used) near the worksite. The respirator should be protected from damage, contamination, dust, light, heat, cold, moisture, or chemicals. Respirators should be packed to prevent deformation of the face piece and valve.

### **E. Employee complaints or problems with respirators**

When there is a change in work area conditions, or degree of employee exposure, or stress that may affect respirator effectiveness, the district must reevaluate the continued effectiveness of the respirator. If health problems or respiratory hazards are suspected, contact the job supervisor or Program Administrator. Symptoms which may indicate problems with respirator use include: eye or skin irritation, changes in breathing resistance, severe discomfort in wearing the respirator, sensations of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever and chills.

## **EMPLOYEE TRAINING**

(see WAC 296-62-07186)

Each employee who engages in work with an associated respiratory hazard, and his/her supervisor, must be trained in the proper use of the respiratory protection appropriate for that job **before** being required to wear a respirator. The training session should be conducted by a qualified individual, and overseen by the Program Administrator. Employees must be retrained if they change or add to the types of equipment they use, if circumstances change significantly, or problems are identified. Retraining must be completed annually.

Training must ensure the employee understands the following:

1. Why the respirator is necessary and how improper fit, use or maintenance can compromise the protective effect of the respirator.
2. What the respirator is capable of doing and what its limitations are.
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
4. How to inspect, put on and remove, use, and check the seals of the respirator.
5. The procedure for maintaining and storing the respirator.
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.
7. The general requirements of the Respiratory Protection standard, chapter 296-62 WAC, Part E.

A record of the training must be kept. The attached form, "Respiratory Protection Training Record," can be used for this purpose

If inappropriate respirator use is noted during routine job surveillance or periodic program evaluation, the employee should be retrained.

## **EVALUATING THE RESPIRATORY PROGRAM'S EFFECTIVENESS**

(see WAC 296-62-07192)

At least annually the district will consider the effectiveness of the respiratory protection program. The Program Administrator will coordinate this evaluation and report its status to district's safety committee.

Evaluation should include periodic visits to the workplace by the Program Administrator to (1) make sure that the requirements of the current written program are being effectively carried out and respirators are being worn, and (2) solicit comments from employees required to use respirators about the program's effectiveness and any problems with respirator use. Plans for updating training and fit testing should also be done annually. The written program should be updated as necessary.

## **RECORD KEEPING**

The following written records should be kept by the Program Administrator:

- The current written Respiratory Protection Program
- Program evaluations and monitoring

For each respirator user:

- Written recommendations from the PLHCP
- The most recent fit testing noted on the "Respirator Fit Test Record"
- Completed "Workplace Respiratory Hazard Assessment" or equivalent
- Completed "Respiratory Protection Training Record" or equivalent

A list of respirators issued to each employee will be maintained by the Program Administrator in one location. Copies of the completed "Workplace Respiratory Hazard Assessment" forms and "Respiratory Protection Training Records" will fulfill this requirement.

## **VOLUNTARY USE OF RESPIRATORS**

(see WAC 296-62-07117)

The district may provide respirators at the request of employees, or permit employees to use their own respirators, if the Program Administrator determines that respirator use will not in itself create a hazard. The district must ensure that any employee using a respirator voluntarily should be medically able to use that respirator, and that the respirator is cleaned, stored and maintained properly. (This does not apply to the single-strap, non-approved, filtering face piece disposable dust masks.)

Employees who choose to wear a respirator when not required to should be provided the following information (taken directly from the WISHA standard, WAC 296-62-07117, Figure 1):

### **Important Information About the Voluntary Use of Respirators**

*Note: "You" and "your" means the employee in the following information.*

Respirators protect against airborne contaminants when properly selected and worn. Respirator use is encouraged, even when exposures to contaminants are below the exposure limit(s), to provide an additional level of comfort and protection for the workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to you. Sometimes, workers may wear respirators to avoid exposures, to hazards even if the amount of the hazardous contaminants (chemical and biological) does not exceed the limits set by WISHA standards. If your employer provides respirators for your voluntary use, or if you are allowed to provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and follow all instructions provided by the manufacturer on use, cleaning, and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminants of concern. NIOSH, the National Institute for Occupational Safety and Health of the U. S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against solvent vapor or smoke (since smoke particles are much smaller than dust particles).
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.



## **BLOODBORNE PATHOGENS PROGRAM**

**Purpose:** To provide a safe environment for all employees who may be potentially exposed to blood or body fluids in the performance of their duties, resulting in an occupational exposure to Bloodborne pathogens.

**Procedures:** All employees shall receive training on the district's initial Exposure control Plan and will be updated whenever the introduction of new or modified tasks or procedures warrants it.

## **BLOODBORNE PATHOGENS PROGRAM**

### **UNIVERSAL PRECAUTIONS**

The term "universal precautions" refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomits unless they contain visible blood.

### **PERSONAL PROTECTION**

#### **AVOID:**

- Rubbing or touching eyes.
- Use of jewelry during work hours.

#### **REFRAIN:**

- From kissing or being kissed by students.

#### **USE:**

- Own personal care items - don't share drinking glasses, etc.

### **HANDWASHING**

#### **BEFORE:**

- Drinking, eating, or smoking.
- Handling clean utensils, equipment or food.

#### **BEFORE AND AFTER:**

- Going to the bathroom.

#### **AFTER:**

- Contact with any body secretions.
- Handling soiled diapers, garments or equipment.
- Caring for children, especially those with discharges.
- Removing disposable gloves.
- Removing lab coat or smock.

### **GLOVES**

#### **WHEN:**

- If care provider has an open lesion on his/her hands.
- Handling contaminated disposable items (tissues, diapers, etc.)
- Direct hand contact with body fluids is anticipated.
- Cleaning up body fluid spills.
- Diapering.

#### **TYPE:**

- Non-sterile latex or vinyl (intact) disposable - dispose after each student contact.
- General purpose utility gloves (e.g. rubber) - household gloves for housekeeping chores may be decontaminated and reused.

**NOTE: Dispose of disposables in plastic lined waste baskets - empty daily**

## **EXPOSURE DETERMINATION**

Examples of occupational groups considered at risk are listed below; however, individual job duties must be considered when determining those employees at risk.

1. Health Room Providers (Nurses, Health Services Assistants, Office Managers and Secretaries caring for children in the Health Room).
2. Occupational Therapists, Physical Therapists and Speech and Language Pathologists.
3. Coaches and their hired assistants.
4. Custodians.
5. Teachers and paraeducators working in classrooms serving students that may present an increased risk of exposure to Bloodborne pathogens (e.9. students requiring diapering or other personal care; students with difficulty controlling secretions; students prone to behaviors such as biting).
6. Bus drivers and assistants transporting above students.
7. Security personnel.
8. Employees who are required by their job description to administer First Aid as a part of their job (e.9. playground supervisors).

People DO NOT get infected with HIV by:

- Casual contact, at parties, sharing food, in swimming pools, or the place work.
- Hugging, shaking hands, or simply being near a person who is infected with the virus.
- An insect bite.
- Contact with a toilet seat.

## **REMINDERS:**

IV drug use (sharing needles) and unprotected sexual intercourse, increase the chances of acquiring other Sexually Transmitted Diseases (STDs), which in themselves can cause sterility, death, and increase susceptibility to HIV.

Being under the influence of a drug (including alcohol) can impair your judgment and increase the possibility of risky behavior, such as IV drug use, or unprotected sexual intercourse.

Pregnant women who are infected with HIV can pass the HIV to their fetus.

HIV carriers may not show any sign of being infected with AIDS for years and in fact, they may even test negative on an antibody test for many weeks or months after they have been infected but they can still spread the disease. If a person has engaged in risky behavior they are at risk of being infected.

Abstinence is 100 percent safe. Proper latex condom use and limiting partners significantly reduces, but does not eliminate the risk of HIV infection.

## **AIDS**

- A Acquired - not inherited.
- I Immune - dealing with the body's defense system.
- D Deficiency - decreased defense capability.
- S Syndrome - observable set of clinical diagnosis.

## **HIV**

- H Human - refers to a virus whose host is a person.
- I Immunodeficiency - decreasing immune function in a person.
- V Virus - an organism which infects and destroys human cells.

## **STAGES OF HIV INFECTION**

### **STAGE 1**

Acute infection and seroconversion.

### **STAGE 2**

Asymptomatic infection.

### **STAGE 3**

Persistent generalized lymphadenopathy

\*\*Two or more sites for at least 3 months with no other cause.

### **STAGE 4**

\*\*Other diseases

\*\*Constitutional disease

\*\*Neurological disease

\*\*Secondary infectious diseases

\*\*Secondary cancer

\*\*Other conditions

## **OUTDOOR HEAT EXPOSURE PREVENTION PLAN**

**Purpose:** The purpose of this program is to ensure compliance with the Outdoor Heat Exposure rule, WAC 296-62-095, for employees who are exposed to temperatures at or above Table 1 of the regulation. Employees with only incidental exposure as defined in the rule are not covered.

**Scope:** The following requirements are only in effect during the months of May through September each year for the following job categories or positions having outdoor heat exposure:

***(List job categories that may have outdoor exposures greater than incidental exposures.)***

**[Note:** There are WAC rules that address drinking water, first aid, accident prevention programs and training requirements for other months of the year and for employees who are not at the action temperatures May through September.]

## **Outdoor Heat Exposure Prevention Plan**

**Purpose:** The purpose of this program is to ensure compliance with the Outdoor Heat Exposure rule, WAC 296-62-095, for employees who are exposed to temperatures at or above Table 1 of the regulation. Employees with only incidental exposure as defined in the rule are not covered.

**Scope:** The following requirements are only in effect during the months of May through September each year for the following job categories or positions having outdoor heat exposure:

***(List job categories that may have outdoor exposures greater than incidental exposures.)***

**[Note:** There are WAC rules that address drinking water, first aid, accident prevention programs and training requirements for other months of the year and for employees who are not at the action temperatures May through September.]

**Training:** Each year prior to the month of May, all employees working in the categories listed above will be provided training on signs and symptoms of outdoor heat exposure and on the company policies to prevent heat-related illness. Additional training will be scheduled for a make-up class as needed. When new employees are hired during the summer months, training will be provided prior to the new employee working in the outdoor environment.

**Employee Training Content:** Training on the following topics will be provided to all employees who may be exposed to outdoor heat at or above the temperatures listed in WAC 296-62-09510(2) Table 1:

- (a) The environmental factors that contribute to the risk of heat-related illness;
- (b) General awareness of personal factors that may increase susceptibility to heat-related illness including, but not limited to, an individual's age, degree of acclimatization, medical conditions, drinking water consumption, alcohol use, caffeine use, nicotine use, and use of medications that affect the body's responses to heat. This information is for the employee's personal use;
- (c) The importance of removing heat-retaining personal protective equipment such as non-breathable chemical resistant clothing during all breaks;
- (d) The importance of frequent consumption of small quantities of drinking water or other acceptable beverages;
- (e) The importance of acclimatization;
- (f) The different types of heat-related illness, the common signs and symptoms of heat-related illness; and
- (g) The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

**Supervisor Training Content:** Prior to supervising employees working in outdoor environments with heat exposure at or above the temperature levels listed in WAC 296-62-09510(2) Table 1, supervisors will be given training on the following topics:

(a) The information required to be provided to employees listed in subsection (1) of this section;

(b) The procedures the supervisor must follow to implement the applicable provisions of WAC 296-62-095 through 296-62-09560;

(c) The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures; and

(d) Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider, if necessary.

**Drinking Water:** On days when the temperature is at or above those listed in Table 1 of the regulation, employees will be provided a sufficient quantity of drinking water which is readily accessible at their work location. The water quantity will be sufficient to allow each employee to drink at least a quart or more of water each hour.

[**Note:** Drinking water packaged as a consumer product and electrolyte-replenishing beverages such as sports drinks that do not contain caffeine are acceptable.]

As the temperature increases through the day, additional water will be made available or replaced. It is the responsibility of this employer to ensure that the supply of available drinking water does not run out.

[**Note:** employers may want to include their procedures for providing and replenishing water supplies.]

**Responding to Signs and Symptoms.** Time is critical when people are experiencing heat stress/heat stroke. The quicker any employee experiencing symptoms can be removed from the heat and cooled down, the better the chances are for a full recovery. On days when the temperatures will be at or above those listed in Table 1 of the regulation, the company will:

(List practices or procedures adopted to reduce heat exposure or which will be used to help cool affected individuals. Also, describe method to be used for accessing emergency medical services.).

Never leave an employee who is experiencing heat-related problems by themselves; if they do not respond quickly to cooling attempts, immediately call emergency medical services. If a co-worker is experiencing difficulty, do not hesitate to bring it to the attention of the supervisor or lead worker.

## **CRITICAL INCIDENT RESPONSE PLAN**

**Purpose:** The purpose of this plan is to identify responsibilities of Puget Sound Educational Service District (PSESD) employees during a critical incident. This plan is intended to empower employees in an emergency and clarify emergency roles and response. These guidelines are meant to be revised and expanded on by those in each facility to meet their specific needs. This is not intended as a rigid or restrictive plan.

**Procedures:** This plan provides a basic emergency response plan, recommended emergency response teams, site-specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures and employee and family disaster preparedness.

## **Critical Incident Response Plan**

Employees are responsible for familiarizing themselves with this guide. In an emergency situation, they are responsible for following directives from supervisors and cooperating with emergency service personnel.

### **Purpose**

The purpose of this plan is to identify responsibilities of Puget Sound Educational Service District (PSESD) employees during a critical incident. This plan is intended to empower employees in an emergency and clarify emergency roles and response. These guidelines are meant to be revised and expanded on by those in each facility to meet their specific needs. This is not intended as a rigid or restrictive plan.

### **Scope**

This plan provides a basic emergency response plan, recommended emergency response teams, site-specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures and employee and family disaster preparedness. This plan:

1. Applies to all employees;
2. Describes actions to be taken by specific employees in providing immediate response assistance; and
3. Includes actions and activities that support the PSEDS's effort to save lives, protect the health and safety of employees and protect district property.

### **Mission and Goals**

The mission of Puget Sound Educational Service District in an emergency/disaster is to:

1. Protect lives and property;
2. Respond to emergencies;
3. Prepare for emergencies and disasters;
4. Mitigate the effects of a disaster; and
5. Aid in recovery from disasters.

In an emergency, the goals of PSESD are to:

1. Provide emergency response plans for all employees and facilities;
2. Coordinate the use of district personnel and facilities within the district; and
3. Restore normal services.

### **Definitions**

**“Critical Incident”** is defined as situations that might present a risk of significant bodily harm, property damage, legal involvement, media activity or other unusual activity that falls outside the scope of normal daily operations.

**“Emergency”** as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.

**“Disaster”** is defined as any incident which results in multiple human casualties and/or disruption of essential public services or any incident which requires an increased level

of response beyond the routine operating procedures, including increased personnel, equipment or supply requirements. Existing resources and capabilities may not be sufficient to cope with a disaster.

## **Planning Assumptions**

The following assumptions are the basis of this plan:

1. A single site emergency, i.e., fire, gas main breakage, etc. could occur at any time without warning and the affected employees of the district cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect district property.
2. An emergency or disaster, such as an earthquake or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property and damage to the environment.
3. Local and state government may be overwhelmed by a disaster; PSESD may be on its own for the first 72 hours or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.

## **Limitations**

It is the policy of the district that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the district can only make every reasonable effort to respond based on the situation, resources and information available at the time.

## **Media**

Any of the incidents discussed here have communication implications for the program and our agency. If you are contacted by a reporter or are planning on speaking to the media, please notify the Communications Dept or Program Manager immediately. The Communications Office offers training on how to successfully communicate via the media, including crisis communications. Please contact them to arrange training.

Here are some general guidelines for handling the media, but please notify the Communications Dept or your Program Manager immediately if you are contacted by the media.

1. Consult with the Communications Department.
2. Designate one employee at the site as the contact person for the Communications Department. The contact person should be prepared to provide the department with information such as the nature of the incident, number of staff/students involved, next steps, etc.
3. The Communications Department will respond to the media and assist the sites in developing key messages.
4. Develop a written statement for dissemination to appropriate parties. Be sure to send copy to the communications department for approval.
  - a. Stress positive actions taken by site.
  - b. Do not disdain responsibility until all facts are known.
5. Keep staff informed through one person. Often this is principal/site director.
6. Announce changes made after the incident has passed. Inform families and staff of where they can obtain updates and/or more information.

7. Emphasize to staff, parents, and students that they can say “no” to interviews. Consult with the Communications Department.
8. Designate one employee at the site as the contact person for the Communications Department. The contact person should be prepared to provide the department with information such as the nature of the incident, number of staff/students involved, next steps, etc.
9. The Communications Department will respond to the media and assist the sites in developing key messages.
10. Develop a written statement for dissemination to appropriate parties. Be sure to send copy to the communications department for approval.
  - c. Stress positive actions taken by site.
  - d. Do not disdain responsibility until all facts are known.
11. Keep staff informed through one person. Often this is principal/site director.
12. Announce changes made after the incident has passed. Inform families and staff of where they can obtain updates and/or more information.
13. Emphasize to parents, students and staff that they can say “no” to interviews.

### **Direction and Control**

In a major emergency or disaster, the Puget Sound Educational Service District may be damaged or need to be evacuated, people may be injured and/or other emergency response may need to be taken. These activities need to be organized and coordinated for efficient management of the emergency response and/or the disaster activities. To provide for the effective direction, control, and coordination of a response to an emergency/disaster, single site or multi-incidents, the district/site Incident Management Team (IMT) will coordinate emergency response to the incident and manage the activities of the site’s Emergency Response Teams. The incident Management Team is made up of senior staff members of the district/site, building emergency coordinators and selected staff as directed.

#### *Before the disaster*

1. Coordinate the site’s planning activities and the recruitment of building emergency response teams.

#### *During the disaster*

1. Coordinates all emergency response activities at the site.
2. Reports and coordinates all site emergency response activities with Renton office.
3. Coordinates the activities of all building emergency response teams.

#### *After the disaster*

1. Assists as directed in recovery efforts.

### **Activation Procedure**

Puget Sound Educational Service District will activate the Emergency Response Plan and activate these procedures under the following conditions:

***Spontaneous events*** – There is no warning for a spontaneous event, i.e., hazardous material incident, fire, etc.

### ***Weather warnings/watches***

The Incident Management Team will:

1. Prepare for dismissal of employees, if necessary; and
2. Plan for the possibility of long-term absence from work due to severe weather.

### **Notification**

The Puget Sound Educational Service District will be prepared to provide warning to employees for all types of emergencies/disasters that could affect the building. All warnings will be issued by the Incident Management Team. In the event the incident is a single site emergency, the senior member of the IMT will notify the Renton location of the incident. These steps will be followed once a warning is issued:

1. Senior staff members receive warning and activate IMT.
2. Team notifies employees.
3. Site prepares for dismissal and/or evacuation of employees.

### **Evacuation**

Puget Sound Educational Service District will comply with directions from local authorities that issue evacuation orders. The IMT will activate and comply with all evacuation orders. In the event of a fire, employees will evacuate.

1. If a single site emergency occurs, the senior staff member present will immediately notify their supervisor of the evacuation.
2. Building staff will follow the evacuation procedures in this manual for evacuation and re-entry.

### **Shelter in Place**

During a hazardous materials event, there may be times the site cannot evacuate and must “shelter-in-place.” The following guidelines will assist you in sheltering-in-place.

#### *Before the incident*

1. Pre-cut and label plastic sheets sized for windows, doors, and vents.
2. Store plastic sheets and duct tape in containers throughout the site.

#### *During the incident*

1. Utilize first aide trained personnel as necessary.
2. Close all windows shut vents and turn off all HVAC equipment.
3. To reduce the possibility of toxic vapors, seal all entry routes as efficiently as possible with pre-cut plastic sheets and duct tape. (e.g. doors and windows)
4. If an explosion is imminent, close drapes, curtains, and shades.
5. If you suspect gas or vapor contamination, take shallow breaths through a wet or damp cloth or towel.
6. Avoid contact with any spilled liquid material, airborne mist or condensed solid chemical materials.
7. Do not eat or drink any food or water that may have been contaminated.

#### *After the incident*

1. All persons needing medical assistance will report to the incident command post or designated medical treatment area.
2. Report lingering vapors or contamination.
3. Do not leave the building until the local emergency response personnel gives notification of “all clear.”

## 9-1-1

1. Determine the facts and security of the situation.
2. If there is an immediate threat to life or property, call 9-1-1. Don't hesitate or second guess if you should call 9-1-1. If you think it may be worthy of a 9-1-1 call, make the call.
3. If the situation is not life threatening, or does not require an emergency response by police, fire, or ambulance call the non emergency dispatch number.
4. Be prepared to provide the following information if possible/safe:
  - a. Description and last known location of suspect(s) and vehicle, if possible.
    - Suspect: height, weight, hair color, race, facial hair, clothing, etc.
    - Vehicle: color, make, model, year, license plate number, noticeable damage.
  - b. Your name and position.
  - c. Your office building, address and phone number.
  - d. Specific location of the emergency including room number.

## INTRUDER ON PREMISES

1. Greet the intruder in a polite and non-threatening manner; if possible have another staff member standing by observing your interaction with the intruder.
2. Identify yourself as a district official.
3. If available, notify facility staff.
4. Inquire as to purpose of presence.
5. If it is determined that the intruder has no rightful reason to be on premises, challenge his/her presence in a polite and professional manner.
6. Ask the intruder to quietly leave or invite him/her to accompany you and another staff member to the office or location away from other staff members.
7. If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement.
8. If the intruder gives no indication of voluntarily leaving the premises call 9-1-1.

## CONTAINMENT/LOCKDOWN

**Containment** – A security and safety measure which controls and limits access into buildings. The purpose of containment is to ensure the safety of persons inside campus buildings when a threat has been identified in the immediate area, in the neighborhoods adjacent to campus or on a specific area of campus. When containment is issued the perimeter of the building will be secured, but regular work and classes will continue. The announcement will be: please begin containment, repeat, begin containment.

Upon hearing this announcement the following steps must be implemented:

### **Teachers/staff:**

1. All students outside the building should be escorted in and to their regular classrooms.
2. Close and lock all exterior doors and windows. Visitors may be allowed in the building.
3. Close all blinds and curtains.
4. Teachers should maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students.

5. Receptionist will staff the phones and notify the Executive Assistant to the Administration and facility staff.
6. Should students need to move between buildings for class purposes, staff should gather the group together and move quickly between buildings. Staff should maintain a close watch of the surroundings. If anything out of the ordinary or threatening is seen, students should be moved quickly into building. Plan ahead; make sure you will have access to your destination before you cross to the other building.
7. When the emergency is over, and all clear will be announced.

**Lockdown** – A security and safety measure taken during an active threat situation to prevent people from leaving or entering individual or multiple buildings.

The announcement will be: this is a lockdown, repeat, this is a lockdown.

Upon hearing this announcement the following steps must be implemented:

Teachers/staff:

1. Teachers should quickly check halls and get students in classrooms.
2. Lock doors, close blinds.
3. Teachers will keep all students in the classroom until an all clear has been announced.
4. Teachers should maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students.
5. Staff without students will report to the office for instruction.
6. Receptionist will staff the phones and notify the Executive Assistant to the Administration and facility staff.
7. A pre-printed sign indicating the building is in lockdown and visitors are not allowed in should be posted outside the main entrance.
8. When the emergency is over, and all clear will be announced.

## **FIRE**

1. Evacuate the building immediately for any fire or suspected fire.
2. Sound alarm if it has not already been done.
3. Call 9-1-1; identify problem, building address and location of fire (if known).
  - a. Never attempt to fight a fire larger than a wastebasket. Even a small fire can generate enough smoke to cause serious injury.
  - b. Never attempt to fight a fire by yourself. Call for help.
  - c. Always stay between the fire and the exit.
  - d. If your clothes or someone else's clothes catch fire – STOP, DROP AND ROLL.
4. Upon arrival, the fire department will assume command.
5. Make sure departments account for all staff.

## **EARTHQUAKE**

During the earthquake:

**Inside the building**

1. Drop/Cover/hold under a desk or table. In the absence of tables and desks, inner walls and doorways provide suitable safety. Stay clear of windows, bookcases or other heavy objects.
2. Staff, students, and visitors remain under cover for a minimum of 60 seconds after the shaking stops. Staff members should then count an additional 30 seconds and begin emergency evacuation procedures.

### **Following the initial shock**

1. Stay calm.
2. Check for injuries.
3. Take roll.
4. Evacuate building, watching for debris or damaged areas that may cause injury.
5. Re-check roll.
6. Comfort students/staff.

### **Outside the building**

1. Students and staff outside should remain away from buildings, trees, electrical wires and other elevated objects that may fall and scatter debris.
2. Staff will then move all students to a designated outside location.

## **BOMB THREAT**

The person receiving the bomb threat will:

1. Remain calm and attempt to gain as much information as possible.
2. Use the "Bomb Threat Report" form.
3. Notify the police/fire department.
4. Immediately after receiving the bomb threat, the people receiving the call will verbally notify the Site Director.
5. Receptionist will notify the Executive Assistant to the Administration and facility staff.
6. Superintendent and law enforcement will determine what action is to be taken.
7. If building is evacuated, a fire drill will be initiated. Follow normal fire drill evacuation procedures.
8. Do not re-enter the building until instructed by the Superintendent to do so.

## Telephone Bomb Threat Form

Date	Time	Length of call	Number received on
Caller's gender (M/F) _____		Age _____	
<p><b>Ask these questions:</b></p> <p>When will bomb explode? _____</p> <p>Where is it right now? _____</p> <p>What does it look like? _____</p> <p>What kind of bomb is it? _____</p> <p>What will cause it to explode? _____</p> <p>Did you place the bomb? (Y/N) _____</p> <p>Why? _____</p> <p>What is your name? _____</p> <p>What is your address? _____</p>			
<p><b>Describe caller's voice</b></p> <p> <input type="checkbox"/> Angry    <input type="checkbox"/> Loud    <input type="checkbox"/> Normal Breathing    <input type="checkbox"/> Lisp    <input type="checkbox"/> Crying    <input type="checkbox"/> Familiar – if so, who did it Sound like? _____  <input type="checkbox"/> Calm    <input type="checkbox"/> Soft    <input type="checkbox"/> Rapid    <input type="checkbox"/> Stutter    <input type="checkbox"/> Laughter  <input type="checkbox"/> Excited    <input type="checkbox"/> Whisper    <input type="checkbox"/> Slow                 </p>			
<p><b>Threat language</b></p> <p> <input type="checkbox"/> Well-spoken    <input type="checkbox"/> Foul  <input type="checkbox"/> Incoherent    <input type="checkbox"/> Taped message read                 </p>			
<p><b>Background sounds</b></p> <p> <input type="checkbox"/> Street    <input type="checkbox"/> Music    <input type="checkbox"/> Office    <input type="checkbox"/> Other noises  <input type="checkbox"/> Voices    <input type="checkbox"/> Clear    <input type="checkbox"/> Home    _____  <input type="checkbox"/> Static    <input type="checkbox"/> PA System    <input type="checkbox"/> Animal Noises                 </p>			

## **MEDICAL EMERGENCIES**

In case of a medical emergency, request assistance of first aid trained employee (if available). If unavailable, or if the medical emergency is beyond the resources of staff, call 9-1-1.

1. The first adult on the scene assumes responsibility for appropriate procedures to be taken until an administrator arrives.
  - e. Keep injured person still and quiet.
  - f. Call 9-1-1 if appropriate and give necessary information.
  - g. Call for nurse or health clerk.
  - h. Collect the facts of the cause of nature of the injury.
  - i. Inform facility staff and supervisor of the injury.
2. The supervisor or designee will:
  - a. Contact parent/guardian or relative/spouse of employee, if needed.
  - b. Complete necessary forms, accident report, insurance forms, etc.

In the event of a poisoning, call poison control center: 1-800-222-1222 or 9-1-1.

## **CHEMICAL SPILL/HAZARDOUS MATERIALS**

### Chemical spill

1. In the event of a chemical spill, students and employees may need to be moved to a safe location immediately. Consider using fire drill procedures.
2. Notify facility staff immediately.
3. After consulting the material safety data sheets (MSDS) for the spilled chemical, try to address the spill at the lowest level possible. Calling the fire department immediately escalates it to the highest level, which may be unnecessary for many types of spills.
4. Call fire department, if necessary.
5. If outside authorities (Fire Department, Health Department, etc.) are involved, follow their directions and wait for permission to re-enter the building or contaminated area.

### Hazardous material incident

1. Staff will evacuate the area immediately, if appropriate.
2. Stand upwind of fumes, if possible.
3. Contact facilities, who will call 9-1-1 if necessary.
4. Follow procedures as if a fire.
5. Determine the type of hazardous material from teachers/staff, student, or other witnesses.
6. Do not remove hazardous materials from scene.
7. Be prepared to provide fire department with MSDS information for known materials.
8. Fire department will assume command.

### Shelter-in-place

During a hazardous materials event, there may be times you cannot evacuate and must shelter in place. The following guidelines will assist you in sheltering-in-place.

During the incident

1. Utilize first aid trained personnel
2. Close all windows and vents and turn off all HVAC (heating ventilation air conditioning) equipment.
3. If an explosion is imminent; close drapes, curtains and shades.
4. If you suspect gas or vapor contamination, take shallow breaths through a wet or damp cloth or towel.
5. Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical materials.
6. Do not eat or drink any food or water that may have been contaminated.

After the incident

1. All persons needing medical assistance will report to the incident command post or designated medical treatment area.
2. Report lingering vapors or contamination.
3. Do not leave the building until the local emergency response personnel gives notification of "all clear."

### **MECHANICAL/OPERATIONAL FAILURE**

Operational failures include breakdown of the heating/air conditioning system, broken water, steam or gas lines, or loss of electrical, sewer or water service.

1. Notify facility staff.
2. Facility staff will notify utility company, if necessary.
3. Alert employees/staff, students to evacuate if necessary.
4. Call 9-1-1 if necessary.

### **DISRUPTIVE VISITOR**

1. If possible, contact facility staff.
2. Remain calm. Have another staff member standing by observing your interaction as you greet the individual in a polite and non-threatening manner. Identify your role.
3. Inquire as to the cause of their concern.
4. Notify the visitor that you will be able to help them if they remain calm and are respectful.
5. Invite him/her to accompany you and the other staff member to a location away from other staff or visitors.
6. If the visitor becomes increasingly disruptive, and you are unable to calm them down, notify them they must exit the premises and you'll address the issue at a later time.
7. If the visitor gives no indication of voluntarily leaving the premises and you cannot calm them, call 9-1-1.

### **NOTIFICATION**

During most incidents, staff should notify facility staff or the receptionist as soon as possible. The receptionist or designee will notify the Director of Operations. The Director of Operations will be responsible for sending an e-mail to the emergency e-mail notification group.