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CHAPTER 1
INTRODUCTION

1.1 PURPOSE

The primary goal of this Safety, Health, and Environmental Program (referred to as the District Safety Manual) is to provide a safe and healthy environment for students and employees. Prevent student and employee accidents causing injuries and illnesses. Additionally, the program provides instructions for complying with federal and state safety, health, and environmental mandates. Monetary savings are realized by reducing costly accidental injuries due to effective safety programs. The ultimate goal is to prevent or reduce student and employee injuries and illnesses accomplished through a total safety management system, which provides and continually evaluates effectiveness in all areas of health and safety.

1.2 SCOPE

This Manual is designed to establish requirements and uniform procedures, for managers and supervisors to determine and implement those safety programs, which must be applied to the employees working under their supervision. Portions of the programs outlined herein pertain to all employees of Hillsborough County School District, while others might apply to only a few. Proper attention to these safety measures, as well as other student safety policies and rules that are profiled in numerous State and Federal documents, will provide a safe work and study environment. This manual does not include safety hazards developed by threats of violence. All concerns of this nature i.e. intruders from outside school; bomb threats, gun threats, riots, or terrorists are issues of security, managed by School Security department and local law enforcement. Certain safety actions may be initiated, such as fire alarm for evacuation when considered the proper course of action by on site administrator or security officials.

1.3 AUTHORITY

Safety and health requirements including fire protection and prevention issues are found in a multitude of Federal and State mandates. These programs are intended collectively to provide a safe working and learning environment. These Statutes, when not implemented properly or not continually monitored, may contribute to serious injuries or death. The District Safety, Health and Environmental Program (District Safety Manual) is a School Board mandated policy. The District Safety Program identifies and provides procedures for compliance with the safety requirements, which are applicable to the school district facilities, personnel and students and are required by 1 or more of the following.

- Florida Statutes (FS) chapter 400 requires a safe and healthy work environment be provided by all employers who qualify for a Self-Insured Program
- FS chapter 1013 Educational Facilities
- FS chapter 633 Fire Prevention and Control
- 29 Code of Federal Regulation (CRF) 1910, 1926 and 1928 as adopted in 6-2 FAC
- Federal and State Environmental Standard as adopted
- Florida Department of Public Health standards for schools
- Florida and uniform Building Codes for Educational Facilities

School District of Hillsborough County Safety and Health Manual or other safety, health, environmental regulations that may be adopted from time to time.

When students are placed in conditions and circumstances, which are governed by these standards, students and instructors shall be equally protected.

1.4 WAIVERS AND CHANGES

Requests for variance of the provisions herein which effect referenced statutes and rules must be forwarded as required by that specific rule. Request for procedural changes will be forwarded to the Manager of Risk Management & Safety, District Safety Office. Changes and/or supplements will be issued by Chief Officer of Human Resources when necessary to ensure compliance with applicable statutes, or changes that are a result of job safety analysis, an accident investigation, or employee suggestions that are approved by the District Safety Committee. The District Safety Office will conduct a review as needed or annually. Recommendations for procedural changes will be considered during the annual review.

1.5 APPLICATIONS

The codes, rules, and standards referenced in this safety manual dictate certain safety performance standards for employers, employees and students. These standards apply to all employees, students, vendors, and contractors of the District by law as well as District Policy. All vendors and contractors providing goods and or services to the District shall ensure compliance with all requirements, which are established to protect or improve protection of the environment, health and safety of student, employees, and visitors. When in doubt call the District Safety Office.

1.6 GLOSSARY OF TERMS

(1) **Accident -** Any unexpected event that interrupts the normal work or educational process, caused by human, situational, environmental factors, or a combination of these. It may or may not result in death, injury or property damage but has the potential to do so. Accidents are categorized as major, minor, or safety-related, incidents as follows:

a. **Major Accident** - An incident where emergency or extended medical attention is required and/or results in property damage in excess of $500

b. **Minor Accident** - An incident where only first aid is used on injuries and/or results in property damage, which does not exceed $500

c. **Safety-Related Incident** - An accident or near miss where there is no injury and/or property damage, but the potential for injury and/or damage exists

(2) **Administrator -** Decision-making personnel, e.g. principal, supervisor, manager, general manager, director, general director, assistant superintendent, chief officer, or superintendent

(3) **Board** - The School Board of Hillsborough County

(4) **Certified Person** - One who is certified and documented by a recognized authority by virtue of documented special training and/or experience to perform a specific task or duty.

(5) **Combustible** - Liquids with a flash point above 100 degrees Fahrenheit. Not a precise term when used in construction and in relation to other materials. In general, a material, which, in the form it is used and under the conditions anticipated, will ignite, burn, support combustion, or release flammable vapors when subjected to fire or heat

(6) **Competent** – An individual who, by virtue of training and experience, is declared competent by the individual's supervisor to perform a specific task or duty.

(7) **Designated Person** – A person appointed by his/her supervisor to perform a designated task.

(8) **District** – School District of Hillsborough County

(9) **Flammable** – Liquids with a flash point below 100 degrees Fahrenheit

(10) **Hazardous Classifications**- Any existing or potential condition in the workplace, which by itself or by interacting with other variables can result in injury, illness, death, or damage to property, is called a hazard. Hazards are ranked by the degree of danger and the potential for severe injury and death factored with exposure, time and local conditions. Hazards are assessed by the District Safety Specialist.

Control or elimination of imminent danger is accomplished by: (a) immediately eliminating the conditions or practices creating the imminent danger or (b) removing employees and students from the danger area until the hazardous condition has been eliminated. When an imminently dangerous condition is determined by the safety inspector, he/she shall:

1) Call the Manager of Risk Management and Safety

2) Take action to evacuate students when appropriate

3) The safety inspector shall remain on site until hazard has been corrected or area has been made safe pending hazard correction

4) Safety inspector will enter violation on safety report and indicate the immediate action

(11) **Hazcom** – Short term used in lieu of "hazard communication" when referring to the requirements of 29 CFR 1910.1200 OSHA Standard.

(12) **Illness (Occupational)** – Any abnormal condition or disorder, resulting from an occupational injury, caused by exposure to environmental factors associated with employment. Includes, acute, & chronic illness or disease.

(13) **Personal Protective Equipment (PPE)** – Devices worn by the worker to protect against hazards in the local environment. Respirators, gloves, and hearing protectors are examples.

(14) **Program** – The District Safety Program

(15) **Program Supervisor** – Includes Supervisors of Elementary, Secondary, and other Instructional Programs. The program supervisor manages and coordinates the development of instructional material, improves the instructional programs and provides professional counsel. The program supervisors assist in planning in-service training and evaluation of the curriculum.

(16) **Qualified** – An individual who has been approved by their supervisor as having the necessary knowledge and skill to perform a task or job in a competent and safe manner.

(17) **Safe and Safety** – As applied to employees and students or place of employment, or study freedom from danger as reasonably necessary for the protection of life, health and safety of employees, including conditions and methods of sanitation and hygiene.

(18) **Safety Bulletin Board** – A board placed in an area where employees gather and is dedicated only to matters concerning employee safety. Safety bulletin boards are required at all worksites.

(19) **Site Safety Monitor** – A person designated by the Site administrator/principal to monitor and coordinate the overall Safety Program for the site, the unit, department, or educational facility of the District. This does not relieve the responsibility for employee safety from other supervisors assigned to the site. See Chapter 2 for duties.

(20) **Site Administrator/Principal** – The senior District employee charged with the overall operation of the site or educational facility. This includes the administrative and supervisory control of employees assigned to work under his/her direction, as well as the physical plant and equipment located at the site. Precise title may include Principal, Maintenance unit Manager, Supervisor, or Director.

(21) **Standard** – A rule or model requiring certain conditions to be met, or one or more practices, means, methods, operations or processes to be adopted. These are deemed reasonably necessary or appropriate to provide a safe or healthy environment.

(22) **Supervisor – As used in this Safety Manual, a term denoting a District employee who maintains** direct control through the assigning and scheduling work to another person and evaluating his/ her performance. The person who is authorized by policy and position to officially evaluate employees under their direction and provides job performance ratings. The first line or immediate supervisor. Note: (May not have a "Supervisor" title).

(23) **Superintendent** – Chief Executive Officer of the Board. The Superintendent maintains administrative oversight of the school system and has the responsibility for the efficient operation of the District.

1.7 ABBREVIATION

ACBM	Asbestos Containing Building Material
ACM	Asbestos Containing Material
AED	Automated External Defibrillator
AHERA	Asbestos Hazard Emergency Response Act
ACGIH	American Congress of Governmental Industrial Hygienist
ANSI	American National Standards Institute
CDL	Commercial Drivers Licenses
CEMP/CMPP	Crisis Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFR	Code of Federal Regulation
CMP	Crisis Management Plans
CPR	Cardiopulmonary Resuscitation
DEP	Department of Environmental Protection
DOE	Department of Education
DOL	Department of Labor
DPH	Department of Public Health
EPA	Environmental Protection Agency (Federal)
EPC	Environmental Protection Commission (Country)
EPCRA	Emergency Planning and Community Right-To-Know Act
FAC	Florida Administrative Code
FBC	Florida Building Code
FDLES	Florida Department of Labor and Employment Security
FEMA	Federal Emergency Management Agency
FISH	Florida Inventory of School Houses
FM	Factory Mutual
GFCI	Ground Fault Circuit Interrupter
IAQ	Indoor Air Quality
JSA	Job Safety Analysis
LEA	Local Education Agency
LEPC	Local Emergency Planning Commission
SDS	Safety Data Sheet
NEC	National Electric Code
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
OTETA	Transportation Employee Testing Act
PPE	Personal Protective Equipment
RCRA	Resource Conservation Recovery Act
SARA	Superfund Amendments and Reauthorization Act (Title III)
SREF	State Requirement for Education Facilities
TSCA	Toxic Substances Control Act
TWA	Time Weighted Act
UBC	Uniform Building Code
UL	Underwriters Laboratory

CHAPTER 2
SAFETY ORGANIZATION AND RESPONSIBILITIES

2.1 Management

Safety Program management and staff direction will be accomplished by the Superintendent or designee.

Each Deputy and Assistant Superintendent shall be fully responsible for Safety Program implementation and maintenance as it pertains to operations and personnel under his/her jurisdiction. Provide administrative oversight and direction for the District safety and health initiative. The responsibilities listed below are minimum and they shall in no way be construed to limit individual initiative to recommend improvements, to curb injuries/illnesses, and/or monetary losses.

Each General Director and General Manager has full authority and responsibility for the safety program implementation and maintenance as it pertains to facilities and operations under his/her jurisdiction. He/she shall coordinate safety concerns with assigned area safety specialist and endure site safety monitors are appointed and trained as required.

2.2 MANAGER OF RISK MANAGEMENT & SAFETY

The Manager of Risk Management & Safety has full authority and responsibility to ensure compliance with Federal, State, Local, District Safety and Environmental mandates standards and policies as they pertain to the safety, health and environmental concerns of the District facilities, personnel and students. In compliance with State law, the District School Board has appointed by name the Manager of the Safety Risk Management & Safety to the position of School District Fire Code Official as authority having jurisdiction for all matters pertaining to fire protection, prevention, and life safety issues.

The Manager of Risk Management & Safety will:

1) Act as the District Safety and Environmental Compliance Officer in all circumstances and conditions including fires, hazardous material releases, maintenance operations, new construction, emergency weather conditions, transportation of students and installation of life safety systems and equipment
2) Supervise the activities of the District Safety Office
3) Develop and implement additional safety, health and environmental procedures as required to ensure compliance with applicable standards
4) Administer the District Safety Program as outlined in the District Safety Manual
5) Ensure safety and environmental compliance, through site surveys, inspections and audits, with fire safety, safety to life, American Disabilities Act (ADA) and applicable fire codes and standards for all existing and new facilities owned and/or operated by the School District
6) Manage the Workers Compensation Program
7) Manage District Traffic Safety and Safe Driver Plan
8) Manage OTETA and Non-OTETA Drug Testing
9) Routinely audit driving records for employees currently assigned as District drivers

10) Manage the District Safety - Training Program
11) Act as District emergency response coordinator and program manager for all
12) Perform as the District LEA representative for the asbestos program
13) Develop and implement site emergency plans, as they pertain to evacuation both full and in-place fire, health, safety, and weather conditions posters, as well as emergency checklist in coordination with Assistant Superintendent for Administration

2.3 ENVIRONMENTAL INSPECTOR

The Environmental Inspector assists in all duties assigned to the Manager of Risk Management & Safety. In addition the Environmental Inspector is the liaison for the School District of Hillsborough County to the Federal, State and local regulatory agencies, i.e. (EPC, EPA, DEP) and the Districts' Environmental Consultant.

The Environmental Inspector will:

1) Maintain certification as Management Planner for the asbestos program and coordinate all asbestos related activity
2) Coordinate the hazardous waste program
3) Inspect the Districts' fuel storage tanks and maintain records
4) Coordinate all District environmental issues
5) Conduct Fire Inspections, Indoor Air Quality Inspections, Safety Loss Control and Asbestos Inspections in accordance with applicable laws and regulations
6) Maintain all certifications described in section 2.4 Safety Specialist
7) Perform all duties assigned by the Manager of Risk Management & Safety
8) Authorize emergency work when necessary
9) Function as Assistant Manager for the Safety Department
10) Responsible for the District Safety Data Sheet (SDS) approval and for maintaining District Database

2.4 DISTRICT SAFETY SPECIALIST

Each Safety Specialist is responsible to inspect each and every school worksite and assist administrators in maintaining safe environment. The Safety Specialist shall:

1) Perform an annual comprehensive fire and safety inspection for all assigned sites to ensure compliance with Florida Fire Prevention Code, 69-A 58 FAC, the District Safety Manual and SREF
2) Consult with Area Leadership Directors, Operational Departments, Site Administrators/Principals and Site Safety Monitors in resolving student, employee and facility safety issues
3) Work with Site Administrator/Principals to ensure that proper personal protective equipment and safety equipment required by regulatory decree is: (a) available for use by students and employees and (b) is used by student and employee as required

1) Maintain current certification and/or training in the following areas as appropriate:
a. Fire Inspector
b. Casualty and Sanitation Inspector
c. Asbestos Inspector
d. Emergency Plan
e. Hazardous Material Release/Response
f. Workers Compensation
g. Environmental Surveys and Response
h. Certification and Training as determined by the Manager of Risk Management & Safety

2) Annually observe an emergency evacuation drill of e ach assigned site to ensure fire alarm and protection equipment operates as required and procedures are adequate and followed. Observe one hazardous weather drill in addition to the fire drill

3) . Complete all appropriate inspection checklists for each site as determined by Safety Manager. Assist in the correction process for deficiencies, and provide final report in a timely manner

4) Participate in the District Safety Training Program as assigned by the Safety Manager

5) Perform special tests inspections and reports relative to asbestos, lead, IAQ, hazardous material release, student and employee accidents, traffic accidents, safety complaints and workers compensation

9) Coordinate resolution of safety or health problems with the Site Administrator/Principal, Employee Benefits Office, insurance carriers, third party administrators, and other safety organizations, including environmental and health agencies

10) Reviews all accident reports and performs investigations for all major accidents or as assigned

11) Provide assistance as request in the establishment and operation of site safety programs to comply with District Safety Manual

12) Notify the Site Administrator/Principal when prescribed safety rules and practices are not being enforced

13) Notify the Manager of Risk Management & Safety when serious safety violations are not corrected in a timely manner

14) Halt specific operations when an imminently dangerous condition is discovered and notify the Site Administrator/Principal, the Manager of Risk Management & Safety and other Administrators as necessary. The specific operation/activity will be resumed only after the imminently dangerous condition is corrected and/or resolved

15) Manage the District Fire Prevention Program, including repair, (for engineered and pre-engineered kitchen hood fire extinguishing systems) maintenance, and inspection of portable fire extinguishers and installed fire protection systems.

16) Attend Site Safety Committee meetings periodically to promote maximum understanding of the program objectives

17) Act as point of contact during DOE and/or insurance audits and inspections

18) Monitor compliance with applicable safety standard in plans and specifications for new construction, repairs, or modifications of facilities

19) Perform school hazardous walking conditions and traffic surveys as required for student safety
20) Provide a representative to the District Traffic Safety Committee and Accident Review Board
21) Perform on site-inspections of District construction activities, and provide findings to appropriate agencies
22) Monitor and assist site staff in the maintenance of Accident Illness and Injury Log 200, (SB38301) each month
23) Proved routine scheduled visits to each assigned school/site. Frequency of visits will be based on need and the available time of the assigned safety specialist in accordance and Safety Office operational procedures

2.5 SITE ADMINISTRATORS/PRINCIPALS

Each Site Administrator/Principals is responsible for implementing and maintaining a safe and healthful work environment. Each shall:

1) Reduce preventable injuries and accidents incurred by his/her employees and students through personal initiative
2) Provide positive leadership and direction when implementing safety rules and procedures
3) Ensure the operational “O” type violations are corrected as directed in the Annual Safety Inspection Report and that the correction date is provided to the District Safety Office
4) Ensure that the Site Safety Monitor completes the monthly in-house inspection and violations are corrected
5) Appoint a supervisory level person (Assistant Principal) as Site Safety Monitor. Exception: Elementary schools may appoint the Safety Patrol Sponsor as Safety \onitor with supervisory authority in safety matters
6) Ensure that all hazardous tasks have specific written safe work procedures.
7) Ensure that all employees are briefed and fully understand safe work procedures and existing policies and enforce their use
8) Ensure that necessary Personal Protective Equipment and protective devises for each job are available, maintained, and properly used
9) Ensure that Site Safety Committee meetings are conducted as scheduled. Free discussion of hazardous work situations and possible solutions should be encouraged
10) Encourage employee participation in safety suggestions and hazard reports. Ensure that all suggestions are properly reviewed by the appropriate agency for adoption
11) Ensure that each supervisor takes appropriate action to reduce injuries and accidents incurred by employees he/she supervises
12) Confer with the District Safety Office when assistance is needed in implementing the Safety Program
13) Administer the Site Emergency Plan as outline in Appendix A in this manual (refer to Crisis Management Plan)

1) Schedule employees for formal safety training when required. Administer required on-the-job training when necessary and ensure that employees comply with job qualification requirements when applicable
2) Maintain safety-training records
3) Establish a Site Safety Committee; which is representative of all employee groups
4) Counsel each employee who has lost time due to a work-related injury because of his/her carelessness, negligence, or failure to follow safety rules. Document the counseling session
5) Ensure that all employees and students under his/her direction comply with the safety policies and procedure outlined in this Manual
6) Provide instruction to custodial staff to check daily, the following essential rules of the Fire Prevention Program:
   a. All trash containers shall be emptied daily
   b. Stock and material shall be stored neatly and in the proper place
   c. Rubbish, scraps, dust or other debris shall be removed daily and not be allowed to accumulate in corners or storage areas
   d. Obsolete material shall be removed when no longer useable
   e. Only approved properly marked safety cans may be used to store flammable liquids
   f. All flammable materials must be stored in approved building, storage room or cabinet
   g. Inspect the work area for fire hazards upon the completion of each job or task
   h. Electrical and mechanical rooms shall contain no storage
   i. Ensure unattended equipment and appliances are **off** as appropriate
   j. Ensure exit doors are not locked, blocked or chained to inhibit egress from inside
   k. Report all broken or malfunctioning fire alarm and protection equipment to Site Safety Monitor as soon as noted
7) Principals shall instruct all teachers to complete daily, the following essential rules of Fire Prevention Program:
   a. Exits and exit ways provide a clear path for evacuation
   b. Interconnection doors between classrooms, used as a secondary means of egress, and operational and the path to exit discharge is unencumbered
   c. Exit doors open properly and are not locked, latched, or chained.
   d. Classroom fire doors are not held open except with a magnetic latch and will release when the fire alarm sounds
   e. Glass panels in doors are not covered
   f. Emergency escape areas are not obstructed
   g. Combustible paper does not accumulate in rooms, or walls or cabinets to create a fire hazard
   h. Students do not have access to cleaning or other chemicals stored under sinks etc.
   i. Extension cords are serviceable and removed from use as soon as possible. Never leave connected overnight
   j. Temporary teachers are briefed on emergency procedure

a. Emergency posters, 1.e., evacuation route, lightning and tornado are posted in the classroom by the primary means of egress
b. Flammable classroom decorations are limited to 20% of wall area

2.6 SUPERVISORS

The Supervisor is responsible for the safety of employees under his/her direction and the safe operation of machines and equipment within his/her area. Each supervisor shall:

1) Assume responsibility for safe and healthful working conditions for employees while they are under his/her direct supervision
2) Diligently peruse the reduction of preventable injuries, accidents, collisions and liabilities incurred by employees he/she supervises
3) Ensure full compliance with all applicable safety rules and procedures. Safety rules are located in chapter 12 of the safety manual
4) Take the initiative in recommending correction of deficiencies note in facilities, work procedures, employee job knowledge or attitude that could affect loss-control efforts
5) Document, for the record, a conference with each employee who has failed to follow a safety rule or procedures
6) Be firm in enforcement of safety rules and procedures by being impartial in taking disciplinary action against employees who, after warning, fail to follow safety rules and procedures. Be prompt in giving recognition to employees who do follow them consistently. Proper training required, acknowledgement by trainee and that training was provided
7) Ensure that each employee and student is fully trained for each task he/she is assigned and ensure he/she is familiar with published safety rules and procedures applicable to each task
8) Halt operations/activities in which an imminently dangerous condition exists to either students or District employees. Remove District employees from hobs when they are not wearing or using prescribed Personal Protective Equipment.
9) Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition
10) Perform periodic inspections of worksite and facilities as established herein.
11) Ensure that only trained employees are permitted to operate mechanical and electrical equipment
12) Instruct all employees on the reporting procedures for all accidents and the necessity of receiving first aid treatment even in the case of minor injury
13) Maintain a continuous program of on-the-job training. The Supervisor is responsible for all applicable training unless otherwise specified
14) Ensure that all safety devices/equipment including PPE are properly maintained, that employees know how to maintain them, know their limitations, and when, why, and how to use them
15) Ensure that the “buddy” system is used for tasks, which involve extremely hazardous work

16) Ensure that all areas designated as dangerous are labeled with the type of hazard involved
17) Ensure that safety considerations are incorporated into all job instructions by having written safe work procedures for all hazardous tasks
18) All supervisors shall attend a mandatory Annual Safety Training of for hours

2.7 SITE SAFETY MONITORS

A capable individual shall be appointed by the Site Administrator/Principal as Safety Monitor. The individual appointed shall:

1) Coordinate all safety activities with the District Safety Office for his/her respective worksite
2) Act with authority of Site Administrator/Principals as the safety representative for the site
3) Ensure monthly inspection is performed per checklist.
4) Investigate employee complains and accidents
5) Chair the Site Safety Committee
6) Maintain Safety Bulletin Boards
7) Provide and/or arrange for safety training to site employees
8) Maintain or oversee records of accidents, employee training and inspections
9) Coordinate required hazardous material communications and waste disposal
10) Perform other safety duties as directed by the Site Administrator/Principal.
11) Be able to recognize hazards pertinent to his/her specific job
12) Act as an employee representative on Site Safety Committees when assigned

CHAPTER 3
SAFETY AND HEALTH TRAINING

3.1 GENERAL

REF: CFR PART 1910; 1926; 1928; Florida Statue 440; 453

Federal OSHA, Safety Rules, require that employers limit certain job assignments to "Designated Persons" who are "Certified, "Competent," or "Qualified," as defined in Chapter 1, Section 1.6, Glossary of Terms. Numerous safety standards explicitly require the employer to train employees and students in the safety and health aspects of their jobs. Participants will conduct on paid time and in a language understandable all safety training.

The District Safety Training Program is the primary responsibility of the District Safety Office. The Safety Office will coordinate and in most cases provide the safety training for the District employees. Certain job-oriented and in-service safety training must be provided by operational and/or program supervisors with intimate knowledge of the tasks to be performed. Safety Office personnel will coordinate and assist where practical in organizing and implementing the in-service/job-specific training.

Program managers and teachers shall ensure that the student is provided safety training appropriate for the assigned task.

The length and complexity of safety standards, combined with the occupational diversity of the School District, dictates a well-organized and coordinated program with highly motivated supervisors, employees, and safety staff to provide an effective safety-training program.

3.2 SUPERVISOR TRAINING CFR 1910; 1926

Supervisor Training will prepare supervisory personnel to accomplish the duties required to comply with safety regulations, reduce accidents and injuries in the workplace, and to evaluate the effectiveness of the Safety Program. The "Supervisory Safety Training" is mandatory and will be scheduled and coordinated by the District Safety Office. All Supervisors and Site Safety Monitors will attend training within six (6) months of assignment to supervisory duties or safety monitor duties (once the Supervisor has been certified they will be required to certify once every three years) on the following subjects as these pertain to their areas of responsibility and will be documented per Section 3.5:

1) Emergency Plan
2) Safety
3) Instructional Techniques (For Safety Training)
4) Accident Reporting and Investigation
5) Job Safety Analysis
6) New Employee Orientation Safety Training Requirements
7) Job Specific Safety Training
8) Contents of District Safety Program, including responsibility of various levels of administration
9) Site Safety Committee and Employees' Suggestion Program

10) Enforcement of Safety Rules and Regulations
11) Review of Standards 29 CFR 1910, 29 CFR 1926, or 29 CFR 1928
12) Inspections – Internal and External

3.3 SAFETY ORIENTATION

1) New Employee Orientation Safety Training

All new employees will receive safety training during the initial intake process. This will cover the following subjects or areas: Document Training per Section 3.5

a. Bloodborne Pathogens
b. Hazardous Communications – Orientation Only
c. Review of the District Safety Program
d. Applicable Federal and State Safety Laws
e. Fire Extinguisher Training
f. Basic First Aid
g. Other related subjects as determined by the Manager of Risk Management & Safety
h. Safety Rules

2) Workshop Orientation Training

3.4 JOB-SPECIFIC SAFETY TRAINING

1) Each employee will be individually trained by his/her supervisor to perform assigned job tasks safely and documented per Section 3.5. Each employee will be trained in the safety aspects of assigned tasks. Supervisors should use the following methods to increase employee comprehension:
    a. Employees will receive verbal instructions and specific directions on how to perform functions safely
    b. Employees will receive a demonstration of job tasks, using known safe work practices
    c. Supervisors will observe employees performing the work previously demonstrated. If necessary, remedial instruction will be provided to correct training deficiencies prior to final release to perform unsupervised work.
    d. Employees will be given safe operating instructions prior to the use and operation of new equipment processes
    e. Supervisors shall be responsible for reviewing safe work practices with employees before permitting new, non-routine, or specialized procedures to be performed
2) General Safety Rules and Procedures. Supervisors will make employees aware of the rules, and procedures found in Chapter 12 and will review with each employee as appropriate

3.5 PERIODIC TRAINING/RETRAINING RECORDS

1) The Site Administrator/Principal will be responsible for all employees participating in ongoing safety training. All required training would be documented on an “Employee Safety Training Record” with employee signature. The form shown in Figure 3.5-A should be used to record attendance in group safety meetings and general/special training sessions. The form shown in Figure 3.5-A should be used to record the Employees’ Job-Specific Safety Training

2) Employee Safety Training Records in figure 3.5 A and 3.5 B will be maintained at the worksite. When an employee is transferred to a new position within the District, his/her new Supervisor shall request that all safety-training records be forwarded to the new location. If an employee's site name number or job title changes, begin a new form and staple it to the old form(s)
3) Administrators/Principals will provide a minimum of a 30-minute safety meeting every three months, for sites other than schools and office functions. Supervisors shall have Safety Meetings monthly, using safety films speakers, accident discussions and review of portions of the Safety Manual. Chapter 12, Safety Rules, Policies and Procedures, will be reviewed annually. The District Safety Office will assist in this effort upon request
4) All District vehicle drivers will attend a four (4) hour defensive driver-training course at least every three (3) years. The District Safety Office will coordinate and schedule the course
5) Periodic retraining is required in a number of areas where the subject matter is normally not used on a daily basis and is therefore easy to forget. These include the following:
    a. Basic First Aid - Annual
    b. Fire Extinguisher – Annual
    c. Hazardous Communication – Annual
    d. Bloodborne Pathogens- Annual
    e. Lockout/Tagout- (where appropriate)-Annual
    f. Asbestos and Lead-Initial and as changed
    g. Applicable Safety Rules-Annual if not covered in quarterly safety meeting
    h. Electric or motorized Vehicles-(Where Appropriate)-Annual
6) Site Safety Monitors will monitor periodic/annual retraining as required by these manual or other standards and ensure Employee Safety Training Rerecords are completed

3.6 SAFETY SUGGESTION PROGRAM

Site Administrators/Principals shall provide a Safety Suggestion Box near the Safety Bulletin Board. The Box should be secured and controlled by the Site Safety Monitor. All suggestions will be evaluated by the Site Safety Committee and results posted with the minutes of the meeting. Suggestions which the Site Safety Committee feels have merit, but should be adopted District-wide, shall be forwarded to the District Safety Office for further evaluation.

3.7 SAFETY PROMOTIONS AND INFORMATION

Safety posters should be displayed in high visibility areas to promote safety. Site Administrators/Principals shall provide a dedicated "Safety Bulletin Board" to display safety information required to be available to employees. Safety green and white strip borders are recommended. Boards shall contain as a minimum:

1) OSHA Poster
2) Workers' Comp Poster
3) Drug Free Workplace Poster
4) Site Emergency Plan

5) Name and Phone number of Site Safety Monitor
6) Names of Phone numbers of Site Safety Committee Members
7) Emergency Phone numbers
8) SDS location or availability
9) Posters and Safety Bulletins provided by the District Safety Office are in the Warehouse
10) Name and Phone number of First Responder

3.8 GENERAL INDUSTRY AND CONSTRUCTION TRAINING REQUIREMENTS

The performance of any task involves safety to some degree. The state adopted federal safety codes and standard 29 CFR-1910 for general industry, 1926 for construction and 1928 for agriculture applies specific safety standard to high-risk processes and equipment operation. Safety training is a key element for personnel exposed to these hazards. Sections 3.9 and 3.10 the training required are identified for tasks, which are known to exist in the District.

All Supervisors shall review Section 3.9 of this Chapter to determine the type of training required for each employee job classification supervised. Supervisors are responsible for either providing that specific training or seeing that is provided in a timely manner.

Construction/Maintenance unit Manager and Technical Support Supervisors shall review both Sections 3.9 and 3.10. Section 3.10 contains special requirements applicable only to building trades workers. In some instances, Safety Training requirements are more rigid for employees in designated skill areas. Area Safety Specialists will assist and may direct special training. Sections 3.9 and 3.10 shall be applied to students of Educational Technical and Trade Instructional programs. Teachers and Program Supervisors of these programs shall review these requirements and ensure compliance of training standard as appropriate.

3.9 GENERAL INDUSTRY TRAINING REQIREMENTS 29 CFR 1910, 1926, 1928

The following training requirements have been excerpted from 29 CFR 1910. Note that additional training requirements may appear in certain other Standards (ANSI, NFPA, etc.) and are adopted by reference in 29 CFR 1910 and therefore are mandatory.

1) Site Emergency Plan CFR 1910.38(a) and (b)

The Site Administrator/Principal or appointee shall:

a. Review the plan with each employee at the following times:
    1. Initially when the plan is developed
    2. Initial hiring of and employee
    3. Whenever the employee's responsibilities or designated actions under the plan change
    4. Whenever the plan is changed
b. Review with each employee those parts of the written plan, which the employee must know in the event of an emergency. The written plan shall be kept at the worksite and made available for employees' review
c. Inform employees of the fire hazards associated with materials and processes to which they are exposed

Before implementing the Crisis Emergency Management Plan (CEMP), the Site Administrator/Principal shall designate and train a sufficient number of persons to assist in the safe and orderly evacuation of employees

2) Working Platforms, Ladders are covered in 29 CFR 1910.28; see also 29 CFR 1926.451

Supervisors shall provide written work procedures for the operation, safe use, and inspection of working platforms for employee training. Pictorial methods of instruction may be used in lieu of written work procedures; if employee communication is improved using this method. The operating manuals supplied by manufacturers for platform system components can serve as the basis for these procedures. The Supervisor shall certify that employees have been trained in operating and inspecting a working platform by recording the following on the form shown in Figure 3.5 B:

a. Subject of Training
b. Trainee's signature and printed name
c. Trainer's name and signature
d. Date training completed
e. The certification record shall be prepared upon completion of the required training and maintained in the worksite's Employee Safety Training Record file for the duration of employment

3) Hearing Protection 29 CFR 1910.95

The District Safety Office shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels and shall ensure employee participation in such program.

The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes. The Supervisor shall ensure employees are informed of the following:

a. The effects of noise on hearing
b. The purpose of hearing protectors, the advantages, disadvantages, and attenuations provided by various types, and instructions on selection, fitting, use and care
c. The purpose of audio metric testing and an explanation of the test procedures

4) Flammable and Combustible Liquids Storage Areas 29 CFR 1910.106(b)(5)(VI)

Site Administrators shall ensure that detailed printed instructions of what to do in fuel emergencies are properly posted. Fuel dispensing station operators and other employees depended upon to carry out such instructions must be thoroughly informed as to the location and operation of valves and other equipment needed

1) Storage and handling of Liquefied Petroleum Gases and Anhydrous Ammonia 29 CFR 1910.110(b) and (d); 29 CFR 1910.111(b). LP-Gas functions, the supervisor shall ensure that personnel performing installation, removal, operation, and maintenance work shall be properly trained. When standard watch service is provided, it shall be extended to the LP-Gas installation and personnel shall be properly trained

The Site Administrator/Principal shall ensure that unloading operations are performed by reliable persons properly instructed and given the authority to monitor careful compliance with all applicable procedures.

2) Respiratory Protection. 29 CFR 1910.134(a), (b) and (e). The District Safety Office shall determine the need for respiratory protection when requested by Supervisors, as determined by Employee Hazard Reports and/or job site inspections. The District Safety Office shall provide initial Respirator Training and Fit Testing for all employees included in the Respiratory Protection Program. The employee must pass and receive a mandatory respiratory physical before wearing a respirator (Appendix D).

The Site Administrator/Principal of Supervisor shall select employees to be trained and certified by the District Safety Office as Competent Respirator Trainers. Training shall provide the employees an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal, wear it in normal air for a long familiarity period and finally, to wear it in a test atmosphere.

Every respirator wearer shall receive fitting instructions, including demonstrations and practice in how to respirator should be worn, how to adjust it, and how to determine if it fits properly. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, and skullcaps that projects under the face piece or temple pieces on glasses. Also, the absence of one or both dentures can seriously affect the fit of a face piece. To assure proper protection the face piece fit shall be checked by the wearer each time he puts on the respirator. This may be done by following the manufacturer's face piece fitting instructions. Each Site with employees in the Respiratory Protection Program shall comply with the provisions outlined in APPENDIX D of this Safety Manual.

3) Specifications for Accident Prevention Signs and Tags. 29 CFR 1910.145 (c)
Supervisors shall ensure that employees be instructed that danger signs indicate immediate danger and that special precautions are necessary. All employees shall be instructed that caution signs indicate a possible hazard against which proper precautions should be taken. Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.

4) Medical Services and First Aid 29 CFR 1910.15(a) and (b). The District Safety Office shall train all District personnel in basic first aid. Selected personnel shall be trained in First Aid CPR and where appropriate, automated external defibrillation programs and outlined in Chapter 7.

1) The Control of Hazardous Energy (Lockout/Tagout) 29 CFR 1910.147 (c)(4), (7),(8),(9)(e), and (f) When Standards or processes require the use of Lockout or Tagout, they shall be used and supplemented by the procedural and training requirements as noted in the District Lockout/Tagout Program in Appendix C of the Safety Manual.

Training and Communication**.** Supervisors shall provide training to ensure that the purpose and function of energy control program are understood by employees and that the knowledge and skills required for the safe application, use, and removal of energy controls are acquired by employees. The training shall include the following:

a. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control
b. Each affected employee shall be instructed in the purpose and use of the energy control procedure
c. All other employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out When only tag/out systems are used, employees shall also be trained in the following:
    1. Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock
    2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it's never to be bypassed, ignored, or otherwise defeated
    3. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area in order to be effective
    4. Tags may evoke a false sense of security and their meaning needs be understood as part of the overall energy control program
    5. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidently detached during use
d. Employee Retraining. Supervisors shall provide retraining for all employees whenever there is a change in their job assignments, a change in machines equipment or processes that present a new hazard, or when there is, a change in the energy control procedures

a. Additional retraining shall also be conducted whenever a periodic inspection reveals or whenever the Supervisor has reason to believe that there are deviations from or inadequacy in the employee's knowledge or use of the energy control procedures. The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary

The Supervisor shall certify that employee training has been accomplished and is being kept up-to-dat. The certifications shall be recorded on the employee Job-Specific Safety Training Record (Fig. 3.5-B).

Outside Personnel. The Site Administrator/Principal and the outside contractor shall inform each other of their respective lockout or Tagout procedures.

5) Portable Fire Extinguishers. 29CFR 1910.157(g)

Training and Education. The District Safety Office shall provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting. Training shall be provided upon initial employment and at least annually thereafter

6) Fixed Extinguishing Systems. 29 CFR 1910.160(b)(10)

The District Safety Office shall ensure that fixed fire-extinguishing systems are maintained per appropriate NFPA Standards

7) Fire Detection Systems. 29 CFR 1910.164(c)(4)

The District Safety Office shall ensure that systems are inspected annually. Labels will be attached to main panel attesting to the operational integrity

The General Manager of Maintenance shall ensure that the servicing, and maintenance, of fire detection systems, is performed by persons trained and qualified in the repair and maintenance of the system

8) Servicing of Multi-Piece and Single-Piece Rim Wheels. 29 CFR 1910.177(c), (f) and (g) (Excludes automobile or truck tires marked "LT")

a. Employee Training. Supervisors shall provide a program to train all employees who service rim wheels in the hazards involved in servicing those rim wheels and the safety procedures to be followed. The Supervisor shall assure that no employee services any rim wheel unless the employee has been trained and instructed in correct procedures of surviving the rim type being serviced, and in the safe operating procedures described under 29 CFR 1910.177 (f) and (g), indicated below. Information to be used in the training program shall include, at a minimum, the applicable data contained in the charts, rim manuals, and the contents of the referenced Standard. If a Supervisor knows or has reason to believe that any of his/her employees is unable to read and understand the charts or rim manual, he/she shall ensure that the employee is instructed concerning the contents of the charts and rim manual in a manner which the employee is able to understand

b. The Supervisor shall ensure that teach employee demonstrates and maintains he ability to service multi-piece rim wheels safely, including performance of the following tasks:

1. Demounting of tires (including deflation)
2. Inspection and identification of rim wheel components.
3. Mounting of tires (including inflation with a restraining device or other safeguard)
4. Use of the restraining device or barrier and other required equipment
5. Handling of- rim wheels
6. Inflation of the tire when a single piece rim wheel is mounted on a vehicle
7. An understanding of the necessity of standing outside the trajectory during inflation of the tire and during inspection of the rim wheel following inflation
8. Installation and removal of rim wheels

c. Safe Operating Procedure – Multi-Piece Rim Wheels. The Supervisor shall establish a safe operating procedure for servicing multi-piece rim wheels and shall ensure that employees are instructed in and follow that procedure. The procedure shall include at least the following elements:

1. Tires shall be completely deflated by removing the valve core before a rim wheel is removed from the axle in either of the following situations:
    a. When the tire has been under inflated by the operator at 80% or less of its recommended pressure.
    b. Where there is obvious or suspected damage to the tire or wheel components
2. Non-flammable rubber lubricant shall be applied to bead and rim mating surfaces during assembly of the wheel and inflation of the tire, unless the tire or wheel manufacturer recommends against it
3. If a tire on a vehicle is under inflated but has more than 80% of the recommended pressure, the tire may be inflated while the rim wheel is on the vehicle, provided remote control inflation equipment is used and no employees remain in the trajectory during inflation
4. Tires shall be inflated outside a restraining device only to a pressure sufficient to force the tire bead onto the rim ledge and create an airtight seal with a tire and bead
5. Whenever a rim wheel is in a restraining device, the employee shall not rest or lean any part of his/her body or equipment on or against the restraining device. After tire inflation, the tire and wheel components shall be inspected while still within the restraining device to make sure that they are properly seated and locked. If further adjustments to the tire or wheel components are necessary, the tire shall be deflated by removal of the valve core before the adjustment is made

1. No attempt shall be made to correct the seating of side and lock rings by hammering striking or forcing the components while the tire is pressurized
2. Cracked, broken, bent, or otherwise damaged rim components shall not be reworked, welded, brazed, or otherwise heated
3. Whenever multi-piece rim wheels are being handled, employees shall stay out of the trajectory unless the Supervisor can demonstrate that performance of the servicing makes the employee's presence necessary.
4. No heat shall be applied to a multi-piece wheel or wheel component

d. Safe Operating Procedure – Single Piece Rim Wheels. The Supervisor shall establish a safe operation procedure for servicing single piece rim wheels and shall ensure that employees are instructed in and follow that procedure. The procedure shall include at least the following elements:

1. Tires shall be completely deflated by removing the valve core before demounting
2. Mounting and demounting of the tire shall be done only from the narrow ledge side of the wheel. Care shall be taken to avoid damaging the tire beads while mounting tires on wheels. Tires shall be mounted only on compatible wheels of matching bead diameter and width
3. Non-flammable rubber lubricant shall be applied to bead and wheel mating surfaces before assembly of the rim wheel, unless the tire or wheel manufacturer recommends against the use of any rubber lubricant
4. If a tire-changing machine is used, the tire shall be inflated only to minimum pressure necessary to force the tire bead onto the rim ledge while on the tire changing machine
5. If a bead expander is used, it shall be removed as soon as the rim wheel becomes airtight (the tire bead slips onto the bead seat)
6. Tires may be inflated only when contained within a restraining device, positioned behind a barrier, or bolted on the vehicle with the lug nuts full tightened
7. Employees shall stay out of the trajectory when inflating a tire
8. Tires shall not be inflated to more than the inflation pressure stamped in the sidewall unless a higher pressure is recommended by the manufacturer
9. Tires shall not be inflated above the maximum pressure recommended by the manufacturer to seat the tire bead firmly against the rim flange
10. No heat shall be applied to a single piece wheel
11. Cracked, broken, bent, or otherwise damaged wheels

14) Powered Industrial Trucks. 29 CFR 1910.178 Industrial trucks covered in this section include fork trucks, tractors, platform trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines. Excluded are compressed air, non-flammable compressed gas operated trucks, farm vehicles, earth moving and over-the-road hauling vehicles.

The District Safety Office will provide a Train the Trainer Program to certify in-house Trainers as selected by unit managers and applicable supervisors. The District Safety Office will monitor training for all sites, and provide licensing for qualified operators per procedure “DOS 12.30-B”.

Supervisors or Maintenance Manager of Operations requiring the use of industrial trucks (except while in a formal training class) will not allow employees to operate trucks until trained, evaluated and certified by a certified operator trainer. Refresher, retraining and evaluation will be provided as outlined below. Supervisors shall select personnel with the knowledge and operational experience to become operator trainers.

The certified operator trainer shall provide the appropriate training and evaluation for the specific type of vehicles. The operator will include in the training program content for initial training the applicable topics listen in 1910.178(i) (3).

Refresher training and evaluation in relevant topics shall be provided to operators when:

a. Operator is observed operation in unsafe manner
b. Accident or near-miss incident
c. Indicated from evaluation
d. Needed to operate a different type of equipment
e. Work area environment change
f. Operator evaluation required each year

15) Cranes, Mechanized Off-Road Vehicles, Earth moving Equipment. This section covers equipment, which has very limited use in the District and is normally used by only on section. This includes cranes, specially equipped off-road construction vehicles, scrapers, loaders, tractors, bulldozers, and graders. It does not cover industrial fork trucks or aerial personnel lifting devices and platforms. See Section 9 (15) and (10) Ref Vehicle Operator Safety Manual.

Site Administrators and Supervisors of Operations in which any of the above equipment is used by District personnel either owned or leased shall notify the Manager of Risk Management & Safety.

The District Safety Office will perform a site survey and job safety analysis, to determine operator training, and qualifications, safe operating procedures and appropriate safety rules. A completed written plan will be provided under authority of this document and made a part of Chapter 12 rules, policies and procedures.

16) Truck Cranes. 29 CFR 1910.180(i) (5)
Supervisors shall ensue that operating and maintenance personnel are familiar with operation and care of the crane load handling equipment and available fire protection equipment

17) Oxygen-Fuel Gas Welding and Cutting. 29 CFR 1910.253(a) (4) Personnel in charge of the oxygen or fuel –gas supply equipment, including generators, and oxygen or fuel-gas distribution piping systems, shall be instructed and judged competent by their supervisors for this important work before being left in charge. Supervisors shall provide rules and instructions covering the operation and maintenance of oxygen or fuel-gas supply equipment, including generators, and oxygen or fuel-gas distribution piping systems, and ensure they are readily available

18) Arc Welding and Cutting. 29 CFR 1910.254(a)(3) Personnel designated to operate arc welding equipment shall be properly instructed and qualified by his/her supervisor to operate such equipment as specified in 29 CFR 1910.254(d), and to perform assigned task

19) Resistance Welding. 29 CFR 1910.255(a) (3) Supervisors shall ensure that personnel designated to operate resistance-welding equipment are to be properly instructed and qualified to operate such equipment and properly trained to perform welding tasks prior to assignment

20) Telecommunications. 29 CFR 1910.268(b) and (c); Tree Trimming – Electrical Hazards 29 CFR 1910.268(q). Employees assigned to work with storage batteries shall be instructed in the use of Personal Protective Equipment and emergency procedures involving accidental acid spills. Supervisors shall provide training in various precautions and safe practices described in this Section and shall ensure that employees do not engage in these activities until they have received proper training in the various precautions and safe practices. However, where the Supervisor can demonstrate with documentation that an employee is already trained in the precautions and safe practices prior to his employment training need not be provided. Where training is required, it shall consist of on-the-job training or classroom-type training or a combination of both. Such training shall be documented and where appropriate, include the following subjects:

a. Recognition and avoidance of dangers relating to encounters with harmful substances and animal, insect, or plant life.
b. Procedures to be followed in emergency situations
c. First aid training, including instruction in artificial respiration.
d. Employees engaged in activities near electrical lines shall be instructed that:
    1. A direct contact is made when any part of the body touches or contacts an energized conductor, or other energized electrical fixture or apparatus
    2. An indirect contact is made when any part of the body touches any object in contact with an energized electrical conductor or other energized fixture or apparatus

3. An indirect contact can be made through conductive tools, tree branches, trucks, equipment, or other objects, may be the result of communications wires, cables, fences, or guy wires being accidentally energized
4. Electrical shock will occur when an employee, by either direct or indirect contact with an energized conductor, energized tree limb, tool, equipment, or other object, provides a path for the flow of electricity to a grounded object or to the ground itself. Simultaneous contact with two energized conductors will also cause electric shock, which may result in serious or fatal injury
5. Only qualified employee familiar with the special techniques and hazards involved in line clearance shall be permitted to perform the work if it is found that an electrical hazard exists
6. During all tree working operations aloft, where an electrical hazard of more than 750V exists, there shall be a second employee or trainee qualified in line clearance tree trimming within normal voice communication

21) Electrical Safety-Related Work Practices Content of Training. 29 FR1910.332(b**)** Employees shall be trained and be familiar with the safety-related work practices required by 29 CFR 1910.331 through 29 CFR 1910.335 that pertain to their respective job assignments. See Chapter 8, Section 8.5.

22) Toxic & Hazardous Substances. 29 CFR 1910 sub.z and 1910.1200 The overall training program for toxic and hazardous substances is applied through a number of programs, with the level of training determined by the extent of exposure and the danger of the substance

Hazardous substances are defined as substances or materials in quantity, or alone, for which there are sufficient data to indicate a reasonable risk to physical and/or environmental health. The substances are classified as poisonous, toxic, corrosive, flammable, or radioactive. Exposure at the danger level results in injury ranging from skin irritation to death.

The primary standard for District training is APPENDIX “E” of this manual entitled Hazard Communication, Program. APPENDIX “E encompasses the 1910.1200 standard. The District Safety Office is responsible for administering the training program and will provide initial and annual training in:

a. Contents of Hazard Communication Program.
b. General health effects of exposure to hazardous substances.
c. Safety Data Sheets
d. Employee (District) and employee responsibilities relative to hazardous substances

The Site Administrators and Supervisors shall provide specific training on hazardous substances to which any employee under his/her administrative control will be exposed to in their work environment. Employees will be trained no later than 30 days after employment. The training will consist of items outline in Section IV of APPENDIX "E". Training will be documented as required by Chapter 11 Section 11.5

Special provisions for extremely dangerous, highly toxic and/or known carcinogenic substances will require administrative procedures. It is preferred that new extremely dangerous substances not be used. The District Safety Office will provide training as required by the standards for substances skill groups where hazard is inherent to duties:

List of OSHA controlled carcinogens

a. 4-Nitrobiphenyl 29 CFR 1910.1003(e)(5)
b. Alpha-Napthylamine 29 CFR 1910
c. Methyl Chloromethyl Ether 29 CFR 1910.1006(e)(5)
d. 3.3' Dichlorobenzidine (And Its Salt) 29 CFR 1910.1007(e)(5)
e. Bis-Chloromethyl Ether 29 CFR 1910.1008(e)(5)
f. Beta-Naphthylamine 29 CFR 1910.1008(e)(5)
g. Benzidine 29 CFR 1910.1010(e)(5)
h. 4-Aminodiphenyl 29 CFR 1910.1011(e)(5)
i. Ethyleneimine 29 CFR 1910.1012(e)(5)
j. Beta-Propiolactone 29 CFR 1910.1013(e)(5)
k. 2-Acetylaminofluorene 29 CFR 1910.1014(e)(5)
l. 4-Dimethylaminoazobenzene 29 CFR 1910.1015(e)(5)
m. N-Nitrosodimenthylamine 29cfr 1910.1016(e)(5)
n. Vinyl Chloride 29 CFR 1910.107(j)
o. Inorganic Arsenic 29 CFR 1910.1018(o)

Prior to being authorized to enter regulated areas, the District Safety Office shall provide a training and indoctrination program including, but not necessarily limited to:

a. The nature of the carcinogenic or health hazards of the substances listed above including local and systemic toxicity
b. The specific nature of the operation involving any of the substances listed above which could result in exposure
c. The purpose for an application of the medical surveillance program, including, as appropriate, methods of self-examination
d. The purpose for and application of decontamination practices and purposes
e. The purposes for and significance of emergency practices and procedures.
f. The employee's specific role in emergency plans
g. Specific information to aid the employee in recognition and evaluation of conditions and situations, which may resulting the release of any of the substances, listed above
h. The purpose for and application of specific first aid procedures and practices
i. Specific emergency procedures shall be prescribed and posted

Employees shall be familiarized with their terms, and rehearsed in their application.

23). Lead 29 CFR 1910.1025 APPENDIX B and CFR 1926.62

The District Safety Office shall provide a training program for all employees who are subject to exposure to lead at or above the action level or for whom the possibility of skin or eye irritation exists. The District Safety Office shall ensure the initial participation of each employee in the training program and shall repeat the training program at least annually for each h employee. Each employee shall be informed of the following:

a. The content of Standard 29 CFR 1910.1025 or 1926.62
b. The specific nature of the operations, which could result in exposure to lead above the action level
c. The purpose, proper selection, fitting, use, and limitations of respirators
d. The purpose and a description of the medical surveillance program, and the medical removal protection program, including information concerning the adverse health effects associated with excessive exposure to lead (with particular attention to the adverse reproductive effects on both males and females)
e. The engineering controls and work practices associated with the employee's job assignment
f. The contents of any compliance plan in effect
g. Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of licensed physician

24) Bloodborne Pathogen. 29 CFR 1910.1030(g)(2)

Information and Training. The Site Administrator/Principal shall ensure that all employees with occupational exposure participate in a training program, which must be provided at no cost to the employees and during working hours. Training shall be provided by the District Safety Office at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter. Supervisors shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposure created. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used. The training program shall contain at a minimum the following elements:

a. An accessible copy of the regulatory text of the Standard and explanation of its contents. (See APPENDIX B of this Safety Manual)
b. A general explanation of the epidemiology and symptom of Bloodborne diseases
c. An explanation of the modes of transmission of Bloodborne pathogens.
d. An explanation of the District's exposure control plan (APPENDIX B) and the means by which the employee can obtain a copy of the written plan

e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and Personal Protective Equipment
g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of Personal Protective Equipment
h. An explanation of the basis for selection of Personal Protective Equipment
i. Information on the Hepatitis B Vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge. Explain appeal and waiver process
j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
l. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
m. An explanation of the signs and labels and/or color-coding required by Paragraph G of 29 CFR 1910.1030
n. An opportunity for interactive questions and answers with the person conduction the training session

3.10 CONSTRUCTION TRAINING REQUIREMENTS CRF 1926 ADOPTED BY STATE

The following training requirements have been excerpted from 29 CFR 1926, note that in addition to these requirements, 29 CFR 1910, relating to general industry, also contains applicable training standards. This section is applicable to maintenance, contractors and students.

1) General Safety and Health Provisions. 29 CFR 1926.20(b)(2) This Safety Manual contains written programs intended to comply with 29 CFR 19126 and provide for frequent and regular inspections of the job sites, materials and equipment to be made by competent persons. The person designated shall be authorized to take corrective measures to eliminate the hazards. The supervisor shall permit only those employees/or students qualified by training or experience to operate equipment and machinery.

2) Safety Training and Education. 29 CFR 1926.21(a) (b) The District Safety Office shall provide for the education and training of Supervisors in the recognition, avoidance, and prevention of unsafe conditions. Supervisors shall instruct each employee in the recognition and avoidance of unsafe conditions applicable to his/her work environment. Instruction will include the following:

a. Employees required handling or using poisons, caustic s, and other harmful substances shall be instructed regarding their safe handling and use and be made aware of the potential hazards, personal hygiene, and personal protective measures required
b. In job site area where harmful plans or animals are present, employees who may be exposed shall be instructed regarding potential hazards, how to avoid injury, and the first aid procedures to be used in the event of injury
c. Employees required handling or using flammable liquids, gases, or toxic materials shall be instructed in the safe handling and use of these materials and made aware of the specific requirements contained in this part
d. All employees required entering into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. The Supervisor shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas

For purposes of the Rule, "confined or enclose space," means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation, or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than four feet in depth such as pits, tubs, vaults, and vessels. The District Safety Office will provide a written confined space program where applicable.

3) Medical Services and First Aid. 29 CFR 1926.50(c) Selected personnel designated, as "First Responders" shall be trained in first aid, CPR and where appropriate, automated external defibrillator programs outlined in Chapter7, Section 7.3
4) Gases, Vapors, Fumes, Dusts and Mists. 29 CFR 1926.55(5) The District Safety Office will provide the appropriate training as outlined in section 3.9(23) where airborne contaminants are in excess of the action level. The appropriate standard will be used to assess the hazard and apply the training.
5) Asbestos 29 CFR 1926.58(k)(3) The District Safety Office shall institute a training program for all employees exposed to airborne concentrations of asbestos, (i.e., tremolite, anthophyllite, crocidolite, chrysotile, amosite, actinolite, or a combination of these minerals) in excess of the action level and/or excursion limit and supervisors shall ensure their participation in the program

Training shall be provided prior to or at the time of initial assignment, unless the employee has received equivalent training within the previous 12 months, and at least annually thereafter. Note: 40 CFR 763.92 mandates a minimum of two hours asbestos training for all maintenance and custodial personnel. The training program shall be conducted as outline in Chapter 9, Section 9.1.

Supervisors shall make available to all affected employees, without cost, all written materials relating to the employee-training program, including a copy of the Federal Regulation. A medical surveillance program shall be in force for all employees engaged in work involving levels of asbestos, at or above the action level for 30 or more days per year, or who are required by this section to wear negative pressure respirators.

6) Hearing Protection. 29 CFR 1926.101(b) Hearing protection devices inserted in the ear shall be fitted properly and individually evaluated by a competent person to determine if they effectively reduce noise to permissible levels. Supervisors shall ensure that employees will be trained in the use, care and limitation of hearing protection devices as outlined in Chapter 8, Section 8 (8)
7) Respiratory Protection. 29 CFR 1926.103(c)(1) Employees required to use respiratory protective equipment approved for use in atmospheres immediately dangerous to life shall be thoroughly trained in its use. Employees required to us other types of respiratory protective equipment shall be instructed in the use and limitations of such equipment. (See APPENDIX D of this Safety Manual).
8) Signaling. 29 CFR 1926.201(a)(Flagmen)
Supervisors shall ensure that signaling directions by flagmen conform to American National Standards Institute D6.I-1971, Manual on Uniform Traffic Control Devices for Streets and Highways
9) Powder-Actuated Hand Tools. 29 CFR 1926. 302 Supervisors shall ensure that only employees who have been trained in the operation of the particular tools in use shall be allowed to operate a powder-actuated tool Powered-actuated tools used by employees shall meet all other applicable requirements of American National Standards Instituted, A10.3-1970, and Safety Requirements for Explosive-Actuate Fastening Tools.
10) Woodworking Tools. 29 CFR 1926.304(f) All woodworking tools and machinery shall meet applicable requirements of American National Standards Institute, 01.1-1961, Safety Code for Woodworking Machinery. The Supervisor shall ensure that before a worker is permitted to operate any woodworking machine, he /she shall receive instructions in the hazards of the machine and the safe method of its operation as outlined below:
    a. Learn the machines applications and limitations, as well as the specific potential hazards peculiar to the machine. Follow available operating instructions and safety rules carefully
    b. Keep working area clean and be sure adequate lighting is available.
    c. Do not wear loose clothing, gloves, bracelets, necklaces, or ornaments. Wear face, eye, ear, respiratory, and body protection devices, as indicated for the operation or environment
    d. Do not use cutting tools larger or heavier than the machine is designed to accommodate. Never operate a cutting tool at greater speed than recommended
    e. Keep hands away from saw blades and other cutting tools. Use a push stock or push block to hold or guide the work when working close to the tool
    f. Whenever possible, use properly locked clamps, jig, or vise to hold the work
    g. Combs (feather boards) shall be provided for use when an applicable guard cannot be used

h. Never stand directly in line with a horizontally rotating c cutting tool. This is particularly true when first starting a new tool, or a new tool is initially installed on the arbor
i. Guarding shall be kept in place on tools designed and manufactured to incorporate guarding
j. Be sure to power is disconnected from the machine before tools are serviced
k. Never leave the machine with the power on
l. Be positive that hold-downs and anti-kickback devices are positioned properly and that the work piece is being fed through the cutting tool in the right direction
m. Do not use a dull, gummy, bent, or cracked cutting tool
n. Be sure that keys and adjusting wrenches have been removed before turning power on
o. Use only accessories designed for the machine.
p. Adjust the machine for minimum exposure of cutting necessary to perform the operation

11) Gas Welding and Cutting. 29 CFR 1926.350(d) (j)
1. Supervisors shall thoroughly instruct employees in the safe use of fuel gas as follows:
a. Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately. This action is generally termed “cracking” and is intended to clear the valve of dust or dirt that might otherwise enter the regulator. The person cracking the valve shall stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder shall not be cracked where the gas would reach welding work, sparks, and flame. Or other possible sources of ignition
b. The cylinder valve shall always be opened slowly to prevent damage to regulator. For quick closing, valves on fuel gas cylinders shall not be opened more that 1-1/2 turns. When a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be shut off quickly in case of an emergency. In the case of manifold or coupled cylinders, at least one such wrench shall always be available for immediate use, nothing shall be placed on top of a fuel gas cylinder when in use which may damage the safety devise or interfere with the quick closing of the valve
c. Fuel gas shall not be used from cylinders through torches or other devices, which are equipped with shutoff valves without reducing the pressure through a suitable regulator, attached to the cylinder v valve or manifold
d. Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas release from the regulator

e. When the valve on a fuel gas cylinder is opened, and a leak is ground to be around the valve stem, the valve shall be closed and the gland nut tightened. If this action does not stop the leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from the work area. In the event that fuel gas should leak, from the cylinder valve, rather than from the valve stem, and the gas cannot be shut off, the cylinder shall be properly tagged and removed from the work areas. If a regulator attached to a cylinder valve will effectively stop a leak through the valve seat, the cylinder need not be removed from the work area

f. Should a leak develop at a fuse plug or other safety device, the cylinder shall be removed from the work area

g. For additional details not covered in the Section 3.10(11), applicable technical portions of American National Standards Institute, Z49.1-1967, "Safety in Welding and Cutting," shall apply

h. Fire Watch Duties from ANSI Standard Z49. 1-1967. Firewatchers shall be trained in the use of fire extinguishing equipment. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

12) Arc Welding and Cutting. 29 CFR 1926 1926.351(d)

a. Operating Instruction. Supervisors shall instruct employees in the safe means of arc welding and cutting as follows:

1. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be placed or protected that they cannot make electrical contact with employees or conducting objects
2. Hot electrode holders shall not be dipped in water: to do so may exposed the arc welder or cutter to electric shock
3. When the arc welder or cutter must leave his/her work or stop work for any length of time or if the arc welding or cutting machine is to be moved, the power supply switch to thee equipment shall be opened. (Power Turned Off)
4. Any faulty or defective equipment shall be reported to the Supervisor.
5. A disconnecting means shall be provided in the supply circuit for each motor-generator arc welder and for each AC transformer and DC rectifier arc welder which is not equipped with a disconnect mounted as an integral part of welder
6. Other requirements, as outlined in Article 630, National Electrical Code, NFPA 70-1971; ANSI C1-1971 (Rev. of 1968), Electric Welders, shall be used when applicable

b. When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding cutting or heating operation is being performed and for a sufficient period of time after completion of work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used

13) Welding, Cutting and Heating Involving Preservative Coatings. 29 CGR 1926.354(a) Supervisors of Welding Operations shall instruct an employee that, before welding, cutting, or heating is commenced on any surface covered by a preservative coating whose flammability is not known, a test shall be made by a Competent Person to determine its flammability. Preservative coatings shall be considered to be highly flammable when scraping, and burns with extreme rapidity. When coatings are determined to be highly flammable, they shall be stripped from the area to be heated to prevent ignition. To protect against toxic preservative coatings that are cut or welded in open air, employees shall be protected by a respirator in accordance with 29 CFR1926.103.

14) Ground-Fault Protection. 29 CFR 1926.404(b). The Supervisor shall designate one or more competent person to implement the Ground Fault Protection program, or ensure that ground fault circuit interrupters are used for maintenance/construction work at District Sites

15) Scaffolding. 29 CFR 1926.451 Operational/Support Supervisors and appropriate educational Program Super visors shall ensure the following:

a. General Requirements. 29 CFR 1926.451Employees shall be instructed that- no scaffold shall be erected, moved, dismantled, or alter end except under the supervision of a competent person. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor (except needle beam scaffolds and floats). Scaffolds 4 to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, shall have standard guard rails installed on all open sides and ends of the platform. Scaffolds and their components shall be capable of supporting without failure at least 4 times the maximum intended load.
b. Wood Pole Scaffolds, 29 CFR 1926.451 All wood pole scaffolds 60 feet or less in height shall be constructed and erected in accordance with Tables L-4 to 10 of referenced Standard. When scaffolds are 60 feet or over in height, a Registered Engineer shall design them and they shall be constructed and erected in accordance with such design.
c. Tube and Coupler Scaffolds. 29 CFR 1926.452(b)(Tables not show)
Tube and coupler scaffolds shall be limited in heights and working levels to those permitted in Tables L-10, 11, and 12 of referenced Standards. Drawings and specifications of all tube and coupler scaffolds above the limitations in Tables L-10, 11, and 12 shall be designated by a Registered Engineer. All tube and coupler scaffolds shall be constructed and erected to support four times the maximum intended loads as set forth in Tables L-10, 11, and 12, or in the specifications by a Registered Engineer.

d. Outrigger Scaffolds. 29 CFR 1926.452(b) Unless outrigger scaffolds are designed by a Registered Engineer Competent in this field, they shall be constructed and erected in accordance with Table L-13. Outrigger scaffolds, designed by a Registered Engineer, shall be constructed and erected in accordance with such design.
e. Masons' Adjustable Multiple-Point Suspension Scaffolds. 29 CFR 1926.492(o) This scaffold shall be capable of sustaining a working load of 50 pounds per square foot and shall not be loaded in excess of that figure. Where the overhang exceeds 6 feet 6 inches, outrigger beams shall be composed of stronger beams or multiple beams and be installed under the supervision of a competent person. Each scaffold shall be installed or relocated under the supervision of a competent person.
f. Single-Point Adjustable Suspension Scaffolds. All power-operated gears and brakes shall be enclosed. In addition to the normal operation brake, all power-driven units shall have an emergency brake, which engages automatically when the normal speed of descent is exceeded. All hoist machines, cables, and equipment shall be regularly serviced and inspected.

16) Guarding of Low-Pitched Roof Perimeters during the Performance of Built-Up Roofing Work. 29 CFR 1926.500(g)(6) The Supervisor shall provide a training program for all employees engaged in built-up roofing work so that they are able to recognize and deal with the hazards of falling associated with working near a roof perimeter. The employees shall also be /trained in safety procedures to be followed in order to prevent such falls. Training shall be provided for each newly hired employee and for all other employees as necessary, to ensure that employees maintain proficiency in the areas listed in this section.

17) Fall Protection CFR 1926.503
a. The following training provisions supplement and clarify the requirements of 1926.21 regarding the hazards addressed in subpart M of this part.
b. The supervisor shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize theses hazards. The supervisor shall assure that each employee has been trained as necessary by a competent person qualified in the following areas:
    1. The nature of fall hazards in the work area
    2. The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection system to be used
    3. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used
    4. The role of each employee in the safety monitoring system when this system is used
    5. The limitation on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
    6. The correct procedures for the handling and storage of equipment and material and the erection of overhead protection

7. The role of employees in fall protection plans and the standards in this subpart

c. Certification of Training
The supervisor shall verify compliance with paragraph (a) on this section documenting training on training form in figure 3.5b.

d. Retraining

1. If the employer has reason to believe that, any affected employee who has already been trained does not have the understanding and skill required by paragraph (a) of this section, the supervisor should retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where: Changes in the workplace render previous training obsolete; or inadequacies in an affected employee's knowledge or use of fall protections systems or equipment indicate that the employee has not retained the requisite understanding or skill. The following appendices to sub-part M of the part serve as non-mandatory guidelines to assist employer in complying with the appropriate requirements of sub-part M of this part.
2. Determining roof widths non-mandatory guidelines for complying with 1926.501(b)(10)
This APPENDIX serves as a guideline to assist employers in complying with the requirements of 1926.501(b)(10 allows the use of a safety monitoring system alone as a means of providing fall protection during the performance of roofing operations on low-sloped roofs. 50 feet (15.25m) or less in width.

18) Cranes and Derrick, General Requirements. 29 CFR 1926.550(a) The District Safety Office shall provide training as outlined in Section 3.9(16). The Supervisor shall comply with the manufacturer's specifications and limitations applicable to operation of any and all cranes and derricks. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a Registered Engineer.

19) Material Handling Equipment. 29 CFR 1926.602(c) (vi)

a. Lifting and Hauling Equipment. All industrial trucks in use shall meet the applicable requirements of design, construction, stability, inspection, testing, maintenance, and operation, as defined in American National Standards Institute (ANSI), Safety Standards for Powered Industrial Trucks.
b. The District Safety Office will provide operator training as required by 29 CFR 1910.1783. See Section 3.9(15) and Procedure DOS 12.30-B.
c. Site Clearing. 29 CFR 1926.604(a) Supervisors shall ensure that employees engaged in site clearing are protected from hazards of irritant and toxic plants and suitably instructed in the first-aid treatment available.

20) Excavations General Protection Requirements. (Excavations, Trenching and Shoring) 29 CFR 1926.652 Subpart O; 553.72 and 73FS Supervisors shall instruct employees that support systems shall be planned and designed by a competent person when excavation is in excess or 20 feet in depth, adjacent to structures or improvements or subject to vibration or ground water. A Registered Engineer must determine that structure is sufficiently removed from the excavation so it will be unaffected by the excavation activity. A Registered Engineer must determine that such excavation work will not pose a hazard to employees.

If the stability of adjoining buildings or walls is endangered by shoring, bracing, or underpinning shall be provided as necessary to ensure their safety. Such shoring, bracing, or underpinning shall be inspected daily or more often as conditions warrant, by a competent person and its protection effectively maintained. Where ramps are used for employees or equipment, they shall be designed and constructed by competent persons in accordance with accepted engineering requirements.

21) Concrete and Masonry Construction. 29 CFR 1926.701(a) and 1926.703(b)
Construction loads shall not be place on a concrete structure or portion of a concrete structure, unless the Supervisor determines, based on information received from a person, who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads. The shoring design shall be prepared and shoring erection shall be inspected by a Registered Engineer.

22) Bolting, Riveting, Fitting-up and Plumbing-up. 29 CFR 1926.752(d)
Supervisors shall instruct employees that Plumbing-up guys shall be removed only under the supervision of Competent Person.

23) Demolition Preparatory Operations. 29 CFR 1926.850(a)
Supervisors shall instruct employees that prior to permitting employees to start demolition operation; an engineering survey shall be made, by a competent person, of the structure to determine the condition of the framing, floors, and walls, and possibility of unplanned collapsed of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly checked. The Supervisor shall have evidence that such a survey has been performed. A substantial gate shall be installed in each chute at or near the discharged end. A competent person shall be assigned to control the operation of the gate and the backing and loading of trucks.

During mechanical demolition, continuing inspections by a competent person shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors or walls, or loosened material. No employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

A survey of all buildings must be performed, to determine the presence of hazardous material by the District Safety Office. A demolition survey must be issued prior to any work being performed.

24) Overhead Lines. 29 CFR 1926.955(b) (d) (e)

Supervisors of personnel installing electric al or communication lines shall instruct employees of the following and ensure that a qualified person is designated to determine that required clearance is maintained in moving equipment under or near energized lines.

Prior to stringing parallel to an existing energized transmission line, a Competent Person, shall ascertain whether dangerous induced voltage buildups will occur, particularly during switching and ground fault conditions. Where there is a possibility that such dangerous induced voltage may exist, the Supervisor shall comply with the provisions of 29 CFR 1926.955(d), unless the line is worked as energized.

Employees shall be instructed and trained in the live-line bare-hand technique and the safety requirements pertinent thereto before being permitted to use the technique on energized circuits. All work shall be personally supervised by a person qualified to perform live-line bare-hand work.

25) Ladder. 29 CFR 1926.1053(b) and 29 CFR 1926.1060 and A14.1 ANSI

Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. Ladders shall meet ANSI requirements as outlined under A14.1 (2)(3)(4)(5) Standards for ladders (various types). Fiberglass/plastic ladders shall be the preferred type as wooden/metal ladders are replaced.

Ladder Training: The Supervisor shall provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways and shall train each employee in the procedures to be followed to minimize these hazards. The Supervisor shall ensure that each employee has been trained by a competent person in the following areas as applicable:

a. The nature of fall hazards in the work area
b. The correct procedures for erecting, maintaining, and disassembling the fail protection systems to be uses
c. The proper c construction, use placement, and care in handling of all stairways and ladders6
d. The maximum load-carrying capacities of ladders used
e. The standards contained in this Section 3.10(24)

Retraining: Retraining shall be provided because of accidents involving ladders and periodically so that the employee maintains the understanding and knowledge acquired through compliance with this section.

26) Roll-Over Protective Structure (ROPS) for Tractors used in Agricultural or Grounds Maintenance Operations. 29 CFR 1928.51(d)

Employees who operate agricultural tractors shall be informed of the operation practices contained in 29 CFR 1928.51(d) and of any other practices dictated by the work environment. All tractors used in Agricultural, Grounds Department and Maintenance functions must contain rollover protection. The information shown below shall be provided at the time of initial assignment and at least annually thereafter.

a. Securely fasten your seat belt if the tractor has a ROPS
   a. If possible, avoid operating the tractor near ditches, embankments, or holes
   b. Reduce speed when turning, crossing slopes, on rough, and slick, or muddy surfaces
   c. Stay off slopes too steep for safe operation
   d. Be careful when you are going at row ends, on roads, or around trees
   e. Do not permit others to ride
   f. Operate the tractor smoothly; avoid jerky turns, starts, or stops
   g. Hitch only to the drawbar and hitch points recommended by tractor manufacturer
   h. When tractor is stopped, set brakes securely and use park lock if available

27) Aerial personnel lifting devices. See section 12.30 Procedure # DOS 12.30 – A for training requirements.

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY
EMPLOYEE SAFETY TRAINING RECORD

(*Trainer to complete)

*DEPARTMENT: _____

*Check type of training _____ Safety Training _____ Safety Meeting

*Instructor: _____

Topics:

1._____ 7._____

2._____ 8._____

3._____ 9._____

4._____ 10._____

5._____ 11._____

6._____ 12._____

Signature of Personnel Present

1._____ 14._____

2._____ 15._____

3._____ 16._____

4._____ 17._____

5._____ 18._____

6._____ 19._____

7._____ 20._____

8._____ 21._____

9._____ 22._____

10._____ 23._____

11._____ 24._____

12._____ 25._____

SCHOOL DISTRICT OF HILLSBOROUGH
COUNTY EMPLOYEE JOB-SPECIFIC TRAINING RECORD

Employee Name: _____ Employee Date: _____

Department (name and number): _____ Job Title: _____

SUBJECT OF TRAINING	DATE REC'D	TRAINER	EMPLOYEE SIGNATURE

CHAPTER 4
ACCIDENT REPORTING AND INVESTIGATION

4.1 GENERAL

Accident investigation is a necessary and effective technique for preventing recurring or future accidents. Thorough investigations of accident near misses can point out a specific cause or broad problem areas; it provides the opportunity to determine the primary causes of accidents as well as contributing factors and, potentially, how to eliminate them eliminating the cause or correcting the problem results in a safer and more productive workplace. As such, it is important to consider these main points:

1. The investigation or analysis must produce factual information that could lead to corrective actions that prevent or reduce the number of accidents.

2. All accidents and near misses should be investigated, regardless of severity of injury or amount of property damage.

3. For purposes of accident prevention, investigations must be fact-finding, not faultfinding.

4. In the School District we experience accidents which involve employees, students, vehicles, and in some cases visitors or the public, Investigation and documentation is required in all accidents. The extent and depth of the investigation is determined by the severity of the accident.

5. Accidents are categorized as follows:

    a. Major – An accident where emergency or extended medical attention is required and/or results in property damage in excess of $500

    b. Minor – An incident where only First Aid is used on injured and/or results in property damage which does not exceed $500

    c. Near miss – An accident or near miss where there is no injury and/or property damage but the potential for injury and/or damage exists

5.2 EMPLOYEE ACCIDENTS / INJURY PROCEDURES

Florida Workers' Compensation law requires that a form be completed for all accidents or illnesses requiring medical attention. Employees requiring medical attention must complete a Medical Referral Form before being sent to an authorized medical provider, except for emergency treatment. A form must be completed for all accidents, including accidents with no injury or property damaged. The reporting of all accidents is essential to an effective accident prevention program. Accidents and mishaps where there is no injury, illness or property damage represent a warning which, when properly managed, can prevent a serious future accident.

When an employee is accidentally injured at a school District site, the injured employee and/or co-workers shall notify the injured employee supervisor and sites' designated person. The supervisor and/or designated person shall determine the extent of the injury and initiate on of the following actions. Procedures for reporting investigating accidents are outline below.

1. Minor First Aid Treatment

a. Administer first aid to the wound
b. Do not use first aid kit as a substitute for medical attention
c. First report of injury, keep in school file
d. Document on OSHA 200 Log as first aid only

2. Non-Emergency Medical Treatment

a. The immediate supervisor of the injured employee will ensure that the following form/reports are completed and notify the Workers'' Compensation Office
   1. First Report of Injury
   2. Workers' Compensation Referral for Medical Treatment
   3. School District of Hillsborough County Authorization for release of Medical Information
b. Employee responsibilities when medical treatment is needed the injured employee, with his/her supervisors assistance, will report to the nearest approved workers' compensation medical provider. The injured employee must provide the form "Workers' Compensation Referral for Medical Treatment" and claim number to the doctor's office
c. Medical provider will give employee work status document to return to employer
d. If the medical provider recommends an employee for modified duty, the injured worker is to return to their regular work location. Whereas, the supervisor **must** Allow the injured worker to return to work and insure that the employee does not exceed the doctor's limitations

3. Emergency Medical Treatment

When site personnel determine that emergency care is warranted, the immediate supervisor will ensure that proper documentation is complete and the employee is transported to the nearest emergency/urgent care facility.

a. The supervisor or designated personnel shall notify the Workers' Compensation Office and District Safety Office immediately
b. The injured employee must follow-up with a visit to the approved Authorized Initial Care Medical provider within 24 hours of Emergency Treatment.
c. The approved Authorized Initial Care Medical provider will
   1) Treat and release to full duty or
   2) Treat and release with restrictions/limitations (after initial treatment) or
   3) Remove from duty

The approved Authorized Initial Care Medical Provider will complete the treatment unless changed by the Workers' Compensation Office. The injured employee may not change doctors except by previous approval of the Workers' Compensation Office or Broadspire Adjusters.

4.3 VISITOR NON-EMPLOYEE ACCIDENT REPORT

1) The Accident Investigation Report is the primary document to identify safety hazards . at the school. It is important that this form be completed as accurately as possible for all non-employee accidents.

   a. Ensure that an Accident Investigation Report is fully completed on all accidents as instructed. Forward the original to the District Safety Office and retain a copy in worksite files
   b. Accomplish the recommended corrective action where it is within his/her means or request assistance from appropriate Administrator. Employee training must be included in corrective action for all accidents
   c. Review Accident Reports with the Site Safety Committee
   d. Notify District Safety Office of accident/illness where it is considered a Major Accident, as defined above
   e. Ensure the Loss Summary Log of injuries is completed

2) The District Safety Office will assist Supervisors with the reporting and investigation of accidents. The District Safety Office shall:

   a. Provide training to Supervisors and Site Safety Monitors in accident investigation techniques
   b. Investigate all major accidents/illnesses with appropriate Supervisor
   c. Review accident reports on all minor accidents for appropriate corrective actions
   d. Maintain the primary file on Accident Reports for a minimum period of three (3) years
   e. Provide accident data reports, and develop trend analysis as directed

4.4 STUDENT ACCIDENTS

Proper documentation of student accident/injuries is imperative to evidence of proper care of students while under District supervision. The school principal shall ensure that the following steps are completed.

1) Vehicle operators will contact the District Safety Office immediately when accidents involving District vehicles occur on School District property.

2) The procedures as listed below are also listed on the card maintained in each vehicle.

   a. Turn on your emergency flashing lights and use cones and/or flares, if available
   b. Aid the injured
   c. Call your work location and inform them that you have had an accident. Bus Drivers, call: 987-6994 Ask your work location to call the appropriate law enforcement agency. Ask them to call the District Safety Office: 872-5263
   d. Do not admit responsibility. Do not discuss the accident with anyone except law endorsements officers, the District Safety Office, and representatives of our insurance company
   e. Obtain all the information needed to complete and SC 70307, Vehicle Incident Report. Forward this report to the District Safety Office, Rt 1, by the next work day school mail

3) The District Safety Office will investigate or assign an agent to investigate all vehicles accidents.

4) District Employees who fail to report vehicle accidents as required may be required to repair damage to District vehicle at the employees' expense.

5) See Traffic Safety Appendix "G"

This form was updated as of 01/18/19

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY

STUDENT INJURY REPORT

DATE OF ACCIDENT_____TIME ACCIDENT OCCURED:_____AM/PM

SCHOOL _____STUDENT'S NAME_____

Student's Address:_____

City_____Phone_____ Sex Male ☐ Female ☐ Age_____ Grade_____ Location of Accident:

School Grounds/Location?_____

Bus/Bus #_____

Bus Stop/Location of Bus Stop_____

School Activities Elsewhere: Please explain_____

Name of Person in Charge of Student _____ Present at Scene of Accident? Yes ☐ No ☐

_____

INSTRUCTIONS FOR STUDENT INJURIES

1. Complete this report each time a student is injured. If possible, complete the form the same day the accident occurs. The principal and teacher in charge should sign if injury occurs at the school. The bus driver should sign if the injury occurs during transportation.
2. Retain the original form. Send a copy of the report to the District Safety Office, Route 1, or fax 356-1471 ONLY if the injury is serious enough to require medical attention or if you anticipate a possible lawsuit. If serious injury or death occurs, contact the District Safety Office immediately at 872-5263.
3. The School should always contact a parent, close relative, or guardian to advise them of the incident. Bus Drivers should complete this form and submit it to Transportation. Bus Drivers are not to contact the parent.
4. The School Board is not liable and does not pay for medical treatment for most student injuries. However, if the parent/guardian would like to submit a claim, please direct them to contact the District Safety Office at 872-5263.

Nature of Injury:

Abrasion	____	Fracture	____
Asphyxiation	____	Laceration	____
Bite	____	Poisoning	____
Bruise	____	Punctures	____
Burn	____	Scratches	____
Concussion	____	Shock	____
Cut	____	Sprain	____
Dislocation	____		

Other_____

Part of Body Injured:

Abdomen	____	Foot	____
Ankle	____	Hand	____
Arm	____	Head	____
Back	____	Knee	____
Chest	____	Leg	____
Ear	____	Mouth	____
Elbow	____	Nose	____
Eye	____	Scalp	____
Face	____	Tooth	____
Finger	____	Wrist	____

Other_____

DESCRIPTION OF ACCIDENT

Description needs to be completed by a school employee NOT the student. How did the injury occur? What was student doing? List specific conditions or actions that caused the injury. Specify any tool, machine, object, or equipment involved. Please list names of witnesses.

Was the student transported to the hospital? Yes¬____ No____

Name of Hospital_____

_____

_____

_____

_____

_____

_____

_____

_____

Attach Additional sheet if necessary

Name of Parent or Other Individual Notified ¬-_____

By Whom? (Enter Name)_____ Time:_____AM/PM

List All 1. Name: _____Phone:_____

2. Name: _____Phone:_____

SIGNATURE OFPRINCIPAL_____DATE:_____

SIGNATURE OF TEACHER/BUS DRIVER_____DATE:_____

Figure 4-4A

This form was updated as of 01/18/19

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY

Hillsborough County PUBLIC SCHOOLS *Excellence in Education*

VISITOR/NON-EMPLOYEE ACCIDENT REPORT

DATE OF ACCIDENT_____ **TIME ACCIDENT OCCURED:**_____**AM/PM**

SCHOOL_____ **VISITOR'S NAME**_____

Visitor's Address:_____

City_____**Phone**_____ **Sex** **Male** ☐ **Femal** ☐ **Age**____

Location of Accident: ☐ **School Grounds/Location?**_____

Scho ☐ **Activities Elsewhere: Please explain**_____

Name of Person in Charge_____ **Present at Scene of Accident? Yes** ☐ **No** ☐

_____

INSTRUCTIONS FOR VISITOR INJURIES

1. **Complete this report each time a visitor is injured. If possible, complete the form the same day the accident occurs. The principal should sign this report.**
2. **Retain the original form. Send a copy of the report to the District Safety Office, Route 1 or fax 356-1471 ONLY if the injury is serious enough to require medical attention or if you anticipate a possible lawsuit. If serious injury or death occurs, contact the District Safety Office immediately at 872-5263.**
3. **The School Board is not liable and does not pay for medical treatment for most visitor injuries. However, if the visitor would like to submit a claim, please direct them to contact the District Safety Office at 872-5263.**

Nature of Injury:

Abrasion	____	Fracture	____
Asphyxiation	____	Laceration	____
Bite	____	Poisoning	____
Bruise	____	Punctures	____
Burn	____	Scratches	____
Concussion	____	Shock	____
Cut	____	Sprain	____
Dislocation	____		

Other_____

Part of Body Injured:

Abdomen	____	Foot	____
Ankle	____	Hand	____
Arm	____	Head	____
Back	____	Knee	____
Chest	____	Leg	____
Ear	____	Mouth	____
Elbow	____	Nose	____
Eye	____	Scalp	____
Face	____	Tooth	____
Finger	____	Wrist	____

Other_____

DESCRIPTION OF ACCIDENT

How did the injury occur? What was visitor doing? List specific conditions or actions that caused the injury. Specify any tool, machine, object or equipment involved. Please list any witnesses.

Was the visitor transported to the hospital? Yes____ No____

Name of Hospital_____

_____

_____

_____

_____

_____

_____

_____

Attach additional sheet if necessary.

SIGNATURE OF PRINCIPAL_____**DATE:**_____

SIGNATURE OF VISITOR_____**DATE:**_____

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY
ACCIDENT INVESTIGATION REPORT

Report #_____

THIS FORM MUST BE COMPLETED AS SOON AS POSSIBLE AFTER ACCIDENT

me:	x: ale □ Female	te of Accident:	ne of Accident:
e/School:	partment:	o Title:	

Age Group:	. Length of Employment:	0. Length of Experience:	Witness(es):
20 Under 20-29 30-39 40-49 50-59 60 & Over	Less than 1 month 1 - 5 months 6 months to 5 years More than 5 years	Less than 1 month 1 - 5 months 6 months to 5 years More than 5 years	

jury Severity / Action:	Specific Location:	Witness(es):
Fatality □ Other, specify _____ Lost Workdays - days away from work Lost Workdays - days of restricted activity Medical Treatment: □ Doctor □ Hospital First Aid Only No Treatment	Employers Premises? □ Yes	

Body Part Injured:

ad	□ Eye	□ Ear	□ Face	□ Neck	□ Shoulder	□ Arm	□ Elbow	□ Wrist	□ Hand	□ Finger	□ Back
est	□ Lungs	□ Abdomen	□ Groin	□ Hips	□ Leg	□ Knee	□ Ankle	□ Foot	□ Toes	□ Other	
dy System		□ Multiple Body Parts									

Nature of Injury / Illness:

* Abrasion	□ Burn	□ Exposure to Toxic Atmosphere	□ ** Laceration	□ Poisoning
Amputation	□ Cold Injury	□ Foreign Body	□ Loss of Consciousness	□ Puncture
Asphyxia	□ Cumulative Trauma	□ Fracture	□ Multiple Injury	□ Vision Loss
Back Strain / Sprain	□ Dermatitis	□ Hearing Loss	□ Open Wound	□ Other
Other Strain / Sprain	□ Dislocation	□ Heart Attack	□ Poisonous Bite	
Bruise	□ Exposure to Infectious Disease	□ Heat Stress	□ Poisonous Plant	
** Skin Scrape*			*** Irregular Wound*	

escribe the accident and how it occurred (Include description of job / task / worksite assigned at time of Incident):

Fig. 4.4-B

18. Causal Factors (reason for unsafe acts or unsafe work conditions);

19. Corrective Actions (include what actions can and will be taken by supervisor to prevent recurrence. Also, include any recommendations requiring upper level administrative approval

.

STATE: FLORIDA
ACCOUNT: HILLSBO LOCATION ID#:

BROADSPIRE TELEREPORTING SERVICE
1-877-368-2116

IF AN EMPLOYEE IS INJURED ON THE JOB & REQUIRES MEDICAL TREATMENT, CALL BROADSPIRE TELEREPORTING AT 1-877-368-2116 TO FILE A FLORIDA WORKERS' COMPENSATION CLAIM. BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:

- ACCOUNT NAME AND LOCATION (REFER TO TOP LEFT HAND CORNER OF THIS SHEET)
- DATE OF INJURY (IF EMPLOYEE DIED, THE DATE OF DEATH)
- **EMPLOYEE INFORMATION:**

- NAME (LAST, FIRST, MIDDLE INITIAL)
- SOCIAL SECURITY NUMBER
- DATE OF BIRTH
- MARITAL STATUS
- NUMBER OF DEPENDENTS
- CURRENT ADDRESS
- PHONE NUMBER
- JOB TITLE
- HIRE DATE
- SALARY (PER HOUR, WEEK, MONTH, OR YEAR)
- HOURS PER DAY WORKED
- DAYS PER WEEK WORKED

- **INJURY INFORMATION:**

- TIME OF INJURY
- EMPLOYEE PAID IN FULL FOR DAY OF INJURY (Y/N)
- DID INJURY OCCUR ON EMPLOYER'S PREMISES (Y/N)
- EMPLOYEE INJURED DOING REGULAR JOB (Y/N)
- DATE THE EMPLOYER WAS NOTIFIED
- LAST WORK DATE (IF LOST TIME)
- DISABILITY START DATE (IF LOST TIME)
- HAS EMPLOYEE RETURNED TO WORK (Y/N) IF SO, THE DATE RETURNED)
- ADDRESS WHERE INJURY OCCURRED (IF DIFFERENT THAN WORK ADDRESS)
- NAME, ADDRESS AND PHONE NUMBER OF THE DOCTOR OR HOSPITAL
- DESCRIPTION OF THE INJURY
- DESCRIPTION OF WHAT EMPLOYEE WAS DOING AT TIME OF INJURY
- OBJECT OR MOTION THAT PRODUCED THE INCIDENT/ACCIDENT
- CAUSE THAT LED TO THE INJURY, ILLNESS OR INCIDENT
- PART (S) OF THE BODY AFFECTED
- RESULT/DIAGNOSIS OF THE INJURY
- FOREMAN/SUPERVISOR'S NAME
- DO YOU AGREE WITH THE DESCRIPTION OF THE ACCIDENT?

- HILLSBOROUGH COUNTY PUBLIC SCHOOLS ARE **SELF-INSURED**
- FAILURE OF ANY EMPLOYER TO REPORT AN EMPLOYEE ON-THE-JOB INJURY IN A TIMELY FASHION MAY SUBJECT THE EMPLOYER TO FINES AND PENALTIES.

Fig.4.4-C

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY, FLORIDA

LOSS SUMMARY 200 LOG

NAME:

ADDRESS:

NUMBER:

\ NUMBER:

FLORIDA DIVISION OF SAFETY - RULE 381-60 FAC
This document must be kept on file for 5 years.

Incident number	TE	NAME	CCUPATION	GORY	DEPARTMENT	LOCATION	TYPE OF INJURY	ALITY	ST TIME	LOST WORK DAYS	RESTRICTED DUTY
								EMPLOYEES ONLY			
/ # # #	Date first reported (MM/DD/YYYY)	Affected person's full name. (Last, First, M.I.)	Regular job title or occupation stodian, Student, etc.)	ntractor E - Employee O - Other dent tor	yer name and address Regularly assigned department Home address & homeroom number address	escription of where the incident occurred.	be the injury - indicate body parts affected, illness/disease, symptoms, property damaged, damage items or building parts	Date of Death M/DD/YYYY)	Enter check if days away from work ( )	Total days employee unable to work (# of days)	l of restricted work activity # of days)
							IOUS PAGE TOTALS:				
							ALS:				

Certified by: _____ Title: _____ Date: _____

SB38301 11/98

Note: Order this form # from the Central Warehouse

Fig.4.4-D

Workers Compensation Referral process is updated.

SAMPLE

WORKERS' COMPENSATION REFERRAL FOR MEDICAL TREATMENT FORM
SCHOOL DISTRICT OF HILLSBOROUGH COUNTY, FLORIDA

INSTRUCTIONS: When an employee needs medical treatment due to on-the-job (Workers Compensation) injury or illness, the work location completes Section II of this form and sends it with the employee to the medical facility. The Employee is required to go to only a Managed Care Arrangement approved medical care coordinator. AVOID HOSPITAL EMERGENCY ROOMS UNLESS THERE IS A SERIOUS OR LIFE THREATENING INJURY. The medical facility completes Section III and the employee returns the form to the work location. The work location completes Section IV and sends the form to the District Workers' Compensation Office, Safety Office, Route 1 in the next school mail. Make a copy for your records. FOR QUESTIONS CONCERNING COMPENSABILITY CALL 872-5267.

SECTION I
Employee

ployee Authorization for Release of Medical Information: I, the undersigned, hereby authorize the medical provider (physician, nurse, hospital) completing this form to provide the School District of Hillsborough county and/or their Workers' Compensation representative, RSKCo with any and all related information which may be requested regarding my physical condition and treatment rendered thereof, and if necessary, to allow them or allow a physician appointed by them to examine any x-ray pictures taken of me or records regarding my medical history, physical condition or treatment provided to me. A photo static copy of this authorization is to be given the same force and effect as the original.

ployee Signature _____ **S.S. #** ____/____/____ **Date** ____/____/

SECTION II
Complete at Work Location

EMPLOYEE'S NAME _____SCHOOL OR DEPT.

NAME OF APPROVED MEDICAL FACILITY WHERE EMPLOYEE IS SENT

WHAT HAPPENED?

PART(S) OF BODY AFFECTED:

THE FIRST VISIT TO YOUR MEDICAL FACILITY WILL BE COVERED BY WORKERS' COMPENSATION. ANY ADDITIONAL VISITS

OR REFERRALS MUST BE APPROVED BY THE DISTRICT SAFETY OFFICE OR THE SCHOOL DISTRICTS SERVICING AGENT.
NED: _____ DATE: ____/____/____ TIME REFERRED _____AM/PM
Signature of Prin., Foreman, or Immediate Sup.

SECTION III
Complete at Place of Treatment

RIVED FOR TREATMENT ON DATE: / / TIME: AM/FM This a NEW INJURY □ RE-INJURY □ DIAGNOSIS & TREATMENT: MEDICATIONS:

POSITION OF EMPLOYEE:

ACK TO WORK WITH NORMAL DUTIES AS OF DATE / / TIME AM/PM

ATIENT IS RELEASED TO RESTRICTED/MODIFIED DUTIES, THE FOLLOWING RESTRICTIONS SHOULD APPLY FOR # YS, FOLLOWING WHICH TIME NORMAL DUTIES CAN BE EXPECTED. (CHECK ALL THAT APPLY)

ACK TO WORK WITH THE FOLLOWING MODIFIED DUTY RESTRICTIONS RESTRICTED DUTIES AS OF:
TE / / TIME: AM/PM
lifting/carrying over 5lbs 10lbs 25lbs 35lbs 50lbs
No squatting/kneeling No bending/stooping No standing/walking No driving Must keep wound clean/dry
Needs to sit/stand as needed May not work with □ left □ right hand/arm foot/leg day(s)
May work for hours/day for day(s) week(s) Other (specify)
MPLETELY DISABLED FROM WORKING UNTIL / /
DITIONAL INSTRUCTIONS AND PROGNOSIS
PLOYEE WITH MODIFIED DUTY RESTRICTIONS MUST RETURN TO WORK AND MUST NOT EXCEED DOCTORS' RESTRICTIONS. TREATMENT COMPLETED: DATE: / / TIME: AM/PM TREATED BY: (Signature)
DICAL PROVIDERS - FAX TO RSKCo (880-5051) - FOR REFERRAL OR PRECERTIFICATION CALL RSKCo (8805071)

SECTION IV
Complete at Work Location

MPLOYEE RETURNED TO WORK DATE: ____/____/____ TIME: _____ AM/PM
EMARKS:_____

CHECKED IN BY: _____
Signature
PRINCIPAL or DEPARTMENT SUPERVISOR

ITE NAME AND NUMBER _____

CHAPTER 5
INSPECTIONS AND AUDITS

5.1 GENERAL INSPECTIONS AND AUDITS REF: FL. 1013.12 AND 6.33

Safety and health inspections are conducted: (1) to identify existing or potential hazards so that appropriate corrective action can be taken; and (2) to ensure mandated safety programs and standards are in place, being followed and enforced. Supervisors and Managers at all levels shall make safety inspections a part of daily routine while monitoring the working condition in his/her area of responsibility. The results of properly conducted safety inspections should be a prime management tool for all levels of Management.

5.2 DISTRICT SAFETY PROGRAM AUDITS AND INSPECTIONS

Florida Statue 440 requires that Workers' Compensation Insurance Carriers provide clients with safety program audits and consultations. It further requires that each individual self-insurer institute a workplace safety and health program capable of providing itself with the necessary safety and healthy consultations. Currently Hillsborough County Public Schools is a self-insured entity under Florida Law. All such safety and health audits and consultations must be performed by or under the direct supervision of a qualified safety and health professional.

(1) Safety Program Audit Procedures.
The Manager of Risk Management & Safety shall be responsible for providing the safety consultations and required audits.

a. Sites for audits will be selected randomly by the safety manager due to or as a result of employee complaints, employee accident rates, and to the degree of fulfillment of hazard correct action recommendations
b. The Site Administrator/Principal may request a complete Safety Program Audit and/or assistance in specific employee or student safety and health problems. Full Safety Program Audits of a site will consist of evaluating all aspects of the District Safety Program applicable to work performed at that site
c. Site audits revealing severe safety problems that are in non-compliance with major state required programs shall be submitted to the District Safety Committee when identified hazards are not corrected by a determined abatement date. A written report of audit results will be provided to the Site Administrator/Principal with required correction dates. He/she shall make appropriate corrective actions and forward to the District Safety Office

(2) Safety Audit Services Provided by the District Safety Office.

a. A survey of the safety performance of the District, its organizations, and facilities
b. An appraisal of mechanical hazards, material handling, unsafe work methods, and hazardous processes

c. Advice and assistance in the recognition, evaluation, and control of occupational safety and health hazards in the workplace
d. Advice and assistance in the coordination and implementation of the District Safety Program
e. Evaluation of District Safety Program and recommendations for appropriate corrections

(3) Safety Program Components

The District's written Safety Program contains safety requirements that have been proven effective in reducing injuries and property damage when properly applied. Further, it integrates Fire Safety as required by building code and Federal Safety Standards 29 CFR 1910 and 1926 for workers and workplace into a comprehensive student and employee safety program. When environmental controls, student safety and transportation safety, are out of compliance with standards, it will cause dangerous conditions ranging from nuisance to imminent danger of death. The following components make up the program:

a. Safety Rules
b. Safety Policy
c. Safety Inspections per Standards
d. Preventive Maintenance Program
e. Safety and Health Training
f. Safety Committee
g. First Aid Program
h. Accident Investigation Program
i. Compliance with Federal Standards 29 CFR 1910 and 1926
j. Record keeping Procedures
k. Emergency Plans

5.3 ANNUAL COMPREHENSIVE SAFETY INSPECTION PRECEDURES 551013.12

The Annual Safety Inspection Plan is a formal standardized program, which is performed at each site, facility, or workplace, owned. Leased, or operated by the District School Board. The purpose is to identify safety hazards and potential hazards, which affect students, employees and/or the public. These unsafe conditions may be inherent in the facility construction, improper maintenance of equipment, or the performance of students and employees. The inspections are conducted by safety professionals certified to perform safety and environmental surveys, audits and inspections.

1. It is imperative that schools be inspected when occupied by students on a normal school day.

2. The annual inspections consist of a review of the safety and environmental issues for the site. First, a review of site reported accidents, fires, hazardous materials issues, and site construction changes.
3. When the review of all pertinent documents is completed, the safety specialist will perform a site visit with visual inspection of the total site grounds, sports complex, and includes all buildings and rooms. The inspectors will note all conditions, which are out-of-compliance with referenced documents, as well as requirements adopted or referenced in proper mandates.
4. The following criteria are used in the completion of the inspection and final inspection report. In the Hillsborough County School District, only inspectors with the following qualifications and training may perform the comprehensive inspections.
    a. State Fire Inspection Certification (200 hour certification)
    b. Occupational Safety and Health Agency, and Principles of Safety Management Training
    c. Asbestos Inspector
    d. Florida Building Code
5. The comprehensive safety inspection must be performed at all District Sites and shall include all structures, buildings, rooms, and grounds at each site.
6. In buildings where no safety deficiency is discovered the final report must state “building # _____ no deficiency”.
7. The Principal/Site Administrator shall escort the inspector, or make provisions for an alternate escort. The escort must have access to all locked area and knowledge of the site.
8. The inspector will brief the Principal/Site Administrators as to safety deficiencies and out-of-compliance conditions. Briefing will include priority of corrective action for all operational write-ups as well as other serious Safety-To-Life-Items.
9. Inspections shall begin no sooner than 30 days after a new, renovated or remodeled building has been occupied. (SDHC required 1013.38 exceptions).
10. Inspections shall be performed in accordance with all applicable codes or standards, such as , the Florida Fire Prevention Code the editions as adopted in rule 69A 58. Florida Administrative Code, or any applicable code or standard, which has been adopted in this, rule chapter; and are not applicable to new construction or new buildings. New construction and new buildings are subject to and controlled by section 1013.38, Florida Statutes, with the exceptions of HCSD for inspections.
11. Reports of the inspections shall be provided to District departments having deficiency correction responsibility and the local site administrator.
12. Work orders shall automatically be generated for all deficiencies other than “o” operational items.
13. Each inspection report and plan of correction shall contain, as a minimum, the following information.

a. The name of the local authority having jurisdiction (i.e., owner's representative municipality, county, or special district)
b. The name of the facility inspected
c. The type of facility inspected (i.e., K-5, 6-9, 10-12, other).
d. The facility address
e. The number of the facility as listed in the Florida inventory of school houses (FISH#)
f. The name, address, and phone number of the inspector, and the designation of whether the inspector is a school district fire safety inspector or a municipal fire safety inspector
g. The date of the inspection
h. Special Inspection Items **Date of Last Inspection**

1.Portabale Fire Extinguishers (note: when 10 or more are outdated call the District Safety Office		
2. Hood/Auto Extinguishers (contracted)		
3. Site – Self Inspection		
4. Fire Sprinkler System (contracted)		
5. Elevator (contracted)		
6. Pressure Vessel (contracted)		
7. Site Safety Committee	Last Meeting Date	
8. District Safety Manual Available	Yes	No
9. Emergency Plan Available	Yes	No
10. Asbestos Management Plan	Current	Not Current
11. Evacuation Drill	Current	Not Current

14. Violation or deficiency noted on the report shall contain: the building name and each building Fish Number and, if applicable, the room fish number in which the violation was noted, as well as:
a. A description of the violation or deficiency, to include locations
b. The correction priority and correction date as assigned by district safety specialists
c. The total number of violations or deficiencies cited not involving serious life safety hazards
d. The total number of violations or deficiencies cited involving serious life safety hazards
e. The date of the scheduled re-inspection, where required
f. A statement that the local authority having jurisdiction has or has not complied with Section 1013.12(2), Florida Statutes
g. A statement that the local authority having jurisdiction has or has not complied with Section 1013.12(2), Florida Statues
h. The number of times this violation or deficiency has been cited, if applicable

i. Verification that the required fire drills has been completed
j. Correction priority as established in this procedure

15. It is the responsibility of the District Safety Office to:
    a. Identify fire and safety hazards, violation of fire codes, workplace and student safety codes and regulations
    b. Record each as mandated in Florida Statutes or codes
    c. Communicate all appropriate data to the manager of function or the department charged with responsibility to correct hazard or fire/safety violation
16. It is the responsibility of the senior administrator of maintenance, technology, new construction, and administration to establish internal directives and procedures to ensure:
    a. A plan of corrective action is developed for all reported hazards/violations
    b. That the corrective action is not later than priority established by the inspector
    c. That the actual corrective action taken and the completion date are communicated to the District Safety Office within 24 hours of completion
    d. That the Manager of Risk Management & Safety is notified immediately when an imminent conditions that has the potential risk of death, bodily harm, or property damage is discovered or reported (other than annual report)

5.4 HAZARD ABATEMENT PRIORITY

1). All safety hazards/deficiencies and out of compliance conditions noted on annual report must be corrected base on the risk or potential risk of death, bodily harm, or property damage. It allows for more effective use of public funds by ensuring the expenditures are used to correct the most serious hazards. Work orders for deficiencies are automatically generated by the inspection software.

Note: Machinery or equipment with defects, which could cause major physical harm, must be red tagged with “DO NOT OPERATE” tag. The equipment must be removed from the area, or repaired within 24 Hours. The “DO NOT OPERATE” tag is to ensure that the unit is not used until repaired.

5.5 COMPLETING CORRECTIVE ACTION

1) The safety specialist/inspector will finalize the inspection report using the format provided in the automated program. Site administrator must sign the final report.
2) The safety specialist will place each completed report in the District network or provide the discrepancies in writing to the department manager responsible for correcting the discrepancy.

a. New construction General Manager/Director
b. Administration
c. Principal or Site Administrator of each site inspected
d. Technical Manager/Director

3). Each violation shall be listed on the inspection report as O, M, or C, F, and S which indicates the type of violation as Operational, Maintenance, Outlay, Food Service and Safety Office. This shall be corrected by the Manager/Principal or Site Administrator having administrative control or function. Where the violations are shown as "M" indicating a maintenance type violation, the manager of the appropriate repair unit shall complete the repair/corrective action. The Principal or Site Administrator of the inspected site will normally correct the "O" type violation. The "C: type violations will be corrected by actions implemented by General Manager of new construction. The "S" type violations will be corrected by the District Safety Office.

4). When violations are corrected, the department making correction shall place corrective action data and date in appropriate block of inspection report within 24 hours of completion. When violation is not corrected, by the required correction date, the manager/supervisor responsible for corrective action shall notify the Manger of Risk Management & Safety 3 working days before end of month, that corrective action has not been completed and why. The Manager of Risk Management & Safety shall report the status of all violations not corrected monthly.

5). The safety specialist shall notify the safety manager when there is no response from the responsible department within three days past schedule date.

6). The Manager of Risk Management & Safety will enter on status report and will forward to appropriate District Administrators monthly.

5.6 REPORTS AND ANALYSIS

1). Monthly report

a. The Manager of Risk Management & Safety shall develop Monthly Safety Violation Status Report

b. Report shall contain end-of-month status of open repeated and corrected violations.

c. Report shall be sorted by: "M" "C" "O" "F" and "S" type violation in each administrative area I-VIII

d. .Manager of Risk Management & Safety comments

e. Monthly report shall be submitted to the Chief Facilities Officer no later than the 15th day of each month

2). Annual Report

a. A copy of each completed annual report will be forwarded to the local city or county fire official. The fire official will discuss any disagreement with the safety manager When not resolved, contact nearest State Fire Marshal for final resolution

b. Safety inspection report for each District facility/site will be forwarded to the District School Board in hard copy or e-data at the Board's discretion by June 30th each year

c. A district safety status report will be completed and submitted to the school board by the Manager of Risk Management & Safety along with June 30th inspection reports

d. Historical data from the annual reports will include the following:
    1. Total number of open deficiencies district wide
    2. Total number of deficiencies not corrected
    3. Total number of repeated deficiencies not corrected
    4. Total number by M, C, and O statistic by Areas I-VIII not corrected by Areas I-VIII
    5. Highest five reported hazards/violations (i.e. electrical, tripping, exit)
    6. Summary of District safety status by District Safety Manager
    7. Special attention issues for coming year
    8. Total number of accidents or illness related to safety report deficiency

e. Provide other written reports as requested by Administration staff

5.7 MONTHLY SAFETY SELF-INSPECTION

A monthly safety self-inspection shall be conducted in each workplace to ensure that the facility, equipment, and operations are in compliance with safety standards. A Compliance and Inspection Guide is provided in Appendix F. The Site Administrator/Principal shall use the School Monthly Safety Inspection Checklist or the Industrial Monthly Safety Inspection Checklist as a guide in developing a shop or site-specific checklist to be use by the designated inspector. However, the basic format should remain essentially as shown in Appendix F.

The Supervisor or the Site Safety Monitor should conduct this inspection. However the designated personnel, such as Site Safety Committee Members, may perform the monthly self-inspection provided they are knowledgeable concerning:

1. Past accidents and injuries
2. Site Safety Committee proceedings
3. Safety rules and procedures
4. Identifying hazards and potential hazards
5. Work processes

The District Safety Office will assist in developing the shop or site-specific; Monthly Safety Inspection Checklist as well as training in-house inspectors upon request.

Requests to correct deficiencies shall be submitted by automatic entry for maintenance for (M) items. Safety hazards shall be noted in the request. The District Safety Office will be notified when serious safety hazards are repeated on monthly safety inspections.

Imminently Dangerous Conditions shall be corrected immediately or the affected area shall be withdrawn from use until correction has been made. The District Safety Office shall be notified immediately when an imminently Dangerous Condition exists. Monthly Safety Inspection Checklists will be completed, signed by the Site Administrator/Principal and filed in the worksite's Safety Files for one year. Monthly Safety Inspection Checklists shall be available for review.

5.8 JOB SITE INSPECTIONS

Job site inspections are primarily in-house maintenance and construction in-progress visits by Supervisors and District Safety Office Staff to ensure the compliance of safety regulations are adhered to one continual basis by District personnel. These inspections are also applicable for students engaged in construction activity as a course of study. These inspections are required be 29 CFR 1926. Persons performing them must be competent in hazard identification and control and be provided authority to require on-the-spot corrections. Job site inspections shall be conducted as follows:

1. Visits shall be unannounced and documented as proof of compliance.
2. Visits shall be scheduled to include observation of all employees during work processes.
3. District Safety Office Staff will conduct on-site visits to ensure compliance.
4. Students performing construction/trades tasks are subject to job site inspections.

5.9 CHILD CARE PROGRAM FIRE SAFETY INSPECTIONS

All programs requiring childcare licensing must have a fire safety inspection of the immediate area of care. The inspection report must be dated within one year of the licensing date and be provided to the Office of Child Care Licensing, Hillsborough County. Normally these programs will receive inspection in conjunction with the annual comprehensive safety inspection of the facility. Program Supervisors shall ensure licensing date is maintained current and notify the District Safety Office when license is found to be outdated. Programs include:

1. School Age Child Care
2. H.O.S.T. Program
3. Extended care locations
4. Certain child care instructional programs

These inspections are conducted by District Inspectors Certified by the State Fire Marshal. Department of Public Health (DPH) may also conduct inspections to ensure that sanitation and health codes are in compliance.

When fire code violations are reported as a result of this inspection they must be corrected before permanent annual licensing can be issued. The Dates shall be noted on these reports to ensure timely licensing of these programs. Provisional; licensing maybe issued, pending corrections on a very limited case-by-case request.

5.10 SPECIAL INSPECTIONS OF BUILDING SAFETY SYSTEMS AND EQUIPMENT

The requirement for periodic testing, inspection and servicing of building systems and equipment considered essential to occupant safety is established in Federal and State Codes and Standards. Procedures and responsibilities for ensuring that these systems are properly maintained are as follows:

1. Fire alarm equipment: A fire alarm system has been installed in all educational and ancillary facilities in the District. Non-operational fire alarm systems are considered to be and imminently dangerous condition by Florida Administrative Code and District policy #8.03
    a. The District Safety Office administers a contract for an annual inspection and test of all fire alarm systems
    b. The servicing contractor will apply a tag indicating that the system is operational per NFPA 72 and/or provide a standard report to the Site Administrator/Principal and District Safety Office detailing what repairs are required to declare the system as operational
    c. The Supervisor of the Communication and Electronic Shop (C&E) is responsible for making the repairs necessary for operation of the system per NFPA 72
    d. The General Manager of Maintenance shall ensure that all repairs, that affect any occupants district acknowledgement of fire alarm is immediately corrected by C&E or provisions of Policy # 8.03 are adhered to
    e. Fire alarm systems may be operational with minor code infractions which pertain to portables, however all occupants of portable must hear the fire alarm and respond per emergency plan
    f. The C & E Supervisor shall notify the District Safety Office when all repairs are completed
    g. The Site Administrator/Principal shall receive a copy of the inspection report from the contractor technician. When repairs are requested, the C&E Supervisor shall contact the site with a completion time for repairs.
    h. A back up plan for evacuation will be established by the Principal and C&E Supervisor, with assistance from the District Safety Office as required, when alarm system is not operational
    i. The Area Safety Specialist will monitor an evacuation drill, at each site using the fire alarm once each school year as an item of the Annual Safety Inspections. He/She will coordinate the corrections of deficiencies in equipment operation or drill performance

2. Fire protection systems: The District Safety Office is responsible for the periodic inspection, test and maintenance of installed fire sprinkler, stand pipe systems and specially hazard fire extinguishing systems, i.e.; kitchen hoods, paint rooms, computer rooms including halon.
    a. Site Administrator/Principal and Site Safety Monitors must be knowledgeable in the location of equipment controls and what areas are covered by sprinkler and/or standpipes
    b. Site Safety Monitors and Head Custodians must be knowledgeable of location of water mains, fire department connections, sprinklers, and stand pipe coverage. When emergencies occur, this information must be passed to Fire Officials as soon as they arrive. See Site Emergency Plan for further details
    c. Contractor Technicians will notify the Safety Monitor or Head Custodian when the system is disabled for any purpose
    d. The Area Safety Specialists (Inspector) will inspect these systems annually; note discrepancies on inspection report and coordinate corrective action

3. Boiler, Elevator, Bleacher/Stadium Seating and Fire Escape Stairs: The Maintenance Manager shall ensure the bleachers, stadium seating, and fire escape stairs, as well as, ensure that State inspection of pressure vessels and elevators are completed per state requirements.
    a. Discrepancies noted on Inspection Reports shall be corrected as prioritized
    b. Written copies of Inspection Reports shall be maintained at General Manager of Maintenance Office and the District Safety Office

4. Portable Fire Extinguishers: Portable fire extinguishers are installed in all District buildings, service vehicles and construction equipment. Annual test and servicing for all fire extinguishers is provided by contractor services administered by the District Safety Office.
    a. The contractor will visit each site at least once each year as scheduled
    b. The contractor will notify each site at least once each year when scheduled
    c. The Site Administrator shall agree to the date or provide a substitute date when the visit will not interrupt classroom functions
    d. The Site Administrator/Principal shall provide an escort by custodian or someone with the knowledge of the location of all extinguishers at the site
    e. The contractor will service all extinguishers in compliance with NFPA 10-1 and apply new labels and/or replace extinguishers, which are not repairable
    f. The Site Safety Monitor shall check all extinguishers during monthly inspections for proper labels, seals, proper mounting, and pressure gauges. When fire extinguishers are found to be in need of servicing, the site staff shall replace the item with a spare and/or return the bad extinguisher to the District Warehouse and receive a serviceable one

g. The District Warehouse stocks fire extinguishers and mounts for replacement during the period between contractor inspections. The extinguishers are provided without cost to the sites
h. Additional extinguishers over and above the sites allotted amount may be obtained at the District Warehouse. Additional extinguishers must be requested or approved by the Area Safety Specialist (Inspector)
i. When fire extinguishers are pilfered or otherwise lost, replacements will be issued by the warehouse upon request by the Site Safety Monitor. Request must be accompanied with a completed form PDR 100

5.11 PREVENTIVE MAINTENANCE

Preventive maintenance is an orderly, uniform, and scheduled action (e.g., lubrication, visual inspection, testing, or part replacement), performed to prevent breakdowns of machinery and equipment that may result in safety hazards. Industrial machinery and equipment are located in maintenance and service support shops, as well as, vocational education shops throughout the District. This includes engine driven vehicles, woodworking and carpentry machinery, metal and machine shop equipment, welding machine, automotive and vehicle repair equipment, heavy construction and earth moving equipment, landscaping, and printing equipment.

Many of the tasks performed during a preventive maintenance inspection may be accomplished by the operator, such as oiling, adjusting a tool rest, or removing, and replacing a safety guard or cutting blade. Others may require the services of a person qualified to perform in-depth maintenance on a specific machine.

The manufacturer of equipment normally provides standards of service, which need to be accomplished for safe and economical use. In most cases, the standards will start whether the task should be performed by the operator or qualified repairman.

Additionally, the American National Standard Institute (ANSI) provides safety-related service requirements for numerous types of equipment.

1). Service and Delivery Vehicles

a. All operators of District over-the-road service and delivery vehicles shall perform a daily safety inspection and report unsafe conditions to the Supervisor prior to operating. The following items shall be checked:
    1. Normal and emergency brakes
    2. Wipers
    3. Seat Belts
    4. All external lights
    5. Rear view mirrors
    6. Proper tire inflation
    7. Reverse alarms, if installed

b. Inspection of off-road equipment used in construction and the Technology Education Program shall be established based on OSHA, American National Standards Institute (ANSI) Standards, or manufacture recommendations
c. Service vans that routinely transport parts, equipment, or material, which may be hurled forward at the driver during emergency stops, shall have harriers installed to protect the operator
d. All Maintenance Department engine-driven vehicles shall have a fire extinguisher
e. Required inspections will be noted on the Equipment Maintenance Record (Figure 5.8-A) operator's log

2) All District engine-driven vehicles will have scheduled service and maintenance performed. The safety items listed as daily inspection items will be checked each time the vehicle is in the repair shop for maintenance. Note: School Buses shall be inspected tested and repaired as required by state and local mandates. (See Appendix "G")

3) Machinery and Equipment
a. Supervisors charged with the responsibility for accomplishing production or student training, including both District maintenance shops and educational site shops where industrial machinery and equipment is installed, are responsible for the development of a preventive maintenance program based on the items previously mentioned. The District Safety Office will assist in determining inspection requirements upon request
b. A maintenance record or tag system shall established for all equipment requiring a preventive maintenance or periodic visual inspection The Equipment Maintenance Record form shown in (Figure 5.8-A) or similar forms may be used.
c. Supervisors shall designate a qualified person to perform the inspection and date and sign the record or tag

5.12 EXTERNAL AGENCIES INSPECTIONS

Numerous state agencies have mandated enforcement authority in specified area of public employee and/or student safety and health. These agencies will be periodically conducting inspections in their areas of concern. The Department of Education Administrative Codes has incorporated by reference the Rules and Standards published by these agencies. Citations reported by these external agencies sometimes place the District in a position of unplanned expenditure of funds and uncontrolled time constraints in the abatement process. A positive approach to the elements of the Safety Program, efficiency, through safety inspections, and concerted efforts to correct identified safety hazards should result in a minimal impact of inspections performed by outside agencies.

1. **Florida Statue 1013.12** provides for dual fire inspections for educational facilities first, it requires an annual fire and safety inspection by qualified school board employees. Second, it allows for local fire inspectors also perform a fire inspection and assigns enforcement authority to the State Fire Marshal. The District Safety Office and local fire department work in unison to complete inspections as scheduled.

1. **Food Service Establishment Inspection.**

The State Department of Public Health Food Service Rules is the basis for sanitation inspections of all food service areas. Inspection results are provided to the site Principals/Supervisors. Site Food Service Managers should initiate corrective action as soon as possible. Notify the District Safety Office for assistance as needed.

2. **Boiler, Elevator, Outdoor Bleachers and Fire Escape Stairs.**

Florida Statutes establish safety inspection and preventive maintenance requirements on as scheduled basis for all the above equipment. These inspections are conducted by either State Certified Inspectors contracted by the District or by District staff engineers. The purposes of these inspections are to reduce potential failures during emergencies or, in the case of boilers, reduced the potential of explosions.

The Maintenance Department will coordinate the inspections and tests. Records shall be maintained at the site with a copy provided to the District Safety Office and made available to Inspectors upon request.

3. **Environmental Protection Commission (EPC).**

The EPC provides enforcement of the Federal Environmental Protection Agency Rules in Hillsborough County for certain areas. The areas of concern for which the EPC may investigate include asbestos, water, wastewater, and hazardous material intrusion into water streams. However, inspections may also include compliance officers from the Federal Environmental Protection Agency or State Department of Environmental Regulations.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
DISTRICT SAFETY MANAGER

SITE SAFETY SURVEY

LOCATION Blank Elementary INSPECTION CYCLE: 99/00

1002 Elm Street DATE: _____

Seffner, Florida SURVEY# _____

INSPECTOR: John Doe PRINCIPAL SIGNATURE: _____
or DESIGNEE

The following safety deficiencies were noted during the survey conducted at your site. Please have your staff correct the items or submit request to the appropriate department. The Safety Specialist will assign a priority code with a correction date. If you need further assistance, please call 813-872-5263.

ITEM NUMBER	DEFICIENCY	LOCATION		CORRECTION	
		Bldg	Room	Priority **Code**	By Date
1	EMERGENCY LIGHTS NOT PROVIDED	00	321	02	11/30/02
2	LIGHT FIXTUTRE MOUNT/WIRING LOOSE	00240		02	11/04/99
3	STAGE DOOR LOCKED AND CHAINED	00319		01	Corrected
4	PAPER STORED IN MECHANICAL ROOM	00 00		04	Corrected
5	CIRCUIT BREAKERS PANEL, HIGH RIGHT WALL				
	BREAKERS NOT IDENTIFIED	04 00		04	01/30/01

White: Principal/Site Administrator Yellow: Safety Specialist

SAMPLE

Fig. 5.3-A

CHAPTER 6
SAFETY COMMITTEE

6.1 GENERAL REF: SB POLICY 6.22

Florida Statues, as well as District Policy require that each site/facility establish a Safety Committee. All Administrative functions and employees must be represented on the District Safety Committee. Site Safety Committees provide the means to assemble the talents of supervisors and employees, all with varying skills and experience, into a structured forum dedicated to the sole objective of improved safety. Each school and education center shall maintain a Site Safety Committee. Small support groups or functions may be represented in larger employee groups at the discretion of the appropriate Administrator. Major support functions such as Maintenance, Transportation, Construction, Administration, and Human Resources may choose to establish a divisional or departmental committee or a number of unit committees.

6.2 SITE SAFETY COMMITTEES

Each Site Administrator/Principal shall establish and maintain a Safety Committee within his/her area of responsibility, using the following guidelines. The names and job titles of Committee Members will be posted on Safety Bulletin Boards.

1) The Site Administrator/Principal or his/her Safety Monitor will act as Chairperson.
2) Supervisory Committee Members will be appointed by the Site Administrator/Principal for a minimum period of one year.
3) Employee Committee Members may be selected by the employees, based upon functional areas established by the Site Administrator/Principal.
4) School based and Administrative Site Safety Committees shall meet no less than once every two months. The scheduled date and time of meeting will be posted on Safety Bulletin Boards.
5) In the Maintenance, Technical support and Vocational Technical schools/centers, the Site Safety Committee shall meet each month. The scheduled date and time of meeting will be posted on the Safety Bulletin Boards.
6) Meetings shall be pre-scheduled and an agenda prepared. The minutes of each meeting shall be completed and posted on Safety Site Bulletin Boards within one week after each meeting. Minutes shall be retained in the site Safety Files for a minimum of two years.
7) The following agenda items will be addressed at each meeting:
    a. Review of actions taken on previously identified issues
    b. Review safety and health suggestions and/or complaints presented by employees. Anonymous and signed complaints will receive equal attention
    c. Review the investigation results and the corrective actions of accident; report and make constructive suggestions to the Supervisor if appropriate
    d. Review inspections, audits and safety training accomplished since the previous meeting; advise Site Administrator/Principal where improvement is needed
    e. Discuss safety awareness and internal safety promotional projects
    f. Review record keeping procedures to ensure accident/injury records and training records are current and properly maintained

g. Review safety rules for addition and/or deletions, and forward rule change requests to the District Safety Office

6.3 DISTRICT SAFETY COMMITTEE

The Chief Officer of Human Resources shall establish and maintain a Districtwide Safety Committee based upon the following guidelines.

1) The Manager of Risk Management & Safety or his/her appointed representative shall act as a chairperson.
2) The Committee Members shall be appointed by the Superintendent or his/her staff.
3) The Committee shall meet at the discretion of the Chairperson, but not less that once each quarter.
4) A Safety Office representative shall be present as advisor on compliance issues.
5) This Committee shall address the following issues:
    a. Identify, define, study and recommend solutions to those problems, which have a significant impact on the District Safety Program effectiveness
    b. Evaluate the effectiveness of recommendations and suggestions from the Site Safety Committees and initiate proper response
    c. Review and update safety procedures, rules, and practices
    d. Review Employee Accident Reports if recommended by Safety Office Staff
    e. Review the Site Safety Committees, ensuring all employees are represented
    f. Evaluate the Safety Training Program
    g. Review inspection reports and take appropriate action if necessary. Provide studies, reports, and evaluations requested by the Superintendent and the Board
    h. Establish and review subcommittee requirements and ascertain appropriate interaction with the District Safety Committee
6) File the minutes of the Committee meeting in the Chairperson's office and forward any appropriate recommendations to the Superintendent and members of the Superintendent's staff. Provide completed and signed minutes to committee members who shall ensure its availability to all employees.
7) Additional permanent and temporary Safety Committees may be initiated and all Safety Committees shall be coordinated with the District Safety Manager.

CHAPTER 7
FIRST AID

7.1 GENERAL REF: CFR 1910.151

First aid is an essential ingredient in any successful safety program. The use of proper first aid immediately after an injury has proven effective in saving lives in major injuries, as well as reducing damage and preventing infection. First aid treatment shall not be used as a substitute for professional medical care. These techniques are used to sustain life, prevent shock, and maintain a stable condition until professional medical help arrives.

A person trained in first aid is required at work locations, which are not in near proximity to a clinic, infirmary, or hospital. The term "near proximity" is interpreted to mean a maximum or six (6) minutes to reach medical assistance.

First aid supplies shall be approved by a consulting physician and be readily available to employees when needed.

7.2 TRAINING

The District Safety Office will ensure that all District employees are provided with basic knowledge of the first aid techniques most commonly used in emergency treatment of work-related injuries. The training shall be documented as Basic First Aid in the Employee Safety Training Record (Chapter 3) maintained at the worksite.

Within the District, the distance to the nearest medical facility ranges from one-tenth to ten miles. Having personnel who are properly trained to respond and administer first aid becomes extremely important at the more isolated sites. The Site Administrator/Principal of each facility shall determine the number of personnel to receive certified first aid training, cardiopulmonary resuscitation (CPR) and defibrillator training base on the following criteria.

(1) The distance from site location to the nearest medical care facility.
(2) The frequency and degree of hazardous operations performed.
(3) Sports and various technical/vocational courses, as well as their scheduled time.
(4) Employees working after normal work hours, such as evening custodial crew.
(5) A qualified person trained in first aid, CPR/AED functions must be available anytime employees are working or student activities are in session.
(6) The number of defibrillators (AED) assigned to the site.
(7) A minimum of four (4) first responders at elementary sites and six at all other sites, must be selected, trained and qualified for first aid CPR, and defibrillator use

7.3 FIRST RESPONDER

Site Administrators/Principals shall designate persons having first aid, CPR, and defibrillator training as "first responders". These individuals would be the first to respond to accidents and injuries. They shall provide assistance to employees regularly assigned to the site, as well as others who may be visiting or working at the site. Nurses, security personnel, PE teachers, and athletic coaches may already have training and be eligible for first responder designation. Persons designated, as first responders shall have their names posted on the Safety Bulletin Board and the clinic or office area. Additionally, all persons performing first responder duties shall obtain certification of training in first aid, CPR, and defibrillator. Training is provided through School Health Services, 813-273-7238. (REF 7.2 this document)

7.4 EMPLOYEE FIRST AID PROCEDURES (SEE APPENDIX "A" SITE EMERGENCY PLAN)

The Employee Injury Medical Procedures and Emergency Phone numbers form in Figure 7.5 A shall be used for orientation training of all new and/or transferred employees. A copy of these procedures shall be posted on the site Safety Bulletin Boards.

7.5 FIRST AID KITS

First aid supplies shall be maintained in clinics where provided. Site Administrators/Principals shall ensure first aid kits are provided at the following locations:

(1) Main office when clinics are not provided
(2) Chemical labs and science/storage areas
(3) Coaches' offices
(4) Teachers' workrooms or lounges
(5) Technology education laboratories and vocational training facilities
(6) All maintenance shops
(7) Maintenance dispatch vehicles
(8) Food Service Manager Office

7.6 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An Automated External Defibrillator (AED) is a device, which delivers a shock to the heart during cardiac arrest. Both children and adults may experience sudden cardiac arrest. The purpose of the AED is to provide early heart defibrillation in the chain of survival for medical emergencies involving sudden cardiac arrest. The AED is safe; it will only deliver a lifesaving shock to the heart that requires defibrillation. Typically, only 5 to 10 percent of people struck by sudden cardiac arrest survive. Statistical facts report that the survival rate of people who receive a lifesaving AED shock within 3 minutes of collapsing can increase to 74 percent.

The District has purchased Defibrillators for our schools and ancillary sites. The AED is easy to operate, and is compatible with the AED's used by our local Fire Departments, EMS, and Hospitals. The AED can be used on both children and adults.

Note: Pediatric electrodes are included with the unit for use on children under 8 years of age and exceptional centers.

7.6.1 AED OPERATING PROCEDURES

(1) Establish that the person is unresponsive by shaking and shouting, (Are you okay?)

a. Confirm they are not breathing
b. Confirm the absence of a pulse
c. Call administration office, which will immediately notify EMS and first responder an deliver trauma kit and defibrillator to injury site
d. Begin CPR until AED arrives
e. Use the AED according to Manufacturers
f. First turn on the AED
g. Apply the electrodes in the proper positions
h. Listen to the instructions from the AED and act accordingly
i. Resume CPR when the AED instruct you to do so
j. Do not leave the patient until you have been relieved by EMS

7.7 RESPONSE ACTION

First responders may be alerted where weather; fire etc. has caused a full evacuation by initiating the site for alarm system. First responders will report as directed by Site Safety Monitor. (See site emergency plan in safety manual for detailed instruction). Where a single injury or illness has occurred and someone has called the office, who in-turn will notify the first responders. Provide location then immediately take the mobile first trauma and defibrillator.

7.8 AED MAINTENANCE RESPONSIBILITIES

(1) Site Administrator or his/her designee needs to review the LIFEPAK CR Plus vied for proper maintenance instructions. Maintenance of the AED requires ensuring that it is in its storage location each day and checking the status indicator readiness display to assure the AED is indication OK and is ready to operate during an emergency. There are four status indicators:

a. **OK** symbol indicate AED is fully functional
b. **Battery** Symbol indicates the Charge-Pak is disconnected
c**. Triangle** Symbol indicates the internal battery is low; however, it can still be used in an emergency
d. **Wrench** Symbol indicates there is an internal problem, which requires manufactures attention

(2) The AED can be used when it indicates **OK, Battery, or Triangle.** If the Wrench appears, the AED needs to be taken out of service immediately. When an AED is used or taken out of service, <u>School Health Services needs to be notified</u>, so they can provide the site with a temporary replacement unit. This unit needs to be returned to School Health Services when the unit is replaced; and back in service.

The AED has manufacturer's warranty for five years. However, the battery Charge-Pak and Quick-Pak electrodes(s) have a life expectancy of two years or one use. School Health Services Department is responsible for:

a. Maintaining a master list of AED serial numbers and distributing AED's to each site
b. Maintaining a record of the expiration date of each Quick-Pak and Charge-Pak and ensuring that each is replaced before the expiration date or after each use
c. Notifying the manufacturer when there is a problem with an AED, when requires t the manufacturer's attention

(3) Site Administrators are responsible for checking the Use by Display Window in the upper right corner of the AED to insure that the Quick-Pak electrodes and Charge-
Pak are replaced before their expiration date and after each use. When the Quick-Pak e electrodes and Charge-Pak are replaced, the Site Administrator needs to verify:

a. The new expiration date of the replacement Pak to insure that Pak's life expectancy is 2 years from purchase date. The OK symbol is indicated in the Readiness Display Window
b. If the Triangle symbol appears, this indicates the internal battery needs a trickled charge from the Charge-Pak. The Readiness Display Window will indicate OK when the internal battery is fully charged

c. If the Triangle symbol does not go away within 24 hours after changing the Charge- Pak, notify the District's School Health Services Department for further instructions
d. If the Wrench symbol appears, this indicates an internal problem, which requires Manufactures attention and the AED should remain out of service; notify School Health Services Department for a temporary replacement unit

- *Only a manufacturer's representative is authorized to work on internal parts of the AED*

7.9 BLOODBORNE PATHOGENS (BBP)

Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV)
and Human Immune Deficiency Virus (HIV). Exposure occurs from used needle stick or cut with a sharp object causing contact with human blood, blood components or other potentially infections body fluids. Mandatory control procedures and disposal of Bio Hazardous Waste are outlined in Appendix "B" to the Safety Manual.

CHAPTER 8
HAZARD IDENTIFICATION AND CONTROL

8.1 GENERAL CFR: 1910/26

The purpose of identifying hazards in the workplace is to correct them and/or apply control measures before an accident occurs. Hazards may be identified through regular safety investigations.

In most accidents, both an unsafe condition and an unsafe act are contributing factors. The Unsafe condition, in addition to being a direct cause of accidents, often can lead employees to perform an unsafe act. Thus, correcting the unsafe condition reduces the likelihood of injury from an unsafe act. During the accident investigation, the unsafe condition is often not as glaringly evident as the unsafe act. The unsafe condition may escape notice unless a careful study of the operation is conducted.

8.2 JOB SAFETY ANALYSIS (JSA)

The Job Safety Analysis (or Operational Safety Analysis) is a methodical procedure used to review the job performance step by step and identify hazards or potential hazards. Once the hazards are known, proper solutions can be developed. The four basic steps in performing a Job Safety Analysis are:

a. Select the job to be analyze
b. Break the job down into successive steps
c. Identify the hazards and potential hazards
d. Develop proper methods for eliminating or reducing exposure to the hazards

(1) <u>Select the Job</u>

Large complex jobs, such as constructing a bridge or a building, are not suitable candidates for JSA. Similarly, jobs with only one or two steps are not suitable for JSA. Job assignments, such as calibrating a power supply, replacing an air conditioning compressor, or installing a door are the ideal candidates. These types of job assignments are comprised of individual steps, which can be distinguished and separated for a closer analysis. Jobs should not be randomly selected. Jobs that have experienced high accident rates should receive priority. Jobs, which have a high potential for accidents and new jobs, new equipment, or new processes, should also be considered for analysis.

(2) <u>Job Break Down</u>

a. Select an experienced and capable employee to assist in the job breakdown before starting the breakdown:
    1. Brief the employee on the purpose
    2. Observe the employee as he/she performs the steps
    3. Separately record each step of the operation
    4. Record each step sequentially and discuss each step with the employee.
b. Apply the following questions as each step is performed and again when all the steps are recorded:

1. Can the employee strain himself/herself pushing or pulling?
2. Can the employee slip, trip or fall on the same level or another level?
3. Can the employee be exposed to dust, mist, fumes, vapor, or gas?
4. Can he/she be caught in mechanical movement or struck by an object?
5. Can the employee strike against an object?

c. Repeat the observation process, possibly with a different employee, until all hazards and potential accidents have been identifies. Discuss your findings with the employee you observed as well as others experienced with the job.

(3) Develop Solutions

In developing proper correction where numerous hazardous conditions have been discovered, search for an entirely new way to perform the job and/or different tools, equipment. In some cases, the work goal may be achieved without performing the job being analyzed. Where a job cannot be eliminated or a new way to perform it cannot be found, analyzed the individual hazards and:

a. Change physical conditions where possible
b. Change the job procedure.
c. Determine Person Protection Equipment needs
d. Identify the hazard and train affected employees

(4) Responsibility

The District Safety Office shall monitor the Hazard Identification Program and provide individual on-the-training for Supervisors and Site Safety Monitors where requested. The Supervisor shall determine areas where JSAs will be beneficial in reducing accidents and injuries. Supervisors shall train employees in the basic techniques of JSA. (Note: See sample and Job Safety Analysis for, Figure 8.2-A and Figure 8.2-B).

8.3 SAFETY TAGS, SIGNS AND MARKING OF HAZARDS REF: OSHA 29 NCFR 1910.144 AND 145; ANSI Z53.1 1971; ANSI Z35.1-1972

Many identified hazards cannot be permanently and/or immediately corrected. Temporary tags/signs must be used until the hazard is properly corrected. For other hazards ensuring employee awareness of the need for proper precaution is considered proper abatement. Supervisors of Industrial Maintenance and Instructional Shops shall ensure that assigned employees and students are trained in the use of accident prevention n tags, color standards, in-plant vehicle traffic, and marking physical hazards. Supervisors shall ensure all identified hazards are appropriately marked.

(1) Accident Prevention Tags

Accident prevention tags are to be considered temporary and used only until the hazard is eliminated. Tags shall be obtained from your supervisor. Tags consist of:

a. “Do Not Start” tag – Must be located so that it effectively blocks the starting mechanism. It maybe removed when the machine has been properly locked-out
b. “Danger” tag – Indicates that an immediate hazard exists and that special precautions are necessary
c. “Caution” tag – Warns against potential hazards and/or unsafe practices
d. “Out-of Control” tag – Equipment is out of order and should not be used

(2) Color Standard

Color standard for marking hazards shall be as designated in ANSI Z53.1-1971 and include the following:

a. RED – Danger, used for emergency stops on machines and to identify fire and protection equipment
b. ORANGE – Identifies dangerous pars of machines or energized equipment
c. YELLOW – Caution, identifies physical hazards, see OSHA 1910.144
d. GREEN – Used in safety and first aid equipment
e. WHITE AND BLACK – Used for traffic and housekeeping
f. PURPLE – Designates radiation hazards

(3) Physical Hazards

Physical hazards, such as striking against, stumbling, falling, tripping, and caught-in-between, shall be marked using YELLOW as the basic color. Solid Yellow, yellow and black stripes, yellow and black checkers, may be used interchangeably. Apply the combination, which will attract the most attention in the particular environment. Examples are as follows:

a. Expose and unguarded edges of platforms, pits and walls
b. Fixtures suspended from ceilings or walls, which extend into normal operation areas
c. Handrails, guardrails or top and bottom tread of stairways where caution is needed
d. Lower pulley blocks and cranes
e. Markings for projections, doorways, traveling conveyors, low beams and pipes, the frames of elevator ways, and elevator gates
f. Materials-handling equipment such as forklifts and hand trucks
g. Pillars, posts, or columns which might be struck
h. Vertical edge of horizontally sliding pairs of fire doors

8.4 FIRE PREVENTION

REF: 6A-2 & 38I-20 FAC REF: 69A-58 633, FL STATUE

Fire prevention and protection is integral part of safety programs in all industries. Educational

Facilities contain a higher potential for fires than most persons realize. The first line of defense

in protection from fires is the proper application of building codes, which contain provisions for fire safety when new buildings are constructed, or existing buildings are renovated or structurally changed. State statute Chapter 1013-12 states that a School Board may not approve any plans for construction, renovation, remodeling or demolition of any education plant unless these plans conform to the requirements of the Florida building code. Further the Board shall provide for periodic inspection of each phase of construction to determined code compliance.

CHAPTER 9
ENVIRONMENTAL HAZARDS

9.0 GENERAL

All conditions and circumstances affecting our surroundings are considered a part of our environment; therefore, any hazard could be considered an environmental hazard. As used in this chapter environmental hazards are those hazards, which will pollute the air, water, or soil, when not properly controlled. Known conditions of this category, which are present in the District, include asbestos, hazardous chemicals, lead based paint, radon, storage tanks, and bio-hazardous, non-hazardous and hazardous waste. Federal State and local laws regulating these issues are extensive and specific, due to the high risk of public exposure.

9.1 ASBESTOS

(1) General, Asbestos is a term used to describe a group of naturally occurring fibrous minerals, which are mined from the ground. Asbestos includes chrysotile, amosite, crocidolite, and other minerals that have been chemically treated and/or altered. Any material containing more than 1% of asbestos is considered asbestos containing material (ACM). Asbestos has the unique physical properties of excellent electrical and thermal resistance, high thermal stability, and resistance to chemical attack, which makes it useful in the manufacturing of various types of building materials. Asbestos containing materials that easily crumble or can be reduced to powder by hand pressure is referred to as friable asbestos. Minute fibers from friable material may be released into the air as a result of vibrations, physical contact, or deterioration. Once released into the air, inhaling or ingesting these fibers may result in cancer and numerous other respiratory diseases. These conditions will normally appear 10 to 25 years after exposure. Most buildings constructed between 1950- and 1980 contained some asbestos. It was used very extensively in schools because of the fire protective quality. As the asbestos hazard became more widely known and accepted as a carcinogen, calls for regulatory action resulted in the “Asbestos Hazard Emergency Response Act” (AHERA) . Signed into law on October 22, 1986, it charged the Environmental Protection Agency (EPA) to promulgate rules governing the control of asbestos-containing materials in schools. AHERA mandated the following specific actions:

a. The inspection of all public and private school buildings for Asbestos Containing Materials (ACM)
b. Circumstances requiring response action
c. Description of appropriate response an action
d. Implementation of response action
e. Re-inspection and periodic surveillance program for ACM
f. Establish an operation and maintenance program for all friable ACM
g. Establish asbestos management plans by Local Education Agencies (LEA)
h. Disposal of ACM

The primary concerns of the EPA and AHERA are the fiber release into the environment and the protection of occupants from the fibers. The final EPA Rule requires the LEA to:

a. Designate an individual to carry out certain duties
b. Ensure that inspections, re-inspections, periodic surveillance, and response actions are carried out in accordance with the final Rule
c. Ensure Custodial and Maintenance personnel are properly trained
d. Ensure workers and building occupants are informed annually about inspection, response actions, and periodic surveillance
e. Ensure short-term workers and contractors who may come into contact with asbestos are provided information about locations of ACM
f. Ensure warning labels are posted as required

The EPA included in its Final Rule, worker and occupant protection per Subpart G if 40 CFR 763 to ensure protection in states and/or school districts which were not covered by 29 CFR 1926.1101. The Occupational Safety and Health Agency (OSHA) published Rule 29 CFR 1910.1001 for general industry and 29 CFR 1926.1101 for all construction and building maintenance workers. Both Rules are applicable in the District.

(2) Employee Training.

The General Manager of Maintenance and Technology Departments shall ensure that all members of Maintenance and Custodial personnel who may work in buildings which contain ACM receive a minimum of two (2) hours of asbestos training. The District Safety Office shall provide the training.

New maintenance and custodial personnel shall be trained within sixty (60) days after commencement of employment. Maintenance and Custodial Supervisors shall not assign new employees to work in unsupervised areas containing ACM until they have received the appropriate training. Training shall be documented on the Employee Safety Training Record and signed by the instructor: As a minimum, training shall include:

a. The various use and forms of asbestos
b. The health effects of asbestos exposure as profiled in 29 CFR 1926.1101
c. How to determine the condition of asbestos in its various uses and forms
d. How to determine the locations of identified ACM, using the material from the Asbestos Maintenance Program
e. Name and telephone number of District Safety Manager

(3) Asbestos becomes a hazard when conditions are such that fibers are released into the environment. When the release is contained to a room or building, it effects only the occupants; when not contained it effects the general environment and public at large. The disturbance of asbestos may be planned or un-planned.

a. Planned disturbance occurs when buildings are renovated/remodeled or demolished, and/or when maintenance actions require removal to gain access

1. The Maintenance and Technology Departments, Managers, and Supervisors are responsible for determining when maintenance/repairs will disturb asbestos. When a task involves asbestos, Unit Mangers will notify the District Safety Office prior to start of repair action. The Area Safety Specialist will assess the task and coordinate abatement as established in work procedures.
2. Demolition: The District Safety Office must be notified prior to starting the demolition process for any District Building. The District Safety Office will administer the demolition process to ensure the demolition and disposal of materials are in compliance and EPA regulations.

b. Un-planned disturbance occurs when asbestos is accidentally damaged or deteriorated by age to the point where small vibrations or air currents cause fiber release. These conditions are identified by the numerous EPA required inspections and periodic surveillance of all asbestos, or by the person who accidentally causes damage. Ehen a maintenance or staff member causes the disturbance, he/she shall notify the Site Safety Monitor, call the **District Safety Office and immediately follow the Emergency Plan Guide Checklist** for the hazardous material The steps are outlined here to familiarize personnel with the procedures.
   1. Evacuate: Classroom- Remove all students, teachers and other people close door(s) and prevent any access. Hallway – evacuate all occupied areas connected to that hallway. Avoid the contaminated area to prevent the spread of the spill. Outdoor Spill – If spill is outdoors, prevent access to the contaminated area blocking with physical barriers and place an adult upwind to prevent unauthorized access.
   2. Provide First Aid as Needed: If the spill or release affects any person: Remove from danger and provide First Aid. Activate Emergency Medical Services. Call 911. Give the following information: Name of school/site, complete address nature of the problem, hazardous material involved (reference the appropriate (SDS) Safety Data Sheet.
   3. Isolate The Spill Area and All Affected Personnel: Do not spread the material/chemical during this process, walk around the spill, and leave any contaminated items in area. Take all belonging (keys, book bags, coats etc.)
   4. Turn of Air Handler to Contaminate Area: This will help prevent the spread any airborne contaminated.
   5. REVIEW SITE EMERGENCY PLAN
   6. Notify Area Leadership Director
   7. Call District Safety Office (872-5263): Assistance will be provided in the management of the incident and arrangement for appropriate response and clean up. Do not attempt to clean up any material/chemical unless you have proper training.

8. Do Not Re-enter Contaminated Area: The contaminated area should not be re-entered. Hazardous conditions may be present that is not detectable by sense of smell. Emphasize personnel to take belongings during evacuation.
9. Gather Information: Get as, much information as possible. Complete an incident report form with at least the following information. The names of all persons involved-Quality & Type of material spilled – Location(s) that are affected, etc.

The District Area Safety Specialist will coordinate appropriate response action; provide follow up to ensure compliance of abatement procedures and required records of incident.

(1) When damage is discovered during inspections or surveillance by other than Safety Office personnel, notify the District Safety Office and follow the steps outlined above and in the emergency guide.

(2) Exposure: Any employee or student who has reason to believe he/she has been accidentally exposed to asbestos must call the District Safety Office immediately after exposure, remain at the location, and follow instructions provided by the District Safety Office. The extent of exposure must be determined within the first two hours after a minor
fiber release.

a. Managers and Supervisors of employees or students who perform tasks with materials, which may be asbestos containing, shall ensure the following activities are prohibited:
   1. Not drill holes in asbestos-containing materials
   2. Not to hang plants or pictures on structures covered with asbestos-containing materials
   3. Not to sand asbestos-containing floor tile
   4. Not to damage asbestos-containing materials while moving furniture or other objects
   5. Not to install curtains, drapes, or dividers in such a way that they damage asbestos-containing materials.
   6. Not to dust floors, ceiling, moldings, or other surfaces in asbestos-contained environments with a dry brush or sweep with a dry broom
   7. Not to use an ordinary vacuum to clean up asbestos-containing materials without wearing the proper respiratory protection, clearing the area of other people, and observing asbestos removal waste disposal procedures
   8. Not to remove ventilation system filters when dry
   9. Not to shake ventilation system filters

NOTE: When in doubt about location of asbestos refer to the latest building inspection report; copies are located at each site or building office, Maintenance Units and at the District Safety Office. When the Inspection Report indicates it is assumed asbestos containing, call the District Safety Office for testing prior to working on the material.

(3) Asbestos Management Plans.

The District is required to establish an Asbestos Management Plan for each site, which contains asbestos. The Asbestos Management Plan contains a description of the buildings located at the site, the location of all ACM, the type of concentration of the ACM as determined by inspection and testing, the current status and condition, and a running

history of abatement activities. A current copy of the plan must be maintained at the site and a master copy maintained by the District Safety Office.

(4) Asbestos Maintenance Program.

A site-specific written Asbestos Maintenance Program must be initiated in all facilities where friable ACM is present and maintained with the Asbestos Management Plan. The written procedures shall include, in addition to the items outlined in 29 CFR 1926.1101, the following items:

a. Precautions an employee must observe when entering areas where ACM is located
b. The actions an employee must take before entering areas where the asbestos situation cannot be determined
c. List the prohibited activities outlined 29 CFR 1926.1101
d. Warning Labels : 40 CFR 763.95 requires that an asbestos warning label be attached immediately adjacent to any friable and non-friable Asbestos Containing Material (ACM) located in routine maintenance areas at each school building. Routine maintenance areas in schools include boiler rooms, vaults, mechanical and electrical rooms, and all attic areas. These areas are accessed on a daily basis by custodians, air conditioning mechanics, electricians and the communication electronic personnel. The District Safety Manager shall be responsible for compliance with 40 CFR 763.95 (a) through (c) in all identified routine maintenance areas

The District Safety Office will be responsible for updating the Asbestos Maintenance Program to include the location and condition of the asbestos. When new friable asbestos is identified safety bulletins or memos will be forwarded to all Maintenance Units and appropriate sites within three (3) working days. The safety bulletins will be filed with the site Asbestos Maintenance Program and included on the six (6) month inspection form.

(5) Periodic Surveillance.

An Asbestos Surveillance Inspection shall be performed each six (6) months. The Site Safety Monitor or Head Custodian shall be responsible for conducting the surveillance inspection using the standard form provided by the District Safety Office. The completed inspection form shall be reviewed by the Site Administrator/Principal. Where no damage or change in condition has occurred, a copy shall be filed at the site in the Asbestos Maintenance Program and a copy forwarded to the District Safety Office to file in the Master Asbestos Management Plan. Where pipe or boiler thermal insulation has been damaged to a degree that a fiber release is occurring, it shall be reported by phone to the District Safety Office for immediate repair or removal. It is essential that the six (6) months surveillance inspection be complete in a timely manner and that changes in the condition of asbestos disseminated to employees so proper precaution, can be observed.

(6) Notification.
The Site Administrator/Principal shall notify all employees and the parents at the beginning of each school year of the presence of asbestos as instructed in Chapter 11 of the Asbestos Management Plan.

9.2 HAZARDOUS WASTE CONTROL

The effects of improper disposal of hazardous materials were first brought to the attention of the public by the Love Canal episodes in New York State in the early 1970's. As a result of the heightened awareness brought about from the Love Canal, improper hazardous material disposal was found to be wide spread. Passage of the Clean Air and Clean Water Acts and the Superfund Act brought about dramatic improvements in the nation's air and water quality. Over the last 15 years, federal and state governments have promulgated an array of hazardous waste regulations that now involve many state and federal agencies.

Essentially, any material/chemical that poses a threat to human health, living organisms, or the general environment is considered a hazardous material. When a hazardous material is no longer of value or is not usable by the owning institution, it is declared a "waste". This action automatically creates a hazardous waste. Under federal law, hazardous waste is fully regulated from the time of creation; to the time it is properly discarded (cradle to grave).

(1) Procedures for the purchasing, use and storage of hazardous materials/chemicals are out-lined in Chapter 10 of this manual. Section 10.6(2) of Chapter 10 requires a running inventory of all hazardous materials/chemicals on hand with a physical inventory and purging check at least once each year. Materials classified as flammable liquids, toxic, corrosive materials, carcinogens, and poisons are substances, which must be disposed of as hazardous waste when:

a. Chemicals are aged and/or useless
b. Contents or mixture is unknown
c. Container is damaged or deteriorated
d. Excessive quantities of highly hazardous materials cannot be used.

(2) Inventories may be maintained by the using Department; however, the Site Safety Monitor shall coordinate the annual purging to include all departments. A consolidated list of declared hazardous waste shall be transcribed to the Hazardous Waste Removal Requests from illustrated in Fig. 9.2-A. The completed form shall be forwarded to the District Safety Manager.

(3) The hazardous waste containers shall be checked to ensure contents cannot be released while in storage or awaiting pick-up. Where containers are damaged, place contents and damaged container in a larger and secure container. When this cannot be accomplished safely, call the District Safety Office for assistance.

(4) Identify contents on container label and the date the material became waste. Containers must be marked "Hazardous."

(5) The mixing of hazardous waste by District personnel is strictly forbidden. Mixing waste materials is not only unsafe; it greatly increases the disposal cost and in most cases is illegal.

(6) Hazardous waste shall be stored in a secure location until the Site Safety Monitor is notified of the pick-up date.

(7) The information poster shall be posted with required information.

(8) Hazardous wasted areas shall be inspected at least once each week (7 days) by the Site Safety Monitor. Containers shall be checked for legible labels and damage/rust; which might result in a release. Inspections shall be documented with name of inspector and date accomplished, per checklist in Figure 9.2-B.

(9) All hazardous waste materials are packaged and removed from the site by contracted professional hazardous waste transporters, supervised by the District Safety Office.

(10) The Contractor and the Site Safety Monitor shall complete the uniform hazardous waste manifest.

(11) After disposal is complete, a completed copy of the original waste manifest and certificate of disposal will be received by the District Safety Office.

(12) The District Safety Office will forward a copy of the manifest to the generating site and file master copy.

(13) Contingency plans for copying with hazardous materials/waste spills are located in Appendix "A" Site Emergency Plans and the District Emergency Check-List.

9.3 NON-HAZARDOUS WASTE

Many products used in schools, although not listed as a hazardous material/waste, contain small amounts of hazardous material or material which may be recycled. Materials of this type are regulated to some degree in the disposal process. Local regulations on waste disposal are relative to the local disposal capabilities.

It is the responsibility of all employees to ensure that waste and residue remaining from projects is properly discarded. Proper disposal of industrial cleaning and processing chemicals may be obtained from the Safety Data Sheet or labels. Most consumer products will contain disposal instruction on the product label.

The products listed in the following table are used and discarded by District Personnel. When new products in the category are discovered, the District Safety Office will be noticed. The Safety Office we will provide disposal instructions and assist ass necessary in establishing a means for proper disposal.

MATERIAL	DISPOSAL INSTRUCTIONS
Rechargeable Batteries (non-vehicle)	Turn in at Central Warehouse
Tires	Turn in at Bus Garage
Vehicle Battery	Turn in at Bus Garage
Fluorescent Bulbs	Turn in at Central Warehouse
Fluorescent Ballasts	Turn in at Central Warehouse
Waste oil	Hazardous Waste Removal Request
Electric Equipment	Turn in at Central Warehouse
Paint	Hazardous Waste Removal Request
Pesticides	Hazardous Waste Removal Request
Photo Chemicals	Hazardous Waste Removal Request
Consumer Cleaning Chemicals	Hazardous Waste Removal Request
Auto Parts Wash	Hazardous Waste Removal Request
Air Conditioning Oil	Hazardous Waste Removal Request
Refrigerant	Hazardous Waste Removal Request
Transformers	Hazardous Waste Removal Request
Silk Screen Chemicals	Hazardous Waste Removal Request
Cosmetology Chemicals	Hazardous Waste Removal Request
Suspect Materials	Hazardous Waste Removal Request

9.3 LEAD EXPOSURE CONTROL

The Occupational Safety and Health Administration's Lead Standard requires every employer that has workplace where there is a potential for exposure to airborne lead at any level to prove employees with substance identification, basic health hazard data, and a summary of the Standard's key provisions.

The District must set up a training program and require the participation of all employees subjected to lead exposure at or above the action level or where the possibility of skin or eye irritation exists. "Action level" means employee exposure, without regard to the use of respirators, airborne concentration of lead of 30 micrograms per cubic meter (ug/m3) of air averaged over an eight-hour period.

This training must be provided prior to an employee's initial job assignment where there is a potential for lead exposure. Employees so identified, must go through the training program at least annually.

In addition to the training requirement, the lead Standard requires that the employee exposure to lead be recorded and maintained. Control standards are established in 29 CFR 1926.62 for use in work involving construction, alteration, repairing, or decorating buildings and structures. Exposure in general industry is governed by 29 CFR 1910.1025. The lead hazard in the District consists primarily of lead based paint used to pain schools prior to 1988. Buildings, which are more than 10 years old with multiple layers of paint, should be tested before removing the old paint.

(1) Responsibilities. General Managers of Maintenance, Technology, and Supervisor of Educational Building Trades Training shall ensure that employee, students, and contractors subject to scrape, sand, chip or otherwise remove older school building paint are aware of the potential presence of lead in paint. Supervisors should contact the District Safety Office prior to any paint project where the paint will be removed. Lead based paint shall not be utilized within the District for any purpose, without the express approval of the District Safety Office.

The District Safety Office will provide investigation and compliance assistance for all incidents of employee or occupant exposure and assist in the identification and control of lead exposure hazards, within the District.

Maintenance Unit Managers and custodial supervisors who have personnel subject to duties of repair and abrasive cleaning in areas where lead may be present shall ensure training is provided as outlined below.

(2) Employee Information and Training. OSHA's Hazard Communication Standard requires that the District provide training to all employees exposed to lead. In addition, the construction lead Standard requires an information and training program for all employees exposed to lead on any day at or above the action level. The program must teach the employee the specific hazards associated with the work environment, protective measures that can be taken, and the employee's rights under the Standard. The training must be provided prior to the initial job assignment and repeated annually for covered employees.

(3) Text of Regulation. 29 CFR 1926.62. This standard applies to all construction work in which lead in present in any amount. The standard sets forth an action level, which is employee exposure, without regard to the use of respirators, to an airborne concentration lead of 30 ug/m3, calculated as an eight-hour Time Weighted Average (TWA). When employees are exposed above the action level for more than 30 days per year, the District must provide a periodic medical surveillance program.

The District must ensure that no employee is exposed to concentrations of lead in excess of the Permissible Exposure Limit (PEL) of 50 ug/m3 as an eight-hour TWA. The Standard allows for the use of respiratory protection to supplement feasible engineering controls where necessary to comply with this limit.

(4) Exposure Assessment. The District Safety Office is required to determine if any employee is exposed to lead at or above the action level of 30ug/m3 as an eight-hour TWA.

This initial determination need not be based exclusively on exposure monitoring but may be based on objective data demonstrating that a particular product or material containing lead or a specific process, operation or activity cannot result in employee exposure to lead at or above the action level during expected conditions of use or handling.
Historical measurements of airborne lead may be used to satisfy the initial exposure assessment requirement if they have been taken within the previous 12 months during work operations conducted under workplace conditions closely resembling the process, type of material, control methods, work practices, and environmental conditions used and prevailing in current operations.

If the initial determination or subsequent determination reveals employee exposure to be at or below the Permissible Exposure Level (PEL), monitoring must be performed at least every six months. If the initial determination reveals that employee exposure is above the PEL, monitoring must be performed quarterly.

In addition, certain tasks or operations involving lead are presumed to expose employees to levels greater than the PEL unless otherwise demonstrated by the exposure assessment. When that is the case, interim protective measures must be implemented until the exposure levels are indicated lower than PEL. Employees must be given written notification of the results of their exposure assessments within five working days.

(5) Methods of Compliance. To the extent feasible, the District must institute engineering and work practice controls, including administrative controls, to reduce exposures to or below the Permissible Exposure Level (PEL). Where such feasible controls are not sufficient, the Supervisor is required to provide appropriate respiratory protection as a supplement.
If administrative controls are used as a means of reducing employee's Time Weighted Average (TWA) exposure to lead, the District must establish and implement a job rotation schedule and endure that employees follow appropriate work practices.

The District Safety Office must develop and implement a written compliance plan prior to commencement of a job where employee exposure to lead without respect to respiratory protection, will be in excess of the PEL. The plan must be reviewed and updated at least every six months.

The compliance program must provide for frequent and regular inspections of job sites, materials, and equipment made by a Competent Person. Competent Person is defined in the Standard as one who is capable of identifying existing and predictable lead hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them.

The Standard requires that appropriate respirators be used whenever the concentration of lead is at or above the PEL, in the work situation in which engineering and work practice control are not sufficient to reduce exposures below the PEL, and whenever the employee requests a respirator. Respirators must be provided at no cost to employees and must be properly selected, used, maintained, cleaned, and fit-tested.

(6) Protective Clothing and Equipment. The District must provide, at no cost to the employee, PPE, that is appropriate for the hazard. In addition, the District is required to provide for the cleaning, laundering, or disposal of protective clothing and equipment and must repair or replace it as needed to maintain effectiveness.

(7) Housekeeping. All surfaces must be maintained as free as possible from the accumulation of lead dust. This is to be accomplished by HEPA vacuuming floors, rafters, and other surfaces or by using other methods equal effective in preventing the dispersal of lead into the workplace the use of compressed air to remove lead is prohibited unless it is used in conjunction with a ventilation system designed to capture the airborne dust created by the compressed air.

(8) Medical Surveillance. The medical surveillance program is designed to facilitate early detections of health effects associated with exposure to lead. The Standard requires that the District make available initial medical surveillance to employees occupationally exposed to lead at or above the action level on any workday. Initial medical surveillance consists of biological monitoring in the form of blood sampling and analysis for leads and zinc protoporphyrin levels.

The District Safety Office must institute a medical surveillance program for all employees who are or may be occupationally exposed to lead at or above the action level for more than 30 days in a 12 consecutive months.

(9) Signs. Warning signs must be posted in each work area where employees' exposure to lead exceeds the Permissible Exposure Limit (PEL).

(10) Record keeping. Records of exposure monitoring and other data used in exposure assessment must be maintained. Also, records of medical surveillance and temporary medial removals are required to be kept. The records must be made available, if requested, to employees and their designated representatives.

(11) Compliance Guidance CPL 2-2.58. To clarify the final standard, OSHA has issued a compliance directive, CPL 2-58. Essentially, the directive explains that construction-related maintenance work is covered under the standard, but routine cleaning of structures that have "insignificant" corrosion of lead pain is not. In other words, the standard covers construction work that includes painting and decoration and any repair or renovation activities that disturb in-place lead-containing materials, such as steel structure renovation and repair. The standard does not cover routine cleaning and repainting such as minor surface preparation and repainting.

To meet the standard's exposure assessment requirement, air samples must be taken outside a respirator as near as practical to the employee's nose and mouth. Air samples collected inside a respirator do not meet the requirements and employees cannot use such samples as indicators of whether they are complying with the Permissible Exposure Limit (PEL).

The District is not obligated under the standard to provide general work clothes to workers but must provide protective work clothing that prevents lead from contacting worker's work clothes, street clothes, undergarments or skin.

9.4 RADON

Radon is a gas that is constantly being formed from small amounts of uranium in rocks and soils. Radon gas is colorless, odorless, and tasteless, but it's radioactive. Decaying radon releases energy in the form of alpha particles (radiation) which when airborne are inhaled into the lung and may with long-term heavy exposure cause significant damage to delicate lung tissue. Such damage increases the risk for lung cancer, which is the primarily health related issues of radon gas.

Certain geographical areas of Florida are richer in radioactive elements than in others. Usually, the gas rises through the soil and escapes into the open atmosphere where it has little or no effect on people. When the rising gas enters an enclosed house/room through cracks in a concrete floor or wall, drains in the floor or holes around pipes the concentrations quickly increases to point which is considered to be a health issue.

The State of Florida became the first state in the nation to pass a rule regulating exposure of its citizens to naturally occurring radioactive materials in the environment. The state rule was at least, in part, a response to the EPA issued warnings regarding radon over exposure in schools. The District Safety Office is responsible for testing, tracing, retesting, and mitigation of radon in schools where elevated concentrations are found. Testing protocol for radon as established by the RPS consists of a walkthrough of buildings to determine what areas of rooms contain openings where radon might be at strategic location in non-occupied, enclosed rooms, for a period of 48 hours. When the completed testing results in radon concentration of 4 Pico curies per liter (pci/L) or greater, action is recommended to reduce the concentration. Persons who perform for radon testing, evaluation tracing, and mitigation of radon gas must be licensed by the Florida Health Department.

9.5 STORAGE TANKS

Storage tanks containing hazardous or regulated material are located at various schools and support sites throughout the District. Storage tanks are located underground, as well as above ground. For the past 50 or 60 years prior to 1989 the preferred storage method was by underground tanks because it was the most convenient way to ensure safety against fire or explosion, and was more esthetically pleasing than above ground tanks. Installation and maintenance was not regulated beyond the fire hazard. The products caused serious environmental damage and resulted in increased public concern. Emphasis shifted from tank regulations for reason of fire safety to that of protecting the environment and public health. Regulatory programs for storage tanks have since 1980, been progressive on federal, state, and local levels.

The Florida legislature initiated regulation of underground and above ground storage with the 1983 Water Quality Assurance Act. Since that time, numerous mandates, both federal and state, have been implemented for tighter control and expanding coverage.

Present statues are extensive and regulate all storage tanks relative to construction, installation, maintenance and retrofit testing, monitoring and closure. Specific requirements are based on the age of the tank, the volume and the type of hazardous or regulated substance stored.

(1) Procedures

These procedures are applicable to all tanks used to store hazardous or regulated substances and located on property owned or leased by the School District.

a. The District Safety Office shall ensure that existing storage tanks are in compliance with state and local mandates
b. The Director responsible for storage tanks shall ensure that only certified storage tank contractors' perform. Retrofits or removal of existing storage tanks and must be conducted through the District Safety Office
c. The Director of Construction shall ensure that only certified contractors are used for new storage tank installation
d. The District Safety Manager shall review and approve construction plans for new tanks
e. Site Administrators/Principals and Site Safety Monitors located at sites containing storage tanks shall be provided the following information for site records:
    1. Specific location of each tank
    2. Date installed if known, and/or date retrofitted
    3. Type, size, by volume and substance storied
    4. Indicated if tank system is in full compliance. If not incompliance, what actions are to bring into full compliance?

(2) Records

a. The District Safety Office shall main records for each tank in the District, Information shall include:
    1. Specific location of each tank
    2. Date installed if known, and/or date retrofitted
    3. Type, size by volume and substance stored
    4. Indicate if tank system is in full compliance. If not in compliance what actions are necessary to bring in to full compliance?

b. Records shall include storage tanks, which are in-service, out-of-service, closed and/or removed

HILLSBOROUGH COUNTY SCHOOLS
HAZARDOUS WASTE WEEKLY INSPECTION
SMALL QUANTITY GENERATORS

School/Facility Name _____ Inspection Date _____

Address _____ Inspection Time _____

Telephone Number _____

EPA ID Number _____

Inspector must complete one form per hazardous waste storage area.

Waste Storage Location: Bldg. No. _____ Rm. No._____

Number of Container(s): _____

Size of Container(s): ☐ 5 gal. ☐ 10 gal. ☐ 15 gal. ☐ 20 gal. ☐ 30 gal. ☐ 55 gal.

Others (describe) _____

Types of Container(s): ☐ Plastic ☐ Steel ☐ Fiber ☐ Glass

Others (describe) _____

Condition of Container(s): ☐ Good ☐ Corroded ☐ Rusty ☐ Leaky ☐ Bulging

Observations:

Are container(s) labeled properly ☐ yes ☐ no

Do labels have accumulation start date yes ☐ no ☐

Are lids properly ☐ yes ☐ no

Any unsafe conditions_____

Any corrective actions needed. ☐ yes ☐ no

If yes, what date were corrective actions taken?_____

_____

_____

_____

_____ _____

Inspector Name (printed) Supervisor's Name (printed)

_____ _____

Inspector Signature Supervisor's Signature

Fig. 9.2-B

CHAPTER 10
HAZARDOUS MATERIAL CONTROL

10.1 GENERAL

Any material or substance for which there is sufficient data to indicate a reasonable risk to physical and/or environmental health is considered a hazardous material. These substances are classified as poisonous, toxic, corrosive, flammable, explosive, or radioactive. The danger of these materials encompasses both health and physical hazards. The materials include compounds and mixtures present in most work areas throughout the District. When used properly, many of these products enhance our quality of life and are considered essential elements to everyday living. Adequate control of hazardous materials includes:

(1) Purchasing procedures ensure that only necessary items are introduced into the workplace and that only the quantities needed are purchased

(2) Handling and storage procedures which decrease the risk

(3) Employee training and retraining to ensure through knowledge of all substances in use

(4) The timely removal and disposal of all materials no longer usable

(5) The Hazardous Material Control Program, shall be administered by the District Safety Office

10.2 HAZARD COMMUNICATION PROGRAM

Site Administrators/Principals are responsible for implementing and maintaining a site-specific written Hazard Communication Program, based on the sample program outlined in Appendix E.

The written program is primary tool in controlling hazardous materials. It will ensure that employees are informed of the hazards of products used in the work area. Each written program shall include:

(1) Procedures to obtain a Safety Data Sheet (SDS) for all hazardous materials used at the site and for the accessibility of SDS to employees.

(2) A list of the hazardous chemical known to be present, using an identifier that is referenced on the appropriate SDS. The list may be compiled for the worksite as a whole or for an individual work area.

(3) The methods used to inform employees of the hazards of non-routine tasks.

(4) Requirement for labels, warning signs, and SDS for all listed chemicals.

(5) Employee training will be provided in two phases:

a. Basic knowledge of hazardous chemicals by class of hazards, with definition of terms used to communicate information and the typed and degree of the hazard will be provided for new employees during the new Employee Orientation Training. The District Safety Office will provide the orientation and annual re-training

. Supervisors shall provide training on the individual chemicals used in their work areas. Training must include a review of the SDS. Additionally, they must ensure that training is provided on any new chemical introduced into the work area prior to its use

c. All training must be documented on the Employee Safety Training Record, Figure 3.5-A

10.3 PURCHASING PROCEDURES – INSTRUCTIONAL

The purchasing manager shall ensure that the purchase of all chemical/hazardous materials to be used in any instructional program must follow these procedures.

(1) The instructional chemicals, listed in Figure 10.3-A as prohibited, shall not be purchased or otherwise introduced into a facility/site or building owned or leased by the District.

(2) The instructional chemicals listed as controlled chemicals in Figure 10.3-B may be purchased in the quantities listed only when approved by the appropriate Supervisor of Science. Approval must be noted on the purchase order prior to forwarding to the Purchasing Department.

(3) Purchas orders to replenish controlled chemicals shall be stamped “SDS Yes or No” Where the SDS is on-hand and the total amount (on-hand plus the amount ordering) does not exceed the amount indicated on the listing in Figure 10.3-B, check the “yes” space and forward purchase order to the Purchasing Department.

(4) Purchase orders for any chemical, which has been previously used, either controlled or uncontrolled, shall be stamped “SDS _____Yes ____No”. Where a SDS is not on-hand, check the “no” space and forward the purchase order to the Supervisor of Science. The Supervisor shall process the purchase order to the Procurement Department or return to the sender, marked “Disapproved”.

(5) No new hazardous material or product for any instructional program may be purchased without the prior approval of the Program Supervisor. (Example: Supervisor of Secondary Science, Supervisor of Technology & Industrial Education.) This applies if ordering a product to be stocked in the warehouse or purchasing a product directly from a vendor (local store or mail order). The requester must send a SDS of the product to the Program Supervisor for approval.

(6) After review, the Supervisor will notify the requester in writing whether the product may or may not be purchased for use in the District. If there are special restrictions on the use of the product, they will be noted in the response. A copy will be sent to the Procurement Department.

(7) The purchase order must include a full description of the product. It must include the chemical abstract number or manufacturer’s catalog number. It will state, “No substitutions will be accepted.”

10.4 PURCHASING PROCEDURES – NON-INSTRUCTIONAL

The hazardous materials that are stocked in the Central Warehouse have been pre-approved by the District Safety Office. Departments may order them and review the SDS that is available for each one. The SDS tells the appropriate and safe way to use any hazardous material. When ordering any hazardous material that is not stocked in the Central Warehouse, use the following procedures:

1. No new hazardous material/product may be purchased without the prior approval of the District Safety Office This includes ordering a product to be stocked in the Central Warehouse or if purchasing a product directly from a vendor (local store or mail order). The requester must send a SDS of the product to the Manger of Risk Management & Safety.

2. After review, the District Safety Office will notify the requester in writing whether the product may or may not be purchased for use in the District. If there are special restrictions on the use of the product, they will be noted in the response. A copy will be sent to the General Manager of Procurement.

3. The purchase order must include a full description of the product. It must include the chemical abstract number or manufacturer's catalog number. It will state, "No substitutions will be accepted."

4. These procedures must be used for all paints, varnishes, cleaning products, sealing mixtures, and any other chemical product that could cause harm if used improperly.

10.5 OUTSIDE CONTRACTORS

(1) Contractors performing work for the District are responsible for identifying and providing to the personnel below written notification of any hazardous, materials intended for use within the District. This notification shall include the date and duration of use and any special precautions required to ensure the safety of students and employees. The contractor shall submit the notification ten (10) days prior to the intended use of such materials to:

a. District Safety Office
b. Site Administrator/Principal
c. Chief Facilities Officer

(2) The Chief Facilities Officer shall ensure that bid documents and directives to contractors and service providers include requirements for notification of hazardous material. The Purchasing Manager shall not accept bids, proposals, or contracts not in compliance with this requirement.

(3) The Site Administrator/Principal shall monitor the contractor to ensure that any special precautions are followed and advise the designated representative from the Facilities Division if the precautions are not being followed. The District Safety Office will assist when requested.

(4) The District Safety Office shall review the notification, advise the Site Administrator/Principal of any specific precautions not identified by the contractor, and provide assistance when necessary.

(5) The Site Administrator/Principal is responsible for notifying the outside contractor of hazardous material they may contact while performing work at District Sites. Procedures are outlined in **Appendix E, Hazard Communication Program**.

10.6 SCIENCE CHEMICAL CONTROL (SCHOOL SCIENCE PROGRAMS)

(1) Storage Handling and Disposal

Instruction in the field of science has long been an integral part of education at the secondary level. Over the past 20 years, science educators have generally agreed that science instruction should include contact with the laboratory environment.

This experience gives students an opportunity to explore the meaning of the scientific endeavor and brings to life much of the material that would otherwise simply be words in textbooks or pictures on a page; when affording this educational necessity the use of various chemicals. This condition could result in a potentially unsafe working environment for both teachers and students. This Safety Manual is intended to standardize chemical control in science laboratories and promote better safety practices. It would be impossible to cover the full range of risks that could occur within the laboratory environment, however, the Department of Education “Florida School Chemical Cleanout Manual” See below link.

http://www.dep.state.fl.us/waste/quick-topics/publications/shw/hazardous/SC/SCC_Manual.pdf.

Shall be used in conjunction with these procedures to provide an in-depth Job-specific Safety Training program for personnel employed in the science disciplines. (See Chapter 3, Section 3.4.)

Training shall be provided and documented on the Employee Safety Training Records. (See Figure 3.5-A). The Supervisor of Secondary Science shall schedule and coordinate the Job-Specific Safety Training effort.

(2) Chemical Storage

The storage of large quantities of chemicals can be hazardous practice. It not only takes up valuable storage area but also can create additional hazards in case of fire or breakage. The rate of consumption is a good indicator as to the maximum quantity that should be stored. The storage of an excessive amount, such as several years supply, even to obtain a price advantage, in the long run may be false economy.

An effective and current inventory program is essential to laboratory safety. A well-developed cataloging procedure will not only provide a list of the available chemicals, but will also aid in the identification of those which are outdated, time sensitive, or carcinogenic. Chemical storage areas shall be inventoried at least once a year and the inventory kept current as shipments are received and material is used.

a. Inventory Information
   1. Chemical and common name
   2. Supplier
   3. Date received
   4. Amount received
   5. Concentration
   6. Uses
   7. Handling precautions

. Storage Procedures

1. Large containers shall be placed as close to the floor as possible.

2. Metal shelving or shelving with metal parts shall be checked periodically for damage from corrosive vapors.

3. Each shelf shall have the smaller containers near the front and large containers toward the back of the shelf to minimize the possibility of spill or breakage.

4. Shelves shall have a one half-inch lip to prevent material from sliding off the shelf.

5. Incompatible chemicals shall be stored to minimize the risk of contact through spills or breakage. (The alphabetical storage of chemicals is not suitable).

6. Where possible, concentrated acids shall be stored in specially constructed cabinet for acids.

c. Compatible Inorganic Chemical Groupings:

1. Metals, hydrides
2. Halides, sulfates, sulfites, thiosulfates, phosphates**, & halogens
3. Amides, nitrates** (except ammonium nitrate), nitrites **, azides**, nitric acid.
4. Hydroxides, oxides, silicates, carbonates, carbon
5. Sulfides, selenides, phosphides, carbides, nitrides
6. Chlorates, perchlorates**perchoric acid**, chlorites, hypochlorites, peroxides**, hydrogen peroxide
7. Arsenates, cyanides, cyanates
8. Borates, chromates, manganates, permangamates.
9. Acids (except nitric)
10. Sulfur, phosphorus**, arsenic, phosphorus pentoxide**

d. Compatible Organic Chemical Groupings

1. Acids, anhydrides, peracids
2. Alcohols, glycols, amines, amides, imines, imides
3. Hydrocarbons, esters, aldehydes
4. Ethers**, ketones, ketenes, halogenated hydrocarbons at 10-6B-(1)€, ethylene oxide
5. Epoxy compounds, isocyanates
6. Peroxides, hydroperoxides, azides**
7. Sulfides, polysulfides, sulfoxides, nitriles
8. Phenols, cresols

(**) These chemicals require special attention due to their potential instability. Note: Chemicals may be alphabetized within above groupings.

(3) Chemical Packaging. Stored chemicals shall be contained in properly labeled, undamaged containers. Chemical storage areas typically contain reagents, which produce corrosive vapors. These vapors attack metal containers, lids, shelving, and labels Chemical containers shall be checked periodically to see that all packaging and labels are in suitable

condition. When damaged labels or packaging, are found, label information shall be replaced and materials shall be repackaged where possible and practical.

(4) Chemical Storage Rooms. Chemicals shall not be stored in classrooms, under ventilation hoods, or on counter or floors. Chemical storage areas shall be:

a) Under lock and key with no unauthorized traffic
b) Well-vented to the outside to prevent the build-up of corrosive, toxic, or potentially dangerous vapors
c) Kept at a moderate temperature throughout the year. (Excessive temperature can contribute to the breakdown and contamination of some chemicals)
d) Well-illuminated to minimize the possibility of misreading chemical labels
e) Free from cluttered floor space
f) Free of chemical residue in sinks, tubes and vials

(5) Chemical Labeling. The labels on chemical containers shall be as informative as possible. The minimum information on a label shall include:

a) Chemical name
b) Supplier's name
c) Date of purchase of mix
d) Concentration
e) Associated hazards pertinent to the chemical
f) New GHS Pictograph

(6) Handling and use. It would be impractical to list all the chemicals that are potentially hazardous. However, the following list places chemicals in one of three categories of risk and explains some of the practical considerations that should be followed. Chemicals which, are included in the prohibited chemical list in Figure 10.3-A shall be removed.

a. Potential Explosive Chemicals

1. Ethyl ether is found in many storage rooms and is potentially explosive. Danger occurs as it breaks down into its crystalline peroxides after being stored for a long period of time. Ethyl ether shall be ordered in quantities, which will be used in one academic year.

2. Phosphorous and sodium shall be monitored carefully and regularly to see that the containers are undamaged as the element can become explosive if allowed to dry.

3. Picric acid is kept in an aqueous solution, which makes it suitable and safe to handle. if the liquid is allowed to evaporate, the crystals become explosive and extremely hazardous. Just adding more solution may not be feasible since material may have crystallized around the neck of the container. Friction caused by turning the cap may trigger an explosion. This is a prohibited chemical, where discovered, it must be removed by hazardous material experts as soon as possible.

b. Chemicals That Are Potential Health Hazards. Chemicals that have been determined to present a health hazard are becoming more numerous. The following are a few of the common chemicals that shall be used only in a properly operating fume hood and under carefully supervised conditions:

1. Benzene
2. Carbon tetrachloride
3. Carbon disulfide
4. Recognized carcinogens
5. Mercury and its compounds
6. All volatile solvents

c. Flammable Chemicals. There are many flammable chemicals used in laboratories. Care must be taken when working with them. All sources of ignition shall be kept out of range of the chemicals and their vapors. Adequate ventilation shall be provided. A few of the common flammables are:
   1. Gasoline
   2. Alcohol
   3. Benzene
   4. Ether
   5. Toluene
1. Petroleum ether
2. Duplicator fluid

Care shall be exercised when any of these are stored. A common household refrigerator shall not be used for the storage of flammable chemicals as unsealed relay switches and thermostats have the potential of igniting dangerous vapors. Flammables shall only be stored in approved flammable storage cabinets.

(7) Chemical Purge and Disposal. Storage areas shall be purged periodically, but not less than once each year, to keep the area from becoming cluttered, reduce the danger of spills and breakage, and reduce the chance of contact with unsafe and unstable compounds. The following generic outline will serve as an aid in the identification of those chemicals that shall be removed:

a. Old chemicals that have lost their effectiveness
b. Improperly labeled chemicals
   1. Unlabeled containers, contents of which are unknown
   2. Chemicals with damaged labels, which do not provide enough information
c. Chemicals in damaged packaging
   1. Rusting containers and lids
   2. Cracked Containers
d. Materials which are never used or for which no use is known
e. Large quantities of potentially hazardous chemicals
f. Chemicals whose educational benefit is outweighed by their danger to human safety and health or on the prohibited chemical list

g. The disposal of chemicals can be a dangerous and difficult task if attempted in a haphazard or unapproved manner. While many chemicals can be removed and eliminated without great difficulty, others should be handled by trained professionals. Schools may use the services of public agencies such as the local fire department, police department, or health department where it is deemed an emergency. (Not: State and local regulations should always be followed). Methods of disposal for educational program chemicals shall be determined by the

appropriate Program Supervisor or other competent staff. (See Section 10.11 for further information on Hazardous Waste disposal, HCPS has a designated vendor please contact the District Safety Office for pick up requests

10.7 NONSICIENCE CHEMICAL CONTROL (EDUCATIONAL DEPARTMENTS)

Hazardous materials are present in numerous non-science areas throughout educational sites. Supervisors and teachers shall ensure chemicals in these areas are properly labeled and stored. All educational chemicals purchased in laboratory mixtures and/or strengths shall be labeled and stored in conformance with Section 10.6. All industrials chemical labels shall identify contents, manufacturer or distributor, and appropriate hazard identification. Work and storage areas shall be inventoried and purged not less than once each year as outlined in Section 10.6(7). The required hazardous material list used in the District's Hazardous Communication Program must be updated after the inventory and purged.

1) Art, Technology, Education Laboratories and Vocational Training Facilities. The diversity of hazards in educational woodworking, auto repair, and printing, cosmetology, and electronics shops is too broad for inclusion here. However, classes of hazardous materials in each of these areas include flammables, corrosives, poisons, carcinogens and common department chemicals are listed below indicating interaction hazards:

See "Selected Chemical Interaction from Art and Industrial Areas" Table on the following web page: <u>Selected Chemical Interaction from Art and Industrial Art Areas</u>

2) Photography and Photo Processes. Principals of sites, which provide courses in these areas, shall ensure adequate ventilation is maintained in dark rooms and that Personal Protective Equipment (PPE) is provided such as gloves, goggles, and tongs. The following checklist shall be used where appropriate:

a) Wear an approved dust respirator when pouring developer powders
b) Wear goggles and rubber gloves when handling developers in powder from or liquid solution, wash gloves before reusing
c) Are sure eyewash facilities are accessible and functional in darkroom areas
d) When using developer baths, use tongs, not bare hands
e) If developer solution splashes in your eyes or on your skin, flush with plenty of water for at least 15 minutes. For eye splashes or serious skin exposure, see a physician as soon as possible
f) Carefully label all solutions so that accidental ingestion does not occur
g) Do not use paraphenylene diamine or its derivatives if at all possible
h) <u>Adequate ventilation will reduce the hazards of acetic acid and other harmful vapors</u>
   i) Store concentrated acids and other corrosive chemicals on low wooden shelves in ventilated cabinets or work areas to reduce the chance of face or eye damage, should a container break.
j) Always add acid to water, never water to acid.
k) Make sure all solutions are covered when not in use.

3) Duplicating Machines. Duplicating machines and duplicating fluid are prohibited in the District. Duplicating fluid contains 55% - 95% methyl alcohol, which can produce blindness if ingested as well as much other long-term impairment. These items shall be disposed of immediately when discovered.

Custodial Cleaning Chemicals. Many products used by custodial personnel are either flammable or corrosive. Flammable products often represent in inhalation exposure hazard and all corrosive products represent a skin and eye exposure hazard. The inappropriate mixing of various cleaning products may produce serous and sometimes fatal consequences. Custodial Supervisors shall ensure all custodians are trained in the proper use of cleaning agents including the following:

a) The mixing of ammonia and bleach to produce a “super cleaning” solution is strictly prohibited
b) Stored ammonia and bleach will be separate so spills cannot interact
c) All products will be properly labeled except individual small containers may be labeled with just the product and user’s name when others will not have access to the container
d) When custodians are assigned to clean chemical storage areas, proper training or related hazards shall be provided
e) Personnel shall be trained in the proper use of PPE as required by SDS

5) Food Service Area. The storing of cleaning chemicals, pesticides, insecticides, or other hazardous material in food storage areas/rooms or food preparation areas is strictly prohibited.

10.8 MAINTENANCE, SERVICE, AND REPAIR FUNCTIONS

1) Remote Worksites. Maintenance and repair personnel use many flammables, toxins, poisons, and corrosive products in their daily activities. Knowledge of the use and storage of these products shall be provided through the Hazard Communication Program. Personnel must also be aware of the hazards associated with chemicals used and stored at District Sites where they perform maintenance. Plumbers may need to work near water-reactive chemicals and electricians in rooms filled with flammable and corrosive materials. When entering and unfamiliar work area employees must take the following precautions:

a) Check the area for chemicals that are known to be dangerous
b) Check the site personnel when unknown, unmarked or damaged containers are present. The SDS must be provided upon request
c) Make sure ventilation systems are operating where installed
d) When hazards are discovered, make sure they are removed or otherwise made safe before proceeding with the job
e) Employees shall make sure that asbestos is not present before performing a task, which would disturb known asbestos. Personnel must adhere to the prohibited tasks outlined in the site Asbestos Maintenance Program. When in doubt, review5 the Asbestos Maintenance Program procedures to determine where asbestos are located in the work area
f) Whenever a District Maintenance or Custodial employee plans to use a hazardous material that has not been previously used at the school/site, the crew leader or worker must review the SDS with the Site Administrator/Principal. The review shall emphasize any health/safety hazards and any special precautions that must be taken to protect students and employees

(2) Purchasing. The procedures for purchasing of hazardous material for all non-instructional functions are outlined in Section 10.4

(3) Inventory. All work areas must perform an inventory at least once each year and update the chemical lists required in the written Hazard Communication Program in Appendix E. During

the annual inventory, Supervisors shall purge stored material using the guide outlined in Section 10.6(7) and dispose of hazardous waste.

(4) Transport. Supervisors shall ensure that hazardous materials transported to and from job sites in District Vehicles or privately owned vehicles are in conformance with the Federal, State and Local Regulations.

10.9 HAZARDOUS CONSUMER PRODUCTS

Ordinary household products are the largest unregulated source of hazardous materials. While multitudes of Federal, States, and Local Regulations dictate the collection, transportation, and disposals of industrial hazardous material, there are few regulations to control proper disposal of consumer products, which can be hazardous and sometimes fatal when not used and disposed of properly.

1. Products which state “Keep Out” of Reach of Children” shall be stored in such a manner to ensure compliance with the warning label.

2. Empty containers for products, which are potential hazardous, shall not be used as containers for any other products. Containers shall be disposed of per instructions on labels.

3. Many consumer products contain hazardous substances, but at a reduced strength.

4. Aerosol spray cans marked as “extremely flammable” are also extremely dangerous. Excessive heat or sparks may cause these containers to explode. Store only in approved flammable storage cabinets or rooms. Use and dispose of containers as soon as possible, according to Federal, State, and Local Regulations.

A list of common hazardous consumer products is on this web page: Hazardous and Disposal Options for Selected Consumer Products.

HILLSBOROUGH COUNTY SCHOOLS
CONTROLLED AND **PROHIBITED** CHEMICALS
INFORMATION
AND INVENTORY

SCHOOL _____ **DATE** _____

PROHIBITED CHEMICALS

No science department will **STORE** or **USE** these chemicals.

	CHECK **ONE ONE**	
	WE HAVE	WE DON'T
Acrylonitrile	☐	☐
(52%) Acetylides	☐	☐
Aniline & all compounds	☐	☐
Anthracene	☐	☐
carbonate Antimony powder	☐	☐
Oxide Antimony trichloride	☐	☐
Arsenic & all compounds	☐	☐
+Asbestos (only mineral)	☐	☐
Ascarite Azide	☐	☐
Azides Azides	☐	☐
tetroxide Benzene	☐	☐
Benzidine Hydrofluoric acid	☐	☐
Benzoyl peroxide	☐	☐
Berylium compounds	☐	☐
+Bromine (display vial)	☐	☐
Cadmium powder and compounds	☐	☐
aqueous) Carbon disulfide	☐	☐
tetrachloride	☐	☐
Chloral hydrate	☐	☐
Choretone	☐	☐
Chloroform	☐	☐
Chloropromazine	☐	☐
Chromium III compounds	☐	☐
arsenate Chromium powder (dust)	☐	☐
Colchicine	☐	☐
cyaride	☐	☐
Cyanides & all compounds, except thio & iron	☐	☐
Diethyl ether	☐	☐
Diisopropyl ether	☐	☐
vial) Dimethylaniline	☐	☐
Diphenyl ester carbonic acid	☐	☐
p-Dioxane	☐	☐
Ethidium bromide	☐	☐
compounds Ethylene oxide	☐	☐
Formaldehyde	☐	☐
Toluidine Formalin	☐	☐
Hexachlorophene	☐	☐
Hydroflouric acid	☐	☐
Hydrogen peroxide	☐	☐
Lead (VI) chromate	☐	☐
Lead arsenate	☐	☐
Lead	☐	☐
Mercury II	☐	☐
Meistylene	☐	☐
Methyl iodide	☐	☐
Napthalene	☐	☐
Nickie powder	☐	☐
Osmium	☐	☐
Paris green	☐	☐
Perchloric adid	☐	☐
Phenol	☐	☐
Phosphorus pentoxide	☐	☐
Phthalic anhydride	☐	☐
Picric acid (solid or	☐	☐
Potassium cyanide Carbon	☐	☐
Potassium perchorate	☐	☐
Potassium sulfide	☐	☐
Pyrogallic acid	☐	☐
Silver cyanide	☐	☐
Silver oxide	☐	☐
Sodium	☐	☐
Sodium azide	☐	☐
Sodium	☐	☐
	☐	☐
Sodium dichloroindophernol	☐	☐
Sodium peroxide	☐	☐
+Strontium (display	☐	☐
Styphinates	☐	☐
Sulfuric, acid fuming	☐	☐
Tetrabromoethane	☐	☐
Thallium &	☐	☐
Thiourea	☐	☐
0-	☐	☐
Vinylite	☐	☐

+in sealed container for display only

_____
DEPARTMENT HEAD'SSIGNATURE

_____
PRINCIPAL'S SIGNATURE

Fig.10.3-A

HILLSBOROUGH COUNTY SCHOOLS
CONTROLLED AND **PROHIBITED** CHEMICALS
INFORMATION AND INVENTORY

SCHOOL_____ **DATE** _____

CONTROLLED CHEMICALS
(Purchase orders for these chemicals must be initialed by the Science Supervisor)

	Max Amount	Amount at Scho	Health Hazard	Flamm	Reactivity	Disposal	Hazard Type	Comments
Acetaldehyde	200 ml.		2	4	2	2	ADGI	
Adipoyl chloride solution	500 ml.					6	G	
Aluminum powder	100 g.					6	A I	
*Ammonium nitrate	500 g.		2	1	3	5, 1	A B C I	
Bromine (display vial)								
Calcium carbide	500 g.		1	4	2	13	A C G	
Cyclohexane	4 L		2	3	0	2	A E G I	
Dichloroethane	500 ml.							
Dichloromethane	1 liter							
Formic acid	500 ml.		3	2	0	3, 1	A C G H	
Hexane	4 L		1	3	0	2	A F	
Hydrogen peroxide (30%)	2 L		3	0	3	1	B G I	
Iodine	100 g.							
Lead oxide (yellow powder)	100 g.							
Lithium, metal	100 g.							
Magnesium (powdered)	100 g.		1	1	2	6	I	
Magnesium, metal	200 g.							
Mercury	1 kg.		4	0	0	15, 6	H	
Mercury compounds (except mercury II oxide-which is prohibited)	25g. each		4	0	0	6	C H G	
Nicotine solution	100 ml.							
Oxalic acid	500 g.		3	0	0	3, 1	F	
Petroleum ether	4 liters		1	4	0	2	A E I	
**Phosphorus, red, white, yellow	.50 g.							
**Potassium metal	100 g.		3	1	2	12	A C G	
Potassium oxalate (AP& Chem II)								
Pyridine (controlled 100 ml. For science projects only)	100 ml.							
+Selenium (display vial)								
**Sodium	500 g.		3	1	2	12, 1	A G C	
+Strontium (display vial)								
Tannic Acid (solid)	100 g.		4	0	06		carcinogen	
Thioacetamide (AP & Chen II only)	50 g.							
Toluene	4 liters		2	3	0	2	A D I	
+Uranium (display vial)								
Uranyl acetate	10 g.							
Uranyl nitrate	10 g.							
Wood's metal (demo only)	150 g.							
Xylene	4 liters		1	3	0	2	A H I	
Zinc (dust)	500 g.		0	1	1	6		

Fig. 10.3-B

CHAPTER 11
RECORDKEEPING

11.1 GENERAL STANDARDS

REF: GEDERAL STATE AND DISTRICT

REF: 381-60 FAC

Well-maintained records provide data for evaluating the effectiveness of a safety program and evidence of compliance with safety standards. Supervisors may use these records to identify the need for training in new areas, provide more in-depth training for staff, identify processes needing Job Safety Analysis, and locate hazards, which have not been corrected. Records shall be continuously maintained and readily available for inspection by the State Department of Education, District Safety Office, Safety Committee Members, and employees. In addition to the record keeping requirements related below, numerous specific Standards require records be maintained at applicable worksites. Areas using respirators, heavy equipment, or hearing protection programs are examples of worksites needing recordkeeping requirements. The primary record keeping centers are the worksites and the District Safety Office. When worksites are assigned only four or five personnel, the Site Administrator/Principal may establish the record-keeping center at the department level. However, certain information and reports must be posted at the permanent worksite.

11.2 RECORD KEEPING CENTERS

A Record Keeping Center (at each work sites) shall provide a central location for all safety material and files. The Record Keeping Center will contain all Safety Files for the worksite and will be supervised by the Site Safety Monitor, Safety Files shall include as a minimum:

(1) Asbestos Management Plan
(2) Asbestos Maintenance Program.
(3) Employee Safety Training Records (for each employee)
(4) District Safety Manual to include:
    a. Site Emergency Plan
    b. Bloodborne Pathogens Exposure Control Plan
    c. Lockout/Tagout and Administrative Respirator Programs, where applicable
    d. Hazard Communication Program
    e. Other written programs as required
(5) All Site Safety Inspection Reports
(6) Student Employee Accident Investigation Reports and First Report of Injury or Illness Forms (Workers' Compensation Policy)
(7) Site Safety Committee Minutes
(8) First Responders Roster
(9) Hazardous Waste Removal Request Forms
(10) Bio-hazardous was disposal records
(11) Hazard Waste Manifest (copy)
(12) DOS Log and Summary of Occupational Injuries, Diseases and Illness Form

11.3 JOB-RELATED ACCIDENTS, INJURIES AND ILLNESSES

(1) A copy of the Student and Employee Accident Investigation Reports shall be maintained at the worksite. A copy of the log will be attached and maintained where applicable, as well as medical reports pertaining to the accident.

(2) The Log shall be maintained at each worksite. Each accident shall be entered per instruction on the form with six (6) working days of learning that an injury, accident or illnesses has occurred. The Log shall be maintained on a calendar year basis.

(3) The Log certification shall be accomplished by affixing the signature of the Supervisor.

(4) The Site Administrator/Principal shall retain records required in the Section in the Safety Files for a period of three (3) years following the end of the calendar year to which they relate.

(5) Supervisors shall make available all records required by this Section on request by any employee or former employee for examination and coping in a reasonable manner and at a reasonable time.

(6) When a Site Administrator/Principal is changed, the new Site Administrator/Principal shall be responsible for maintaining records, reports and preserving records of the prior Site Administrator/Principal.

(7) When a worksite is located apart from the Record Keeping Center, the Site Administrator/Principal shall provide the telephone number and a contact person at the Record Keeping Center so that employees have access to records during business hours.

11.4 SITE SAFETY COMMITTEE RECORDS

The Site Safety Committee Members' job titles and phone numbers shall be continuously displayed on the worksite Safety Bulletin Board.

(1) The Site Safety Committee Chairperson shall be responsible for the minutes of all meetings and the posting of the minutes at each worksite for a minimum of five (5) working days within one week after the meeting date.
(2) Site Safety Committee minutes shall be maintained at the worksite for a period of two (2) years.

11.5 TRAINING RECORDS

(1) Each worksite or record-keeping center shall establish and maintain an Employee Safety Training Record using the standard forms provided in Chapter Three. Computer records may be used where data input and retrieving capability exists at the worksite.

(2) The Employee Safety Training Records will be maintained from and employee's first day of employment to the end of employment or transfer. The employee will be provided a copy when transferring or departing.

(3) The training record may be used by the Site Administrator/Principal to certify individuals as qualified to operate certain types of equipment or vehicles.

(4) Annual retaining will be posted using separate entries for each year the training is received.

11.6 INSPECTION REPORTS

(1) Daily supervisor walk-through inspections may be recorded and maintained at the Supervisor's discretion.
(2) The Monthly Safety Self-Inspection Reports with corrective actions shall be maintained for a period of one (1) year.
(3) The Annual Comprehensive Safety Inspection performed by District Inspectors shall be maintained by the Inspectors for a period of five (5) years with corrective actions dated and initialed by the Site Administrator/Principal.

11.7 EQUIPMENT RECORDS

Records off equipment maintenance, inspections, tests, and service work, which are required by specific standards, shall be maintained until equipment is transferred or disposed. This includes.
Personal Protection equipment records

11.8 SITE SAFETY MEETINGS

Worksite safety meetings shall be recorded on the Employee Safety Training Form. The forms used for the safety meetings shall be maintained for minimum of one (1) year. When used for training, they shall be maintained as required for training records.

11.9 DISTRICT SAFETY OFFICE RECORDS

The District Safety Office shall maintain all safety records required to provide the safety history of by each site and the records necessary to provide program evaluation and accident analysis reports Supervisors shall forward copies of the following items to the District Safety Office:
(1) Employee Accident Investigation Report – when completed after each accident
(2) Notice of injury
(3) Employee Air Monitoring – when completed
(4) Log and Summary of Occupational Injuries, Diseases and Illnesses
(5) Required Medical Exams – when completed
(6) All inspection reports
(7) Student Accident Report
(8) Other reports as requested

The District Safety Office shall maintain the official master copy of records for the following:

1) All mandated Safety and Environmental Inspections reports

2) Records of Safety and Environmental programs include:
a. Asbestos
b. Radon
c. Indoor Air Quality
d. Storage Tanks
e. Environmental Audits
f. Lead-in-Paint
g. Bloodborne Pathogens
h. Equipment Operators
i. Hazcom

3) Certification of all safety-to-life systems required for new or renovated educational buildings/facilities

4) Safety Reports, audits and evaluations required by the District Safety Manual

5) Traffic Safety Records

CHAPTER 12
SAFETY RULES, POLICY, AND PROCEDURES

12.1 GENERAL STANDARDS REF INDUSTRY STANDARDS AND NATIONAL

Reduction of everyday employee injuries is the major objective of this Safety Program. The following safety rules are designed in an effort to meet this goal. They are specific regarding the mandates in the District's Policies and Procedures Manual and Florida Statue, Section 442.001. Florida Occupational Safety Health Act (FOSHA) and Chapter 381 Series safety standards. Some rules will apply to a number of job categories. Supervisors shall review all rules and provide instructions to employees and students for rules, which apply to Principals and to the work environment for which they are responsible. Supervisors may expand the safety rules which are defined here by the typed of activity and shall publish a standard safety procedures for tasks within his/her area of responsibility which are considered high risk for injury. New safety rules and procedures shall be reviewed by the Safety Office to ensure conformity only – it is not intended for approval. The Safety Office will assist Supervisors with procedural content only when requested. See item Chapter 12-30 for procedures Safety rules will be reviewed by the District Safety Office on an annual basis for applicability to specific job duties. Employees are encouraged to submit suggested changes. Managers/Supervisors shall post all safety rules here-in listed, which are applicable to his/her area of responsibility.

12.2 GENERAL SAFETY RULES (ALL EMPLOYEES)

(1) Wear Personal Protective Equipment (PPE) such as hard hats, safety shoes, back supports, safety glasses, or face shields as directed by the Supervisor

(2) Never stand up, sit on the side of, or ride on any exterior part of a moving vehicle

(3) Do not enter or exit any vehicle while it is in motion

(4) Do not work or drive while under the influence of alcohol or drugs

(5) Walk (do not run), watch your step; keep firm footing and balance at all times.

(6) Do not engage in horseplay or practical jokes

(7) Do not use frayed, cut, or cracked electrical cords. Turn them in to the Supervisor for repair or replacement

(8) Use only ladders and step stools to get additional height. Do not use a box, crate or other improvised stand for climbing

(9) Do not use gasoline for cleaning purpose

(10) Place warnings signs below and rope off the area when doing work overhead

(11) Do not walk or run in front of or behind moving equipment

(12) Remove vehicles, equipment and tools from service when they are damaged and unsafe to operate

(13) Do not use corridors, attics, vestibules, halls, stairs, or the spaces under them for storage purposes

(14) Do not operate machines unless safety guards are in place

(15) Do not block exits

12.3 LIFTING (ALL EMPLOYEES)

Improper lifting techniques and excessive loads can cause injuries

(1) Get help if there is any doubt of your ability to lift an object

(2) Place feet close to the base of the object to be lifted

(3) Get a firm grip on the load

(4) Position your feet 6 inches to 12 inches apart on an area of secure footing

(5) Bend at the knees, not at the back

(6) Keep your back straight

(7) Lift slowly and evenly with leg muscles and not with back muscles

(8) Keep object as close to the body as possible

(9) Set objects down in the same manner as you picked them up, but in reverse

(10) Avoid twisting your back to turn when lifting. If you must change direction while lifting, Pivot with your feet and turn your entire body to change direction

(11) Perform movements smoothly and gradually

(12) Avoid wet and greasy hands when lifting

12.4 SLIPS, TRIPS, AND FALLS (ALL EMPLOYEES)

(1) Immediately clean up spills, water, oil, and other liquids from the floor by using mop bucket, oil dry materials, sand, paper towels, and cloth materials. Post “WET FLOOR” or “SLIPPERY” caution signs/cones to warn of slippery areas

(2) Turn on lights before entering a dark room

(3) Pick up all foreign objects such as pencils, hammers, tools, etc., from floor surfaces, aisles, or stairs to prevent slipping or tripping

(4) If the plastic chair pads do not lay equally flat on floor, remove and replace them

(5) Immediately report torn, ripped, or loose carpet

(6) Walk around wet or oily areas, if possible

(7) Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces

(8) Keep cabinet and desk drawers/doors closed when not in use or unattended

(9) Walk; do not run, up and down stairs or steps. Take only one step at time

(10) Avoid blocking your view when carrying/pushing objects so large that you cannot see
where you are going

(11) Do not jump from truck beds, platforms, scaffolds, or other elevated places

(12) While seated, do not tilt chairs back on two legs

(13) Do not run electrical and other cords across doorways, aisles, or landings

12.5 AGGRESSION CONTROL PROCEDURES (ALL EMPLOYEES)

(1) Immediately notify campus security or local law enforcement

(2) Notify other staff members or co-workers and have a stand-by to render assistance

(3) Post emergency call numbers

(4) See Emergency Action Checklist

12.6 CLASSROOM AND OFFICE SAFETY

(1) <u>General</u>

a. Close desk and filing cabinet drawers slowly to prevent finger injuries

b. Position office furniture close to outlets to eliminate tripping over telephone and/or electrical cords

c. Open doors slowly and keep them in either a fully open or fully closed position

d. Do not tamper with office machines, phones, or wiring. Call appropriate repair shop if repairs are required

e. Use staple remover, not fingers, for removing staples

f. When refilling stapler, point the loading end away from yourself

g. Do not slide paper edge in hand

h. Use a sponge and water moistener for sealing envelopes

i. Do not place your fingers in or near the feed of a paper shredder. Verify guard is in place and working prior to use

j. Lock down the slicing arm on paper cutting devices when not in use

k. Do not use paper-cutting devices unless finger guards are in place

(2) Office Machines

a. Do not place office machines in unstable locations where they may fall
b. Do not touch electrical machines or connections with wet hands or while standing on floors
c. Turn off and unplug office machines before adjusting, lubricating, or cleaning
d. Keep lids on copy machines closed
e. Never uses carbon tetrachloride for typewriter cleaning

(3) Desks, Tables, Etc.

a. Use only shatterproof glass tops with beveled edges
b. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables
c. Check desks and tables for splinters, dangerous cracks, and loose veneer. Avoid these areas until repaired or replaced

(4) Swivel Chairs

a. Do not stand or conduct horseplay in swivel chairs
b. Do not raise the seats on swivel chairs to the point that your feet do not touch the floor

(5) Fans

a. Do not use fans with bent blades, excessive vibration, and frayed cords or with broken or missing guards
b. Do not place floor type fans in walkways, aisles, and doorways where they will present tripping hazards

(6) Waste Containers

a. Do not place objects with sharp points or fragmented edges in waste cans
b. Never place hands or feet inside waste can before checking for sharp objects
c. Do not use cardboard boxes as waste receptacles
d. Do not put oily rags, broken glass, or sharp objects in wastebaskets. Place them in designated containers labeled “OILY RAGS”, “BIOHAZARD”, “BROKEN”GLASS”, etc., for special handling by the custodian

(7) File Cabinets

a. Do not leave file drawers open. Always use the handles to close them
b. Do not stack file cabinets/bookshelves on top of one another
c. Put heavy materials in the bottom drawers, lighter materials in the top drawers
d. Pull only one drawer out at a time
e. Check file cabinets periodically for safety hazards; remove burrs and eliminate or cover sharp edges

f. Never place materials, boxes, other files, etc. on top of cabinets above five feet. Not only can they fall, but they put undue strain on persons reaching to lift items

(8) Animals

a. Animals whose bite or sting is considered fatal shall not be allowed in the classroom or lab
b. Animals are allowed in the lab or classroom only when both the following are met
c. Only for curriculum development or must have principals permission in writing
d. Animals while in classroom:
    1. Maintained in healthy condition
    2. Appropriately confined
    3. Appropriate size of clean cage or tank
    4. Animals shall not be left on site during weekends or more than 36 hours during non-operational time
    5. Dogs, cats, or wild animals found on campus (call animal control and the Safety Office
e. No animals may be kept on campus outside of a classroom unless there is a specific agricultural/veterinarian circumstances. All cages, buildings, and fencing must comply with safety and health standards. Veterinarian care must be provided on a routine basis for the animals

12.7 SCIENCE/LAB SAFETY

(1) General

a. Identify location of safety equipment, including emergency utility shut off switches, emergency eye wash stations, and shower stations
b. Never work alone in a science laboratory or storage area
c. Do not eat, drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the laboratory environment.
d. Never pipette by mouth
e. Wash hands before and after work in a science laboratory and after spill clean-ups.
f. Restrain loose clothing (e.g., sleeves, full cut blouses, neckties, etc.) long hair, and dangling jewelry
g. Tape all Dewar flasks
h. Never leave operating heat sources unattended (e.g. gas burners, hot plates, heating mantles, sand baths, etc.)
i. Do not store reagents and/or apparatus on lab bench. Keep lab shelves organized.
j. Do not lean into the fume hood
k. Do not use the fume hood as a storage area
l. Obtain and read the Safety Data Sheets (SDS) for each chemical before beginning any experiment
m. Do not mix or dispose of chemicals in the sink drain, unless approved by lab teacher.
n. Dispense and dispose of chemicals per SDS requirements and manufacturer's recommendations
o. Store chemicals and labeled containers in designated storage areas

(2) Safety Wear (Lab)

Follow safety instructions and use required Personal Protective Equipment (PPE) as provided by the Supervisor.

a. Wear Supervisor-designated eye or face protection (e.g., safety goggles) while handling chemicals
b. Wear gloves approved by the Supervisor that will resist penetration by the chemical being handled and which have no pinholes, tears, or rips
c. Wear a laboratory coat or apron to protect skin and clothing from chemicals
d. Wear shoes or boots that cover feet completely; no open-toe shoes are allowed

(3) Facilities and Equipment (Lab)

NOTE: Prior to using chemicals, the employee shall identify and be familiar with the location of all emergency eyewash and shower stations.

a. Never block any escape routes
b. Never block a fire door open
c. Never store materials in lab or storage area aisles
d. Do not use machines such as grinders, pumps, etc., unless all moving belts and pulleys have safety guards
e. Secure compressed gas cylinders at all times, in approved stand or chained to wall

12.8 CAFETERIA/FOOD SERVICE SAFETY (FOOD SERVICE EMPLOYEES)

(1) General

a. Disconnect electrical appliances such as blenders, grinders, and coffee pots from the power source before cleaning
b. Keep aisles clean, clear, and dry at all times
c. Wear only closed-toe, low-heel, and non-slip shoes. Shoes should be sturdy and well maintained
d. Store cleaning products separately from food products
e. Clean steam tables and cutting blocks daily
f. Keep sharp, protruding objects out of the aisles; keep all drawers closed.
g. Store all cleaning equipment such as brooms, mops, carts, pails, etc., in the utility closet
h. Turn on exhaust hood fans when ranges are in operation. Keep hood filters clean and free of grease

(2) Receiving Area

a. Keep floors in a safe condition, free from broken tile, and sliding floor mats
b. Keep floors and/or deck areas dry, clear, and hazard-free

(3) Storage Area

a. Storage heavy items on lower shelves
b. Use a ladder to reach items above chest level
c. Store cartons and flammable materials at least 18 inches from light bulbs
d. After changing light bulbs, replace screen guards. Do not store ammonia and bleach together

(4) Food Preparation Area

a. Before plugging in mixers, blenders, and other electrical equipment, check that the plug ground prong is in place and secure. If not, do not use, tag it as “Out of Service” and notify the Supervisor
b. Inspect electrical equipment regularly for defective or damaged cords or plugs. If defective, tag them “Out of Service” and report them to Supervisor
c. Do not lean against equipment such as mixers, blenders, toasters when turning them on and off
d. Check mixers and attachments for safe operating condition (per operation and maintenance manual) before using. Do not use if defective

(5) Serving Area

a. Keep serving counters and tables free from broken parts and wooden or metal slivers
b. Inspect glassware, china, silverware, and plastic equipment daily. Dispose of chipped or cracked items
c. Use hair restraints such as nets, clips, or hats approved by the supervisor
d. If taking any medication, report it to the Supervisor. Do not operate any equipment while taking medication, unless authorized

12.9 MAINTENANCE AND REPAIR FUNCTIONS

These rules apply to the following personnel: All maintenance personnel, carpenters, custodians, electricians, electronic technicians, grounds keepers, heating/air conditioning/ventilation technician (HVAC), painters, pest control, plumbers, mechanics, roofers, welders, equipment repair, printing, teachers, technical instructors, and students involved in any of the above areas.

1) Electrical
   a. Use only three conductor and grounded extension cords to operate tools
   b. When using electrical extension cord:
      1. Check that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord
      2. Do not install through doorways, holes in ceilings, walls, floors, or windows.
      3. Never remove, bend, or modify any metal prongs or pins
      4. Do not use in wet environment
      5. Do not plug one extension cord into another
      6. Never drive, drag, or place objects over cord or walk on it (example rugs).
      7. Always unplug when not in use
      8. Do not use as a permanent power source
   c. Do not repair or test live circuits except when necessary to effect repair
   d. When working on live circuits, use only tools with insulated handgrips, having UL approval for live line work
   e. When doing electrical work, use only ladders with nonconductive side rails
   f. Never connect a heating appliance using in excess of 1500 watts into a convenience outlet with a 15 Ampere Rating
   g. Use fuse-handling equipment to remove or install fuses when fuse terminals are energized
   h. Do not enter spaces or work on items containing exposed or energized parts unless you are a qualified electrician or accompanied by a qualified electrician
   i. Use safety signs, symbols, or accident prevention tags to warn personnel of electrical hazards

j. Verify that circuits or equipment cannot be reenergized or restarted prior to the completion of work
k. Use gloves, aprons, and face protection approved by the Supervisor while working in battery service areas.
l. Inspect electrical cords and its connections before using. Remove the plug from the outlet before any mechanical or electrical adjustments are made
m. Do not hang an extension cord over nails, bolts, or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep the cord away from oil, hot surfaces or chemicals

(1) Materials Handling

a. Inspect materials for slivers, jagged edges, burns, and rough or slippery surfaces If you detect a hazard, correct it
b. Wipe off greasy, wet, slippery, or dirty objects before trying to handle materials. Keep hands clean and free of grease or oil
c. Prior to adjusting or changing a grip, set the object down
d. Never carry glass under and arm. (A fall could sever an artery)
e. When moving materials on hand trucks or dollies push rather than pull
f. Test the load first. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on your back or abdominal muscles
g. When two or more persons are carrying materials, all should face forward whenever possible. If one must walk backward, be especially alert to slipping, tripping, or bumping hazards. Have another person guide
h. Use the proper tools, such as wrenches, pry-bars, or special handling tools, to lift heavy covers, etc.

(3) Lockout/Tagout

This applicable to service, maintenance department and food service personnel.

a. Do not remove locks from equipment unless they are your own
b. Do not rely on other workers' memories; place the lock yourself. Each person required to isolate an energy source shall place his/her own individual lock or tag on the source
c. Do not commence equipment repair or maintenance work until verifying that the lockout/Tagout control cannot be overridden by passed

(4) Ladders/Scaffolds

a. Do not use any ladder with cracked or damaged rails, steps, or rungs.
b. Open stepladders fully and lock spreaders.
c. Use extension ladders only up to 60 feet. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet or overlap between sections; if extended between 48 to 60 feet, have 5 feet of overlap between sections. Lash or otherwise secure the ladder in place.
d. Only one person is allowed on a ladder
e. Supply firm footing for ladder. If the ground is soft or uneven, use plywood under the feet of the ladder
f. Use 4 to 1 rules in setting up extension ladders. This is easy to compute since the rungs on must ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall

g. Face the ladder when climbing up or down. Hold on with both hands. Carry supplies in tool pouches or haul them up with a line
h. Move the ladder instead of over-extending yourself. Follow the rule of keeping your belt buckle between the side rails
i. Carry the ladder with front end high enough to clear anyone ahead of you.
j. Never paint wooden ladder as paint could hide a defect in the wood and you would not see it. When wooden and/or metal ladders require replacement, purchase safer fiberglass ladders
k. Do not use or mount scaffold if it is not sturdy, free of knotty or defective planks, level, and solidly positioned
l. Keep the scaffold free of scraps, loose tools, or tangled lines.
m. Follow the manufacturer's instructions when assembling a scaffold.
n. Lock and block scaffold wheels before climbing. Never ride a rolling scaffold.
o. Level the scaffolds after each move, but do not extend adjusting leg screws more than 12 inches
p. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height. Verify safety locks are in working condition.
q. Prior to mounting a scaffold, check all pulley, blocks, hooks, fittings, and ropes on swinging scaffold for defects such as loose pins, frayed rapes, cracked scaffolds, etc.
r. All scaffolding must be created by certified individuals

(5) Tools (General)
a. Keep cutting edges sharp and carry in a sheath or holster made for that purpose
b. Report defective (worn, damaged, etc.) tools promptly to the Supervisor for repair or replacement
c. Keep tool handles free from splinters, burrs, etc. Handles are to be tight on the head and not weakened by cracks or splits
d. Do not us impact tools such as hammers, chisels, punches, or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges
e. When handing a tool to another person, direct sharp points, and cutting edges away from both you and the other person
f. Use only insulated tools when working around energized electrical circuits or equipment
g. Pliers, or other cutting tools, avoid directing the blade toward you. Cut away from your body and stand clear of others
h. Never carry hand tools in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.
i. Never use a file as a pry. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other

(6) Hammers
a. Do not use a hammer with a cracked, broken, splintered, or loose handle. The handle must be securely set. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles
b. Do not use a hammer with oily, greasy, or wet hands; keep hammer handles clean.
c. Use the claw for pulling nails. Do not use it as a pry or wedge or for pulling spikes.
d. Never use a hammer with hardened face or tempered, machined, or hardened surfaces. Rawhide, plastic, rubber, lead, brass, or copper hammers will prevent damage to parts and also eliminate the danger of flying metal chips

(7) Knives

a. Do not place the hand or fingers over the back of a knife blade while it is in use
b. Do not try to catch a falling knife. Move from its path and allow it to fall; then pick it up
c. Keep knives sharp
d. Replace knives with worn handles
e. Use knives with retractable blades when available

(8) Pliers

a. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work
b. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire, or whatever is being cut. This will prevent the loose ends from flying and causing possible eye injury
c. Do not cut hardened steel parts with pliers

(9) Saws/Hacksaw

a. Adjust blade so that it is taut in the frame before using
b. Keep saw blades sharp

(10) Screwdrivers

a. Select the correct size and type of screwdriver to fit the job
b. Never use a screwdriver as a chis4el or as a substitute for a pinch bar or pry bar.(Exceptions are dry point and impact screwdrivers)
c. Do not put fingers near the blade when tightening a screw
d. For electrical work, use only screwdrivers that have insulated handles of nonflammable material
e. Do not use screwdrivers to tighten/loosen screw on handheld objects

(10) Wrenches

a. Do not use a make shift wrench
b. Do not use a wrench if the jaws are cracked or worn
c. Always use box or socket wrenches on hexagon nut and bolts as a first choice and open-end wrenches as a second choice
d. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle
e. Never use a piece of pipe, tubing, or another wrench to extend the handle of the wrench in order to secure additional leverage
f. Do not use a wrench with oily, greasy, or wet hands; keep handles clean

12.10 MACHINES/POWER TOOLS

(1) General

a. Wear Personal Protective Equipment (PPE), e.g., goggles, face shield, hearing protection, etc., when provided by your Supervisor
b. Operate a machine only after you have received through instructions and been advised by your Supervisor that you are qualified to operate that machine
c. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches, or any item that could become entangled in the machinery
d. Use a hair net, rubber band, cap, clamp, or other mechanism approved by your Supervisor to contain long hair when working around machinery such as drill, grinders, power saws and other related machinery
e. Make all adjustments with power off
f. Never attempt repair on live circuits, electrical appliances, power tools, cables, or wiring unless you are a qualified person
g. Inspect all portable power tools before operation. Inspect power cables, extension cords, and adapters. Do not use if defective or damaged
h. Use Ground Fault Circuit Interrupter (GFCI) protected circuits to operate all potable power tools
i. Remove all jewelry prior to operating rotating equipment

(2) Drills

a. Adjust the table or depth stop to avoid drilling into the table
b. Securely lock drill bit or cutting tool into chuck
c. Wear eye protection e.g., safety glasses or a face shield) when using drills.
d. Always keep a finger on the portable drill switch so that power may be shut of instantly
e. Do not use a distorted or bent drill bit
f. Disconnect extension cord before attempting to loosen a chuck on a portable tool
g. Discontinue using a drill, if it overheats
h. Secure work piece before drilling

(3) Grinders

a. Adjust the tool rest to within 1/8 inch of the abrasive wheel and thoroughly tighten in place so it cannot shift position while in use
b. Adjust the movable tongue guard to within ¼ inch of the abrasive wheel
c. Inspect the wheels for chips, cracks, or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognize
d. Dress grinding wheels on the face only
e. When grinding, use the face of the wheel only
f. If the grinding wheel vibrates, do not use it. Tag it out-of-service and report it to the Supervisor
g. Do not touch the ground portion of work piece until you are sure it has cooled.
h. When finished using the grinder, shut off the power. Do not leave until the wheel has come to a complete stop and the work area is clean
i. Do not operate grinders near flammable containers or where gasoline fumes are present

(4) Saw (Power)

a. When operating scroll saws, stop the machine before removing scrap pieces from the table
b. Always keep hands and fingers away from the saw blade
c. Turn off the machine if the material is to be backed out of an uncompleted cut or if the blade is pinched
d. Disconnect the machine from the power source when making adjustments
e. Shut off power. Clean the saw and work area before leaving
f. Do not operate any power saw unless properly trained by the Supervisor or other qualified trainer
g. Do not operate saws unless the safety guards are in place and operational
h. Clamp the work when using the hole saw or cutting tool larger than ½ inch diameter
i. On band saws, check adjustments for taut blade tension and centered blade tracking
j. Hold work piece firmly against the table
k. Use push sticks when operating power table saw

(5) Gasoline Engine-Powered Tools

a. Always disengage the clutch before starting; never start under a load
b. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects
c. Never operate the machine without the guards installed
d. Always wear Personal Protective Equipment (PPE) that you have been provided when operating a machine
e. Never refuel running or hot engines
f. Never smoke while refueling the machine

12.11 GROUNDS KEEPER MOWING SAFETY

(1) Inspect the area to be mowed for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. Remove any hazards where possible. Avoid those that cannot be removed
(2) Use Personal Protective Equipment (PPE), e.g., eye/face protection, gloves, hearing protection, etc., provided by the Supervisor
(3) Always look ahead of the mower's path while staying aware of your surroundings.
(4) Check for oncoming cats when mowing near streets
(5) Inspect the mower, e.g., blade, belts, and wheels, prior to use. Look for any loose screws or nuts and make sure that the guard is in place. Before using the machine, make any needed adjustments or repairs according to manufacturer's specifications
(6) Do not put your hands or feet under the mower deck
(7) Turn off the mower and disconnect the sparkplug wire before servicing or adjusting.
(8) Always cut across slopes with an upright mower
(9) When using a riding mower, mow up and down the slope
(10) Keep mower in gear when going down a slope
(11) Turn off the mower when dumping the grass catcher
(12) Do not try to unclog the grass chute while mower is running
(13) Only toe operator is permitted to ride a riding mower
(14) Disengage the drive before starting a riding mower

(15) Disengage the drive before shutting off the mower
(16) Do not direct the discharge toward bystanders
(17) Do not work outdoors in electrical storms

12.12 PESTICIDES AND FERTILIZER APPLICATION/SPRAYING

(1) Only personnel properly trained and licensed will apply pesticide except consumer strength premix. Follow product label instructions and Safety Data Sheet (SDS) precautions when applying weed killers, fertilizers, pesticides, or herbicides Inspect equipment for leaks and loose nuts
(2) Wear Personal Protective Equipment (PPE), e.g., goggles, gloves, respirator, rubber boots, etc., provided by the supervisor
(3) Protect any open cuts or scratches with impervious bandages or gloves before handling or applying pesticides
(4) Never transfer any pesticide or fertilizer into an unmarked or unlabeled container. Keep containers tightly closed
(5) Do not store pesticides near sources of heat
(6) Do not transport pesticide containers in the cab of a vehicle
(7) Do not smoke or carry smoking materials while handling or spraying pesticides and fertilizers
(8) At the end of the workday, shower immediately after you have completed application of pesticides and fertilizers
(9) Do not mix fertilizers with gasoline or cleaning agents
(10) Wash hands and arms thoroughly before eating, smoking or drinking
(11) Store pesticides on impervious surfaces, e.g., metal shelves, plastic shelves, etc.
(12) Remove any clothing that is saturated or impregnated with pesticides and place in a metal container labeled “PESTICIDE CLOTHING.” Do not take clothing home

12.13 GARAGES AND REPAIR SHOP SAFETY

(1) Use jacks only to raise a piece of machinery into position. After machinery is in position, place jack stands
(2) Keep covers on floor openings, such as drain troughs. If any unguarded floor openings are found, inform the supervisor at once
(3) Keep steps into grease pits clean and free of grease, oil, and water by using a degreaser or other cleaning agent approved by your supervisor. Do not leave tools, parts, etc., on steps
(4) Use only cleaning solvents provided by your supervisor. Do not use carbon tetrachloride or gasoline for cleaning parts or in degreasing jobs

12.14 ROOFING SAFETY/KETTLES AND TANKERS

(1) Do not operate felt-laying machines or mechanical mopers within three feet of any unprotected roof opening or within five feet of any unprotected roof edge
(2) If catch platforms are not being used, you must use a safety belt attached to a lifeline which is securely fastened to the structure
(3) Do not work around kettles and tankers being used or heated up for use unless supervised or monitored by a qualified person
(4) Never place a pumper or agitator into a hot kettle or tanker
(5) Park kettles and tankers within a minimum of 25 feet of air intakes, such as windows, doors, etc., only when used with a fume-recovery system
(6) Roofing of student occupied buildings prohibited; except by approval of District Safety Manager

12.15 WELDING SAFETY

(1) Do not perform any welding until properly trained and certified by your supervisor
(2) Obey all warning and precaution signs posted in designated welding areas
(3) Use helmets or hand shields with filter lenses and cover plates to view the arc when arc welding and arc cutting
(4) Use face shields or goggles when operating resistance welding or brazing equipment.
(5) Wear protective flame resistant gloves when welding or cutting
(6) Open windows/doors and turn on local exhaust fans to reduce air contaminants.
(7) Use respiratory protective equipment provided by a supervisor
(8) Do not transfer gases from one cylinder to another or mix gases in a cylinder
(9) Keep all cylinders not in use capped and secured with safety chain
(10) Do not use oxygen from a cylinder or cylinder manifold unless a pressure-regulating device intended for use with oxygen is provide
(11) Check all cylinders and equipment (e.g., hoses, regulators, etc.) for leaks before and after use. Do not use if leaking
(12) Use flash guard shields to isolate the welding area. When not in use, turn off supply and bleed off-cylinders
(13) Do not handle oxygen cylinders, apparatus, and fittings with oily hands, gloves, or other greasy materials
(14) When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Do not use electromagnets or rope when moving compressed gas cylinders
(15) Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame
(16) Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being done

12.16 VEHICLE/DRIVER SAFETY 6A-30171 FAC

(1) Operator must have a current license for that vehicle classification and always wear safety belts.
(2) Slow down when crossing rough terrain, making a turn, and watch for pedestrians
(3) Keep hands, fingers, head, and feet clear when closing doors, hoods and trunks
(4) Stand clear of vehicles moving in reverse
(5) Do not mount or dismount a moving vehicle and do not jump off of a moving truck bed or trailer
(6) Turn off the engine, remove the ignition key, and set the parking brake before leaving the vehicle
(7) Do not operate any engine-driven construction or agriculture equipment until qualified and certified by your supervisor
(8) NO TEXTING WHILE DRIVING

12.17 BUS OPERATION 6A-30171 FAC

(1) Keep the path to the bus emergency equipment and exits clear and unobstructed
(2) Immediately report bus defects identified on checklist to the supervisor or designated person
(3) Keep all mirrors properly adjusted
(4) Do not coast with the clutch disengaged or the automatic transmission in neutral
(5) Operate warning light systems when stopping to load or unload passengers will personnel must be off the bus before refueling
(6) Always shut off the motor and set the parking brake before leaving the bus. Do not leave the bus key in the ignition when the bus is unattended
(7) Stop the bus only where it can be seen at least 200 feet by traffic approaching from either direction
(8) Do not tailgate vehicles
(9) When crossing railroad tracks, bring bus to a complete stop before crossing
(10) Do not shift gears when crossing railroad tracks
(11) Do not drive bus through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed
(12) See Appendix G for additional instructions

12.18 WAREHOUSE PERSONNEL

(1) Keep floors clean and aisles unobstructed to allow easy access to exits
(2) Use only supervisor-approved equipment (e.g., mobile stairs, ladders) to retrieve materials from high shelves
(3) Secure materials that cannot be laid flat
(4) Report inadequate lighting, (e.g., burned out bulbs, or blocked lights) to the supervisor
(5) Use supervisor-approved hand trucks, dollies, and other equipment to move heavy and/or awkward loads
(6) Immediately upon receipt, store all hazardous or potentially hazardous products in area designated by the supervisor

12.19 FORKLIFTS

(1) Do not operate the forklift unless you have been trained as required by the standard on that specific type of lift, and has been documented and license issued by the Manger of Risk Management and Safety
(2) Move the forklift with the forks elevated just enough to clear the floor
(3) When approaching a blind corner, sound the horn, reduce speed, and proceed
(4) Do not leave a forklift unattended with the motor running
(5) Do not permit riders on the forklift at any time
(6) If seat belts are provided, use them
(7) Turn the forklift slowly to prevent tipping or over-turning a load
(8) Lower the load before moving the forklift
(9) Lower the load before moving the forklift
(10) Do not lift a load, which exceeds the rated capacity of the forklift
(11) Follow instruction in procedure “DOS 12.30” Chapter 12

12.20 HEAVY EQUIPMENT SAFETY

Do not operate any equipment unless you have been properly trained by competent person and training is documented.

(1) Mobile Cranes

a. Do not lift a load that exceeds the rated capacity of the operating boom
b. Use standard operating signals (coordinated in advance) to direct all operations. Permit only one person to give signals to the operator unless the load is being transferred to a point that is out of sight of the signalman. In such cases, a second signalman should be designated
c. Use outriggers on rubber-tired cranes as directed by the supervisor
d. Use mats when cranes are being operated on soft ground
e. Prior to operation, ensure that maintenance and operator inspections have been performed per manufacturers’ recommendations

(2) Bulldozers and Tractors

a. Check the condition of brakes clutches, steering mechanisms, hydraulics, and electrical systems before operation. If a defect is detected, do not use. Tag it “Out-of-Service” and report it to the supervisor for correction
b. Before starting down a hill, lower the blade to secure a load of earth in front of the blade and maintain the load all the way down this hill. If the load is lost, do not jam the blade into the ground. Do not use the dozer blades as a brake on downgrades
c. When coupling a tractor to other equipment, co-workers, must stay clear of the space between the units. Stop the machine; place it in the neutral; and set the brakes before allowing person to couple the equipment
d. At the end of a work shift or when leaving the machine, shut off the power, set the brakes, land the blade, and place the shift lever in neutral

(3) Scrapers

a. Do not make sharp downhill turns. When going downhill, do not kick the machine out of gear. Leave the machine in gear and use the brakes to control the speed. If he brakes will not hold the load, drop or drag the bowl or, make an emergency stop
b. Block up the scraper or dozer bowl when blades are being replaced. After the scraper is lifted to the desired height, place blocks under the bottom near the ground plates
c. Keep the center of the fill low and the outside edges high to prevent the scraper from slipping off the edge of a fill

(4) Motor Grader

To avoid overturning, extend the blade when scraping shoulders and operate the grader off the shoulder.

(5) Shovels, Clamshells, Loaders

a. Stay clear of the bucket swing and the cab rotation. Do not swing the bucket or clamshell over other workers
b. When soil is soft, make sure the equipment is on a solid foundation by using mats or heavy planking. Have the outriggers fully extended before starting to operate.
c. If operation on a bank next to an excavation, check with the supervisor or engineer to determine whether shoeing or bracing is necessary
d. No one is permitted in the cab with the operator
e. Do not leave the machine on an inclined surface or on loose material, such as sand or gravel, with the motor idling

12.30 SAFETY PROCEDURES

This area shall be used to publish written local shop procedures by supervisors. See Chapter 12 Paragraph 12.1 for additional information. Each procedure shall include:

(1)Purpose
(2) Scope
(3) To whom it applies
(4) Procedural steps
(5) Effective date
(6) Supervisors name and signature
(7) Safety Office review
(8) Shall be numbered procedure number (shop name – 12.30-A through Z).

The District Safety Office shall publish safety procedures using the format as outline above. Safety Office procedures shall be designated as Procedure # DOS 12.30 – A-Z Safety procedures may be filed separately, but remain an integral part of the manual.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
OCCUPATIONAL SAFETY AND HEALTH PROGRAM
DISTRICT SAFETY OFFICE

Procedures # DOS 12.30-A Vehicle-Mounted and Manual Elevating/Rotation Aerial Work
Date January 2004 Ref: ANSI 92.2 & 92.3 HCSD Rule 12.30

PURPOSE AND SCOPE

To establish the basic safety requirements for employees or students in purchasing, using and maintaining the vehicle mounted and the manually propelled aerie devices/work platform in the course of employment or study.

APPLICATIONS:

This procedure applies to all Hillsborough County employees, students and volunteers involved with the purchased, use or maintenance of aerial device as described in ANSI 92.2 and 92.3.

PROCEDURES:

(1) Purchasing- Prior to the purchasing of equipment as described above, the supervisor of requesting unit shall request the District Safety Office to evaluate the safety design of the proposed equipment and its ability to perform all intended tasks as:

a. All equipment purchases shall be coordinated through the Supervisor of Purchasing
b. All modifications of vehicle – mounting or manually propelled aerial devices shall be approved by the District Safety Office
c. The manager of Purchasing shall ensure that the vendor/seller guarantee the new or modified units are in compliance with the manufacturer, or installer specifications
d. The District Safety Office shall perform or cause to be performed the initial inspection and test outlined in the ANSI Standard (Section 8, 2)

(2) Maintenance – The supervisor of owning unit shall ensure that frequent and periodic inspections are performed base on the manufacturer recommendations and as listed below as applicable.

The following test and inspections shall be performed by the operator once daily, prior to first use:

a. Operating controls and associated mechanisms for conditions interfering with proper operation
b. Visual and audio safety devices for malfunction
c. Hydraulic or pneumatic systems for observable deterioration or excessive leakage.
d. Fiberglass and other insulating components for visible damage or contamination.
e. Missing or illegible operational markings
f. Electrical apparatus for malfunction, signs or excessive deterioration, dirt, and moisture accumulation
g. Any suspected items shall be carefully examined and determinations made by a qualified person as to whether they constitute a safety hazard. All unsafe items shall be replaced or repaired before use

Periodic Inspection and test shall be completed each four months (120 days) or earlier if determined by supervisor, the following should be accomplished where applicable:

a. Structural members for deformation, cracks or corrosion
b. Parts, such as pins, bearings, shafts, gears, rollers, locking devices, chains, chain sprockets, wire ropes, and sheaves for wear, cracks or distortion
c. Hydraulic and pneumatic relief valve settings
d. Hydraulic system for proper oil level

Hydraulic and pneumatic fittings, hoses, and tubing for evidence of leakage, abnormal deformation, or excessive abrasions.

e. Compressor, pumps, motors and generators for loose fasteners, leaks, unusual noises or vibrations, loss of operating speed, and excessive heating
f. Hydraulic and pneumatic valves for malfunction and visible cracks in the external valve housing, leaks, and sticking spools
g. Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage
h. Hydraulic and pneumatic filters for cleanliness and the presence of foreign material in the system indicating other component deterioration
i. Electrical systems and components for deterioration or wear including those not readily visible on a frequent inspection
j. Performance test of all boom movements
k. Condition and tightness of bolts and other fasteners
l. Welds, as specified by the manufacturer
m. Legible and proper markings of controls, ratings, and instructions

(4) Electrical – Where the aerial devise is rated and used as an insulated device for work on live wire, where voltage is above 49 VRMS, the following shall be included in inspection and tests as applicable. Tests shall be based on category and type of unit as shown in ANSI 92.2 Section 5. In addition, the following:

a. If the aerial device is rated and used as an insulated device, the electrical insulating components and systems(s), after a thorough inspection for lack of cleanliness and other hazards, shall be tested for compliance with the rating of the aerial device in accordance with one of the applicable methods and procedures as outlined in section 5.4.3 of this standard
b. If the aerial device is used for A.C. bare-hand work, the unit shall undergo a 60-hertz test as shown in Table 2 at least every three years
c. If the aerial device is used for D.C. test as shown in Table 2 at least every three years
d. After repair or modification of any component that crosses the insulating systems(s), or the repair or replacement of and insulating components(s), the unit shall be dielectrically tested in accordance with section 5.4.3
e. An insulated replacement boom shall be tested to insure conformance to 5.3.3 by the supplier
f. Bar-hand work units shall be tested as shown on Table 1 after any major repair to the insulated boom or any insulated boom replacement
g. Any suspected items shall be carefully examined and determination made by a qualified person as to whether they constitute a safety hazard. All unsafe items shall be replaced or repaired before use

(5) Modification – No modifications or additions that affect the stability, mechanical, hydraulic, or electrical integrity or the safe operation of the aerial device shall be made without the written approval of the manufacturer. If such modifications or changes are made, the capacity, operation, and maintenance instruction markings shall be changed accordingly. In no case shall the safety factors be reduced below those specified in this standard or below the manufacturer's design safety factors, whichever are greater

Should the origin manufacturer no loners exist; an equivalent entity may approve required modification.

(6) Welding repairs of components or welds, designated as critical in the manufacturer's manual, shall be made only by certified welders in accordance with the manufacturer's recommendation. (shall meet ANSI/AWS D1.1-190 and AWS D1 2-90)
(7) Manuals and aerial devise markings shall comply with ANSI standards 92.2 section 6.4, 6.5, and 6.5.1 through 4.
(8) Training – the supervisor shall ensure that each potential operator shall be instructed in the safe operation of the aerial device utilizing the manufacturer's operator's manual, the users work instructions and the appropriate ANSI standard. Training shall include "hands on" use to successfully demonstrate the trainee's proficiency to the satisfaction of the qualified person designated to administer the training program.
(9) Operation – the supervisor shall ensure that only trained and authorized personnel shall be permitted to operate the aerial device, that devices are used only for intended applications defined in operating manual and that the following are strictly adhered to:

Mobil Operation- Before and during driving the driver shall:

a. Avoid traveling on any surface that adversely affects vehicle stability.
b. Maintain a safe distance from obstacles
c. Maintain communications between the driver and operator
d. Under all travel conditions, the drivers shall limit travel speed in accordance with conditions of the ground surface, congestions, and slope
   Alterations: Altering or disabling of safety devices, guards, or interlocks if so equipped, shall be prohibited
e. Bare-hand Work: For bare-hand work, a Category A aerial device shall be used.
f. Lower Controls: On aerial devices having both upper and lower controls, the lower controls shall not be used for continuous operation of aerial device with individual(s) in the platform
g. Operations: During operation of the aerial d4evice the operator shall wear a body belt or harness and be connected to the aerial device with a lanyard at the platform position.
h. Work Platform: The operator shall not use railings, planks, ladders or any other device in or on the work platform for achieving additional working height or reach
i. Brakes: The vehicle parking brake(s) shall be set at all times that; the boom is elevated except when the aerial device is being used in accordance with mobile operation. Loading – Any loading that includes a horizontal load shall be avoided unless the mobile unit is designed for that application
j. Observation: Observations during operation for any defects shall be conducted on an ongoing basis

k. Worksite: Before the aerial device is used, the worksite shall be surveyed for hazards such as:
    1. Untamped earth fills
    2. Ditches
    3. Drop-offs and floor obstructions

(10) Precautions – Before and during each use the operator shall :
    a. Check for overhead obstructions and electrical conductors
    b. Insure that the load on the platform and/or load lifting devices are in accordance with the manufacturers rated capacity
    c. Insure that outriggers and stabilizers are used if the manufacturer's instructions require their use
    d. Insure that guardrails are properly installed. And the gates are closed
    e. Use outrigger pads when necessary to provide firm footing

(11) Tables and diagrams for testing are outlined in Attachment "A." Unit/Shops using this equipment should obtain copy of ANSI Standards 92.2 and/or 92.3

Figure 7 – Recommended Marking Format

MAKE OF AERIAL DEVICE

Model _____ Serial Number _____

Height _____ Design Voltage _____

Category _____

CAPACITY RATING
This Aerial Device Complies with the
Requirements of ANSI/SIA A92.2

UNITE EQUIPPED WITH _____PLATFORMS

On a Firm and Level Surface its Capacity is:

_____ Lbs. Per Bucket or Platform

_____ Lbs. Total Both Buckets or Platforms

Date of Test: _____

_____ QUALIFICATION VOLTAGE

Date of Test: _____

UNITE EQUIPED WITH MATERIAL HANDING ATTACHMENT: YES _____ NO _____

AERIAL DEVICES SYSTEM PRESSURE: _____

AERIAL DEVICES SYSTEM VOLTAGE: _____

AERRIAL DEVICE MANUFACTURER CITY, STATE, U.S.A.

_____
_____

Installed by:
_____

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
OCCUPATIONAL SAFETY AND HEALTH PROGRAM
DISTRICT SAFETY OFFICE

Procedures #DOS 12.30-B – Powered Industrial Equipment RED. 29 CFR 1910.178
Date: January 2004

PURPOSE AND SCOPE:

Accidents resulting from powered industrial equipment operation can result in sever personal injury of death, major properly damage and lost production time. This poses a serious problem for workers and their employer. The OSHA Powered Industrial Equipment Standard establishes uniform requirements to make sure that hazards associated with the use of Powered Industrial Equipment are evaluated, and that this hazard information and training is transmitted to all affected workers.

APPLICATION:

This procedure applies to all School District employees, students, and volunteers involved in the purchasing, use or maintenance of powered material handling equipment including fork trucks, tractors, and platform lifts tricks, motorized hand trucks and other industrial trucks. Exception: The licensing and Operator Training Program outlined below is presently limited to powered fork trucks/lifts, motorized hand trucks and similar material handling trucks. Supervisors of functions that use the above equipment and is not presently included in the operator-training program is responsible for complying with the appropriate standard. Assistance is compliance may be obtained from the District Safety Office.

LICENSING AND OPERATOR TRAINING:

Equipment shall be operated only by personnel, which have been trained and licensed for the specific type of machine to be operated.

1) The Manager of Risk Management & Safety shall:

   a. Provide a Train-the-Trainer Program to certify selected individuals as trainers for powered materials handling equipment
   b. Control and issue the operator license based on documentation received from the trainer
   c. Maintain records of qualified trainers and licensed operators
   d. Coordinate with the Purchasing Supervisor for acquisition of new equipment to ensure the proper type ordered is suitable for its intended purpose and that mandated safety design features are included

2) Site Administrator/Principal or designated supervisors shall:
   a. Select at least one employee from within to attend the Train-the Trainer course and be assigned as the Operator Trainer for the section
   b. Supervisors of sections with handling equipment operation requirement may coordinate to combine with other sections for the Operator Training using the same trainer
   c. Maintain records of all trainers and licensed operators assigned. Records shall be maintained in a binder and filed in the Site Safety Files
   d. Ensure that the designated trainer complies with the following

Procedures #DOS 12.30 – B – Powered Industrial Equipment Ref. 29 CFR 1910.178

a. Personnel with prior operator experience must complete the operator's course and be licensed by the Manager of Risk Management & Safety
b. Administer the written test to all licensed operators each year and record results for the annual recertification. The operator, which fails the test, shall not operate equipment until successful completion of a Forklift Safety Course
c. Training shall consist of the course outline (Facilitator Guide), OSHA rules, Operators Handbook, and the satisfactory completion of both a written and performance test. Course materials shall be obtained from the District Safety Office
d. The trainer shall complete the training course, administer the written test, the performance test and forward the test results with Trainer Certified course completion to the Manager of Risk Management & Safety for the issuing of the license
e. Each site shall establish a Forklift Program binder consisting of;
    1. All training rosters
    2. Completed current written tests for each type of equipment each operator is licensed to operate
    3. Completed Equipment Operator Performance Test for each type of equipment each operator is licensed to operate
    4. A licensing log sheet, annotated with the date of licensing, type of equipment and any applicable restrictions
    5. Operator's weekly equipment checklists
    6. Personnel must display their operator license at all times when operation equipment

OPERATIONAL RULES:

(1) General Safety

a. Equipment shall not be driven up to anyone standing in front of a fixed object
b. No person shall be allowed to stand or pass under the elevated portion of any powered material handling equipment, whether loaded or empty
c. Unauthorized personnel shall not be permitted to ride on powered material handling equipment. A safe place to ride shall be provided where riding of equipment is authorized
d. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the equipment
e. Operators will wear, secure or attach personal restraint devices that are provided on the equipment at all items while the equipment in operation
f. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or fright car. Equipment will not be used for opening or closing freight doors
g. Brakes will be set and wheel blocks in place to prevent movement of equipment, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a trailer. The flooring of equipment, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto

h. The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinklers system, etc. before operating the equipment in these areas
i. An overhead guard will be used as protection against falling objects. It should be noted that and overhead guard is intended to offer protection form the impact of small packages, boxes, bagged material, etc., representative of the job application, nut not to withstand the impact of a falling capacity load
j. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward
k. Only approved powered material handling equipment will be used in hazardous locations
l. Whenever equipment is equipped with vertical only or vertical and horizontal controls that elevate with the lifting carriage or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated. Use a safety platform firmly secured to the lifting carriage and/or forks. Means shall be provided whereby personnel on the platform can shut off power to the equipment. Such protection from falling personnel on the platform can shut off power to the equipment. Such protection from falling objects as indicated necessary by the operation conditions will be provided
m. Fire aisles, access to stairways, and fire equipment will not be obstructed at any time

(2) Operators: Unattended Powered Material Handling Equipment

a. Will obey site speeds and other traffic regulations at all times
b. Will operate loaded equipment with forks no more than 6-8 inches above the ground, with the load carried low and tilted back
c. Will not raise or lower loads while moving
d. Will not carry anything on the overhead guard
e. Will use all site observation mirrors
f. Will ensure equipment with illuminated warning devices are operational
g. Will yield right of way to pedestrians at all times and under all conditions, as well as emergency trucks, and avoid pedestrian lanes
h. Will drive cautiously on uneven or slippery surfaces
i. Will ensure the load is pointed uphill where the gradient is greater 10%
j. Will ensure fire protection equipment is carried with the equipment and is in proper working order

Procedures #DOS 12.30-B Powered Industrial Equipment REF. 29 CFR1910.178

(3) Operators: Pre-start requirements

a. Will perform a daily check on all brakes, controls, gauge lights, seatbelts, and Supervisor Manufacturer recommended. Defects when found shall be immediately reported and corrected. Records and checklists will be maintained as established in chapter five, Preventive Maintenance of Safety Manual
b. Will remove the equipment from service by placing a signed &dated "Danger Do not Operate" tag as required by the Lockout Tagout Program on the top of the steering control device or on the on/off switch any time it is found to be in need of repair, defective, or in any way unsafe, the equipment will be taken out of service until it has been restored to safe operating condition
c. Will check for leaks and perform necessary operator maintenance before starting equipment
d. Will report deficiencies to supervisor
e. Will ensure they know the load capacity and stay within it
f. Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstruction and floor surface problems
g. Will wear the same level of personal protective equipment as the personnel they are directly working with
h. Will not engage in stunt driving or horseplay
i. Will slow down for wet and slippery floors
j. Will properly secure dock board or bridge plates before they are driven over. Dock board or bridge plates will be driven over carefully and slowly and their rated capacity never exceeded
k. Motorized hand equipment must enter confined areas with load end forward
l. Running over loose objects on the roadway surface shall be avoided
m. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering when in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate
n. Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used

(4) Operators: Loading/Unloading Requirements

a. Will ensure load is within the equipment rated capacity
b. Will place load squarely on forks until load touches carriage
c. Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading)
d. Will secure the equipment when not in use to prevent unauthorized personnel from operating the equipment
e. Will tilt the mast back to lift load
f. Will proceed straight into trailers or railcars to load/unload

g. Will ensure if loading/unloading onto equipment that the wheels are locked, brakes are engaged, and loading platform is positioned properly
h. Will ensure if loading/unloading onto or from racks the proper safe weight or height-to-load ratio is maintained
i. Will ensure if loading/unloading onto or form stacked materials the proper safe weight or height-to-load ration maintained

(5) Operators: Parking Requirements

a. Must select flat parking surfaces, away from traffic where the equipment does not block, doors, pedestrian routed, aisles, exits, etc.
b. At the time of shift, all equipment must be parked in designated areas
c. Must not leave equipment unattended or be more than 25 feet from the equipment without :
   1. Fully lowering load-engaging means, neutralizing controls, shutting off power
   2. Blocking the wheels if parked on an incline

SUPERVIOR RESPONSIBILITIES:

(1) Supervisors shall ensure the following recharge requirements are adhered to:
a. Recharging only in assigned, ventilated areas containing no ignition sources
b. Turn off the motor
c. Ensure fire suppression and cleanup equipment available
d. Extinguish smoking materials
e. Follow all instructions posted at re-charging locations
f. Ensure that the charger is correct one for the equipment being charged. If unsure, request help from supervisor
g. Ensure an emergency eyewash/shower is viewable and accessible from the position at the charging station
h. Use acid-resistant material-handling equipment and wear corrosion-resistant Personal Protective Equipment during battery charging/changing as indicated by the posted instructions
   1. Remove battery cap slowly and leave open
   2. Pour acid into water, not water into acid
   3. Never use open flame to check battery level
   4. Try to prevent spills; clean any spills promptly in accordance with posted instructions before starting or moving equipment

(2) Supervisors shall ensure parking/charging areas comply with the following:
a. General
   1. All parking/charging areas for powered industrial material handling equipment will be clearly marked and identified; all changers should be numbered to match the equipment it is designed to charge.
   2. Parking/charging areas shall not be located with 50 feet must have approval from the Manger of Risk Management & Safety.

3. Parking/charging areas should be confined to 2 or 3 within each facility.
4. All parking/charging stations shall have the following:

    a. A fixed emergency shower/eyewash station within 25 feet of the farthest charging station with appropriate signs indicting the location of shower/eyewash. In locations that are not constantly observed by personnel, an emergency horn shall be attached so that it will initiate whenever the shower/eyewash is activated
    b. One BC dry chemical fire extinguisher with a rating of at least 40BC for every five charging stations. Fire extinguishers must be within 25 feet of the farthest charger. There shall be at least one fire alarm pull station within 25 feet of each station
    c. One-gallon spill cleanup kit for every five chargers. Spill cleanup kit shall have instructions clearly posted inside of the container and on adjacent wall. The cleanup kit shall be stored no closer than 10 feet to any charger and shall be clearly marked and readily accessible at all times
    d. Personal Protective Equipment shall be stored at each charging site in a clean and dry container. This equipment shall meet the requirements of B 15 (h) of this document and shall include full length gloves, full face shield with chin guard and apron. Instructions for use care and repair of this equipment shall be posted inside of the container. The outside of the container shall be clearly marked with “Personal Protective Equipment Inside”
    e. Adequate lighting shall be provided at all parking/charging areas.
    f. Appropriate signs restricting smoking, use of equipment by unauthorized or untrained personnel as well as signs warning of battery charging, no open flames, high voltage shall be posted in and round charging/parking areas
    g. Large east to read signs with charging/de-charging instructions shall be posted within 15 feet of chargers. Other appropriated instructional. Safety and informational signs shall be posted as needed
    h. SDS sheets for product used in parking/charging areas shall be kept in waterproof covers and be readily accessible in each area at all times

    (3) Supervisors shall ensure that these Powered Material Handling Equipment Standards are in compliance.

a. No modifications or additions, which affect capacity and safe operation, shall be performed without the manufacturer prior written approval. Capacity, operation, maintenances instruction plates, tags, or decals shall be changed accordingly
b. If the equipment is equipped with front-end attachments other than factory installed attachments, the equipment will be marked to identify the attachments and show the approximate weight of the equipment and attachment combination at maximum elevation with load laterally centered
c. All nameplates and markings will be verified as being in place and maintained in allegeable condition

d. To determine the required configuration to purchases powered material handling equipment, the District Safety Office will adhere to the following guidelines. The atmosphere or locations where the equipment will be used will have to be classified as to whether it is hazardous or non-hazardous prior to the consideration of the type-powered material handling equipment to be purchased. The 29 CFR 1910.148 and the proposed manufacturer should be consulted to determine the most suitable equipment. The following is a list of designation types

    1. D series designated units are diesel powered units. These units are not authorized to be used inside of any building.
    2. The E series designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.
    3. The ES designated units are electrically powered units that, in addition to all of the requirements for the E units, are provided with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures. They may be used in some locations where the use of an E unit may not be considered suitable.
    4. The EE designated units are electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors, and all other electrical equipment completely enclosed. In certain locations the EE unit may be used where the use of and E and ES unit may not be considered suitable.
    5. The EX designated units are electrically powered units that differ from the E, ES, or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units bay be used in certain atmospheres containing flammable vapors or dusts.

e. The G series designated units are gasoline-powered units having minimum acceptable safeguards against inherent fire hazards and are not authorized to be used in the Hillsborough County School District Buildings
f. Then LP designated unite is similar to the G unit except that liquefied petroleum gas is used for fuel instead of gasoline and are not authorized to be used in the Hillsborough County School District buildings (except for special projects)