

PLANT OPERATIONS PROCEDURE MANUAL

Building the Future



Health and Safety

SECTION 5

HEALTH AND SAFETY

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INDOOR AIR QUALITY/IAQ PROCEDURE

Contact for Indoor Air Quality (IAQ) concerns are communicated by telephone, e-mail, fax, and other means of communication. The primary contact is the Coordinator of Environmental Safety or the Supervisor of Operations.

Once the contact has been made, the Coordinator of Environmental Safety will set a date and time to investigate the concern. After the investigation is completed and if any IAQ problem is noted, determination for proper method of remediation will be applied. Some of these methods are as follows: mold remediation, mechanical and structural repairs, heating, ventilation, and air conditioner (HVAC) cleaning and sanitizing, individual room (s) cleaning and sanitizing, etc. It also may be necessary to perform IAQ testing with a Certified Industrial Hygienist.

A new program entitled Tools for Schools with the United States Environmental Protection Agency has been initiated with the Carroll County Public School System. This program offers sound, easy-to-use guidance that allows school officials the ability to improve indoor air quality within each school. An IAQ committee should be established at each school. This committee should consist of a coordinator, building supervisor, health nurse, teacher (s) and a parent. IAQ building walkthrough reports should be completed by the IAQ committee. This report must be submitted twice a year. The IAQ reports are due in the Plant Operations office by the second Friday in November and the end of April each year. The Coordinator of Environmental Safety will work with each school committee as needed to establish proper indoor air quality. Additional support can also be accomplished from school construction, school facilities, and the maintenance department.

ADMINISTRATIVE PROCEDURES FOR WATER SAMPLING

INTRODUCTION

The 1974 Safe Water Drinking Act was enacted by Congress and has bound the United States Environmental Protection Agency (EPA) to ensure that potable water sources are supplied the public. Further obligations have been enacted through passage of the 1988 Lead Contaminant Control Act and the 1992 Lead and Copper Rule.

PURPOSE

The establishment of a local standard (for implementation by the school system in testing of potable water sources to detect contaminants) is the purpose of this undertaking. Compliance with directives of EPA (as well as those printed in The Federal Register and The Maryland Register) for compliance with the Safe Water Drinking Act and subsequent amendments shall be accomplished in the following manner:

- A. The Plant Operations Department is charged with the responsibility of contracting with a vendor laboratory (licensed by the State of Maryland) to collect water samples and perform tests. Results of water sample tests will be forwarded by the laboratory directly to Maryland Department of the Environment (MDE) and the Department of Plant Operations. A copy of the water sample results will be forwarded to each affected school by the Coordinator of Environmental Safety to coordinate compliance with water sampling requirements.
- B. The Coordinator of Environmental Safety shall assist with acquiring the certification for the water plant operator as required by the State of Maryland for each school having an on-site well.
- C. The water plant operator will be responsible for the daily operation of the water system, record keeping reflecting the operation and maintenance of the system, and communication of water system problems with the Coordinator of Environmental Safety and the supervisor of the Maintenance Department. The water plant operator will also be provided with a copy of water test results and will retain a copy of all analyses of water sample tests collected at the individual schools.
- D. In accordance with requirements set forth by EPA and MDE, water samples will be collected quarterly and/or yearly. Additional requests for water sampling (beyond the quarterly and/or yearly cycle to be communicated by the Coordinator of Environmental Safety and the supervisor of the maintenance department shall be made and the aforementioned will arrange with the vendor laboratory to conduct the requested water sampling.
- E. Should sampling results indicate the presence of contaminants above the permitted level, the Coordinator of Environmental Safety shall develop an action plan for communication to the affected school and public as well as MDE.

HEALTH DEPARTMENT INSPECTIONS

The Carroll County Health Department has the authority to conduct periodic inspections of Carroll County Public School facilities. Generally, two inspections are conducted annually, one in the fall and one in the spring. One inspection is a general inspection covering the food preparation and serving areas, restrooms, classrooms, playground, etc. A second inspection specifically focuses on food service areas. Concession stands are inspected along with the school's regular food service area(s).

The inspector completes a standard form and leaves it with the cafeteria manager and principal. These individuals should correct general housekeeping items or minor repairs, etc. within the capabilities of in-house staff. Items not correctable at the local school level should be forwarded to the Supervisor of Plant Maintenance for action.

It is the responsibility of the building administrator to notify the Maintenance Department if corrective action is not taken within a reasonable time span.

A summary report of all school inspections is forwarded to the Director of Facilities at the end of each inspection period or at least annually. The follow up report is conducted by the Coordinator of Environmental Safety.

RESPONSIBILITIES/FUNCTIONS
Integrated Pest Management Program
School Grounds Phase I

This department is responsible for managing the IPM Program for all Carroll County Public Schools. The Integrated Pest Management Program is a mandated procedure designed to control pest within the schools and is regulated by state law. These procedures are designed to reduce and/or discontinue the use of pesticides in school systems. Carroll County Public Schools will use an outside pest control company that has been approved and awarded a contract to insure the IPM Program meets and/or surpasses the mandated regulations.

INTEGRATED PEST MANAGEMENT PHASE 1

PHASE 1

Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current comprehensive information about the life cycles of pests and the interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. IPM programs take advantage of all pest management options including, but not limited to, the judicious use of pesticides.

An efficient IPM program has been established to work with existing school pest programs and management activities. School management activities such as preventative maintenance, custodial practices, landscaping, occupant education, and staff training are essential and all part of the IPM program.

School Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of Carroll County Public Schools to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Integrated Pest Management (IPM) is a federal mandated and regulated program.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for the management of pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Pest Management

Approved pest management plans have been developed for the site and include pest management measures.

Pest management will:

- Reduce any potential human health hazard or to protect against a significant threat to public safety
- Prevent loss of or damage to school structures or property
- Enhance the quality of life for students, staff, and others

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological measures. IPM practitioners depend on current, comprehensive information about the pests and its environment for the best pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination these options are not acceptable or are not feasible. It is the policy of Carroll County Public Schools to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined a pesticide must be used in order to meet important management goals, the least hazardous material will be chosen. The application of pesticides are subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Carroll County Public Schools policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Application of IPM Strategies and Examples of IPM Strategies

Entryways

Keep doors closed when not in use. Place weather stripping on doors. Caulk and seal openings in walls, around pipes, and windowsills. Install or repair window screens. Keep vegetation, shrubs, and wood mulch **three (3) feet away from structures**.

Classrooms and Offices

Allow food and beverages only in designated area. Store pet food in tightly sealed containers and clean pet cages regularly (in science labs). Remove dust and debris in all areas. Routinely clean lockers and desks. Vacuum carpets daily.

Food Preparation and Serving Areas

Store food and waste in containers that are inaccessible to pests. Containers must have tightly secured lids and made of plastic or metal. Place screens on vents, windows, and floor drains. Remove food debris, dry, and wet mop floors. Do not leave wet mops or mop buckets around. Remove grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.

NOTIFICATION TO PARENTS, GUARDIANS, AND STAFF OF A PESTICIDE APPLICATION

Integrated pest management procedures such as inspections and monitoring are used to determine when to control pests and to identify conditions contributing to pest problems. The necessity for pest control, if warranted, is evaluated and one or more pest control methods including sanitation, structural repair, non-chemical methods and pesticides is utilized. Problem areas are identified where alternative pest control technologies can be incorporated in order to eliminate routine pesticide applications. It has been determined that a current pest problem warrants the use of a pesticide to effectively control the pest problem.

SCHOOL:

COMMON NAME OF PESTICIDE TO BE APPLIED:

LOCATION(S) OF THE PESTICIDE APPLICATION:

PLANNED DATE AND TIME OF APPLICATION:

If unfavorable weather conditions or other extenuating circumstances arise, the intended pesticide application may have to be delayed or postponed to a later date(s). If the application can not be made within 14 days of the original planned date a new notice will be issued.

Note: The Maryland Department of Agriculture's Regulations pertaining to Integrated Pest Management and Notification of Pesticide Use in Public Schools requires that the following information be provided as part of this notice:

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than two years old), should avoid any unnecessary pesticide exposure.

The following information regarding potential adverse effects was taken from the material safety data sheet (MSDS) of the pesticide to be applied:

1. May cause temporary eye and skin irritation.
2. May be harmful if swallowed.

If you require further information regarding this notice you can contact John Timcheck at 410-751-3114.

SCHOOL SAFETY COMMITTEE

School administrators are responsible for establishing a School Safety Committee. It is recommended the school nurse and building supervisor is included with the other committee members. School administrators should monitor the operation of the committee as it addresses concerns and suggestions for promoting a safe school environment. The school committee is to conduct a minimum of two safety inspections annually (fall and spring). The school safety committee is to submit a typed report to the Plant Operations office by the second Friday in November and the end of April each year. The Coordinator of Environmental Safety will work with each school to obtain a written report of any safety violations. The committee should also review the manner in which Fire Marshal citations and past safety committee violations have been addressed.

SCHOOL SAFETY COMMITTEE REPORT FORM

This report must be submitted twice a year. The Safety reports and IAQ reports are due in the Plant Operations office by the second Friday in November and the end of April each year. Please send this report to John Timcheck, the Coordinator of Environmental Safety.

(Please type)

School:

Committee Members:

Chairperson:

Administrative Representative:

Teacher(s):

Building Supervisor:

Student(s):

Other Members (Specify parent, fireman, etc.):

Date(s) of Safety Committee Meeting(s):

Action Taken:

Date of Fire Marshal's Inspection:

Fire Marshal's Citation:

:

Date Citation Corrected:

Date of Safety Committee Meeting:

Safety Committee Concern:

Action Taken to Correct Concern:

Use additional paper if needed.

Submitted by:

Attach copies of inspection reports/checklists, maintenance requisitions, and other correspondence that is related to school facilities in order to document efforts in the areas of concern.

CHECKLIST FOR USE BY SCHOOL SAFETY COMMITTEE

Updated: 12/7/09

NAME OF SCHOOL:

PRINCIPAL/DESIGNEE RESPONSIBLE:

DATE OF SAFETY SURVEY:

	A: STORAGE	YES	NO	N/A
1.	Are materials stored 18" or less below the level of the sprinkler head?			
2.	Are materials stored (such as paper, cleaning supplies, etc.) under stairs or in stairwells)?			
3.	Are flammable materials (such as duplicating fluid, gasoline, etc.) stored in the school / work location?			
4.	Are custodial storage areas in need of general housekeeping?			
5.	Are custodial closets and mechanical equipment areas left unlocked?			
6.	Are materials stored in areas that are not recognized as legitimate storage areas?			
7.	Are tables, chairs, and other obstacles located in corridors that limit the capability to exit promptly?			
8.	Are chemicals for science programs (that are of an explosive nature) readily accessible to students and stored in unsecured cabinets?			
9.	Are cabinets (used for the chemical storage) located in storage areas that do not have exhausting/venting capability?			
10.	Are oily rags retained for reuse?			
11.	Are materials (unrelated to the mechanical operation of the school) stored in the mechanical room?			
12.	Are gasoline engines (attached to any piece of equipment) stored in mechanical or instructional rooms of the school?			
13.	Do student lockers generally contain excessive amounts of paper?			
14.	Are materials stored adjacent to or in front of electrical unit heaters?			
15.	Are flammable shop supplies (such as turpentine, paints, varnishes, lacquers, etc.) not stored in metal cabinets?			
16.	Are unauthorized spaces used for storage purposes?			
17.	Are combustible cleaning / duplicating fluids stored in regular interior storage areas?			
18.	Do metal waste cans need to be provided for industrial art shops? All waste materials should be removed and disposed of daily.			

If "yes" is checked as the answer(s) to any Section A above, the particular question should receive immediate attention and an action taken to correct the problem(s).

	B. ELECTRICAL	YES	NO	N/A
1.	Is there an excessive amount of cords / adapters used continuously throughout the school/work location?			
2.	Are any extension cords without the certification of Underwriters Laboratories affixed?			
3.	Are extension cords in need of repair (showing exposed wires, frayed ends, etc.) or disposal?			
4.	If extension cords are stored, are they hung on nails?			
5.	Are improperly wired appliances / instructional equipment in place for use?			
6.	Are exit lights, fire pull stations, and fire bells in need of repair?			
7.	Are aluminum ladders in use for light bulb / ballast replacement?			
8.	Are portable / electrical space heaters used in the school or work location?			
9.	Is there less than 3 feet of clear space provided in front of electrical panels?			
10.	Are duplex outlets (located adjacent to and within 3 feet of sinks) in need of being updated with GFCI (Ground Fault Circuit Interrupter) receptacles? Are GFCI breakers extending service from electrical panels out to non GFCI receptacles?			

If “yes” is checked as the answer(s) to any of Section B above, the particular question should receive immediate attention and an action taken to correct the problem(s).

	C. MISCELLANEOUS	YES	NO	N/A
1.	Are fire extinguishers situated in a systematic pattern throughout the school / work location (such as in each suite, wing, floor level, or shop)?			
2.	Are fire extinguishers inspected monthly and serviced annually to make sure they are charged and are in proper working order?			
3.	If applicable, is a fire lane established in front of the school and designated properly?			
4.	If applicable, are fire lanes and exit areas near exit doors kept free of motor vehicles?			
5.	Are all decorations / mobiles monitored frequently to determine they are not becoming targets of incineration?			
6.	Are stair tower doors operated without modification to the design? (No doorstops, props, wedges, etc.)			
7.	Are only spaces (as authorized by the Fire Marshal) used for instructional purposes?			
8.	Is furniture arranged in instructional area(s) without blocking the exit space(s)?			
9.	Are exit doors unbound if the building or a portion of it is occupied?			
10.	Are CAUTION :“Wet Floor” signs used in appropriate places to lessen the possibility of accidents on wet floors?			
11.	Are general house cleaning activities regularly scheduled?			
12.	If applicable, is the emergency generator tested weekly to ensure it is in good working order?			
13.	Are maintenance requisitions relating to safety items concluded in a reasonable time frame?			
14.	Right To Know: Have all employees received a copy of the administrative procedures for the Access to Information About Hazardous and Toxic Substances?			
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	C. MISCELLANEOUS (cont.)	YES	NO	N/A
15.	Right To Know: Is the Chemical Information List available in the office for employee review?			
16.	Are appropriate precautions taken by employees when dealing with blood or blood products (i.e., custodial clean-up, health room practices, etc.).			
17.	Is the use of Personal Protective Equipment (PPE) emphasized?			
18.	Is Personal Protective Equipment (PPE) readily available for school system employees?			
19.	Are sidewalks and main entrance areas cleared by a reasonable time on inclement weather days?			
20.	Are walk-off mats appropriately placed at major entry points and / or ahead of ramps within the school / work location?			
21.	Are the procedures for proper lifting commonly known and used?			
22.	Are electrical and computer wires bundled and well managed throughout the school / work location?			
23.	Is the floor area or work area clear of potential slipping, tripping, or bumping hazards?			
24.	Are guards and locks in place on paper cutters?			
25.	Is a team approach used when hanging instructional posters, decorations, removing food from walk-in freezer, etc.?			
26.	Is the proper climbing device, i.e., step stool or stepladder, used in lieu of standing on a table or chair?			
27.	Do you "THINK AHEAD" about the potential injuries that can result from executing a task involving improper lifting or climbing, rushing to accomplish a task, and etc.?			
28.	Is an emphasis on ergonomics in the workplace and where applicable in the learning environment?			
29.	Are current Emergency Evacuation Plans displayed in each instructional space as well as the cafeteria and where applicable in the shower / dressing areas?			
30.	Is the Crisis Management Plan for the school or work location updated, reviewed, and practiced with the staff on a semi-annual basis?			
31.	Is surplus duplicating fluid, glycol, etc., removed from storage areas on a timely basis?			
32.	Is a standard list of system-wide codes for enhancing better communication with the entire staff during an emergency / non-routine task to be completed?			

If "no" is checked as the answer(s) to any of Section C above, the particular question should receive immediate attention and an action taken to correct the problem(s).

This report must be submitted twice a year. The Safety reports and IAQ reports are due in the Plant Operations office by the second Friday in November and the end of April each year. Please send this report to John Timcheck, the Coordinator of Environmental Safety.

IAQ WALKTHROUGH REPORT

NAME OF SCHOOL: _____

DATE COMPLETED: _____

NAME OF PERSON
SUBMITTING REPORT: _____

The Walkthrough Inspection is not intended to be an intensive, detailed, or costly inspection, but rather a quick overview of the conditions that affect the quality of air within your school. You may wish to have someone who is familiar with the operation of the building, such as a facility operator or custodian, to assist you during the inspection. The Walkthrough Inspection is part of the IAQ Management Plan. While some schools wait until the initial parts of the plan have been completed, some schools have had success “jump-starting” their program by beginning with a quick walkthrough and taking immediate action where the potential problems are obvious and easy to correct.

During your walkthrough inspection, you can learn a lot by using your sense of sight, smell, feeling, and hearing to gain information on factors which affect indoor air quality. You may even be able to make immediate corrections!

Observe the general level of cleanliness in classrooms and mechanical rooms. Look for pollutant sources such as mold, improperly stored chemicals, or excessively dirty air filters and ducts. Look for signs of water damage which may point to an underlying problem which increases the chance of biological contaminants. Look for blocked airflows such as those caused by books or papers on top of unit ventilators or plywood covering outdoor air intakes.

Smell for unique or objectionable odors-including mold, mildew, and “chemical” smells as you move from room to room. Note any potential sources of these odors.

Feel for uncomfortable air temperatures, drafts, and high or low humidity and feel for air flowing into and out of grilles and air vents.

Listen to the concerns of school occupants regarding IAQ. Do they provide clues to problems such as using their own pest spray to control pests, turning off the unit ventilator because is too noisy during class time? Do you hear unusual equipment noises which may indicate potential problems, and do you hear air blowing out of supply vents?

Do a walkthrough inspection in all special use areas, such as the cafeteria, art rooms, and industrial arts areas.

Exterior Inspection:

Begin the walkthrough inspection outside. You are looking for anything which might impact the air indoors. Consideration include ventilation inlets, outdoor sources of pollution such as vehicle exhaust or pesticides, site drainage, holes in the building shell, and evidence of pests. Use the checklist to guide your inspection, and note any relevant observations of this sheet or plan of the school.

Ground Level:

Describe the location and the problem on the line provided.

Ventilation units on and air flowing into outdoor air intakes? (See ventilation checklist for more information.)

Outdoor air intakes free from blockage or obstruction (boards, leaves, vegetation, snow, etc.)?

No bird or animal nests or droppings near outdoor air intakes?

No garbage dumpsters located near doors, windows, or outdoor air intakes?

No painting, roofing, or maintenance of the exterior of the building in the vicinity of outdoor air intakes?

No potential sources of air contaminants in the vicinity of the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)?

No vehicle engines (auto, truck, or bus) exhaust near outdoor air intakes? Vehicles left idling when parked at loading zones or docks?

No exterior pesticide application?

Roof downspouts and scuppers drain water away from the building?

Good site drainage away from building?

Sprinklers do not water excessively near building, or over spray onto building or into outdoor air intakes, etc.?

Clean walk-off mats at every exterior entrance?

Roof:

While on the roof, consider performing inspection of HVAC units (use ventilation log)

Describe the location and the problem on the line provided.

Roof in good repair?

Evidence of ponding?

Ventilation units on and air flowing into outdoor air intakes? (See ventilation checklist for more information.)

Outdoor air intakes open, even at the minimum setting? (See ventilation checklist for more information.)

Bird or animal nests or droppings near outdoor air intakes?

Plumbing stacks 10 feet away from outdoor air intakes?

Exhaust fans operating and air flowing out?

Any exhaust air outlets within 10 feet of outdoor air intakes?

Attic:

Describe the location and the problem on the line provided.

Evidence of roof or plumbing leaks?

Bird or animal nests?

Interior Inspection:

Continue the walkthrough inspection inside. You are looking for noticeable temperature & humidity concerns, indications that the ventilation system is functioning, general cleanliness, evidence of pollutant sources including mold and mildew, anything which might impact the air indoors. Use the checklist to guide your inspection, and note any relevant observations on this sheet or on a floor plan of the school.

General Considerations in Classrooms and Other Areas

Describe the location and the problem on the line provided.

Are temperature and humidity within acceptable ranges?

Is air flowing into and out of the room as designed?

Are supply and exhaust vents free from blockage or obstruction?

Area free of objectionable odors?

No signs of mold or mildew growth?

No signs of unresolved or ongoing water damage?

Is the area generally clean and dust under control?

Area free of evidence of pests or obvious food sources or entryways?

Do the room occupants report any concerns or problems?

Bathrooms and General Plumbing

Bathrooms and restrooms have operating exhaust fans?

All drains have traps?

Drain traps are filled with water (floor drains, sinks, toilets)?

Maintenance Supplies

Odorous or hazardous chemicals used with adequate ventilation and only when building is unoccupied?

Air exhausted from chemical (e.g., custodial closets) and trash storage areas?

Combustion Appliances

Combustion gas or fuel odors ever detected?

Combustion Appliances have flues (e.g., furnaces, boilers, water heaters) or exhaust hoods (e.g., kitchen ranges, kilns)?

Flue components free from leaks, disconnections, deterioration, or soot?

Soot on outside of flue components?

Other

If the building was built before 1980, is paint inside or outside free from peeling or flaking? (Lead paint hazard)

Have radon measurements been performed in the school?

**This report must be submitted twice a year. The IAQ reports are due in the Plant Operations office by the second Friday in November and the end of April each year.
Please return this report to John Timcheck, the Coordinator of Environmental Safety.**

UNIFORMS CUSTODIAL

Designated Carroll County Board of Education employees wear uniforms because of the nature of their job and public contact. This policy outlines procedures and guidelines for providing uniforms to custodial employees at Board of Education expense.

All custodial employees (full time and part time) will be issued seven pairs of pants, seven shirts, one jacket and liner, five T-shirts, and five pairs of shorts after satisfactory completion of a ninety day probationary period. All building supervisors, custodians, and maintenance personnel will be required to wear a clean set of uniforms each day/night while on duty. This is a mandatory policy and employees who violate it will be subject to reprimand: oral, written, suspension and/or termination. Wearing blue jeans and other garments not issued by the school system violates this policy. The wearing of uniforms is important to the school system because uniforms identify custodial and maintenance personnel as official representatives of the schools and the school system and protect the employee from occupational injury. Shorts will be permitted for custodial and maintenance employees as part of the standard uniform. Shorts will only be allowed to be worn from April 1st through October 31st. Shorts will not be worn when performing duties that require the use of personal protective equipment. Uniforms are not to be altered; e.g. cutting sleeves out of shirts, hemming shorts.

Standard Custodial Uniform

The standard custodial uniform will consist of the following garments for men and women:

- 7 pairs pants, industrial, jean style, or combination
- 7 each shirts/blouses/smocks, L/S, S/S, or combination
- 1 each jacket and liner, short waist or hip length
- 2 pairs coveralls, insulated and regular (building supervisors, shift foremen and outside grounds personnel only)
- 5 each T-shirts, short sleeve
- 1 each baseball style cap (building supervisors, shift foremen, and outside grounds personnel only)
- 5 pairs shorts

Standard Maintenance Uniform

The standard maintenance uniform will consist of the following garments for men and women:

- 7 pairs pants, industrial, jean style, or combination
- 7 each shirts/blouses/smocks, L/S, S/S, or combination
- 1 each jacket and liner, short waist or hip length
- 2 pairs coveralls, insulated and regular
- 7 each T-shirts, short sleeve
- 1 each baseball style cap
- 3 pair's shorts

Cleaning and Replacement

Once the complete set of uniforms has been provided to the employee it will be the responsibility of the employee to clean his/her garments. Employees are expected to wear a clean uniform each day.

Uniforms will be replaced on an as needed basis determined by the building supervisor. The building supervisor will then order new uniforms on line through the Unitec web site. When the new uniforms are delivered to Plant Operations, the old uniforms must be turned in before acceptance of the replacement uniforms. Maintenance uniforms are ordered through the Maintenance Department. When you leave employment with Carroll County Public schools, turn in your uniforms on the last day of your employment or shortly thereafter.

Due to the increased awareness of security concerns within our school system, which ultimately affect the protection and safety of the children we care for, enforcement of this uniform policy has become even more critical. The presentation of our custodial and maintenance employees outfitted in a properly maintained uniform provides an extra level of comfort for the students, staff and parents knowing these people are CCPS employees and belong in the school buildings.

**HAZARDOUS AND TOXIC SUBSTANCES ACCESS TO
INFORMATION "RIGHT TO KNOW LAW"**

The following written program relates to the Access to Information about Hazardous and Toxic Substance Act, more commonly known as the "Employee Right to Know Law."

This packet is disseminated to all employees as a part of the pre-employment training. In addition, the employee watches a brief video highlighting the intent of the law.

Attachment

ACCESS TO INFORMATION ABOUT HAZARDOUS AND TOXIC SUBSTANCES EMPLOYEE RIGHT TO KNOW LAW

INTRODUCTION

The Access to Information About Hazardous and Toxic Substance Act, the Employee Right-to-Know Law, gives employees a way to learn about chemical hazards in the work place and how to work safely with these materials. (Article 89, Annotated Code of Maryland, 32A-32N). A copy of this law is available at the Office of Plant Operations. This law requires employers to inventory and list all hazardous and toxic substances used in the work place and to collect Material Safety Data Sheets for these substances. Employees must also label or otherwise identify hazardous chemicals. Employees must know how to get information about the hazardous substances in their work places and be trained in the safe use of these materials.

The following written hazard communication program has been developed and implemented by the Carroll County Board of Education, 125 North Court Street, Westminster, Maryland to comply with the provisions of 29 CFR 1910.1200, and as required by the Maryland Access to Information about Hazardous and Toxic Substances Law, and COMAR 09.12.33.04.

This program is available in the Plant Operations Office and all public school offices of the Carroll County Board of Education for review by any interested employee.

This brochure documents the action taken regarding the chemical information list, material safety data sheets, labels and employee information and training.

Copies of all MSDS are forwarded to the Supervisor of Plant Operations with each product purchased by the Board of Education. When duplicates or updated MSDS forms are provided for the same product, the most recently dated form is placed in the file and obsolete forms removed.

Employee Access to MSDS

Employees have the right to access to MSDS within one (1) working day of their request. Employees may have access to the MSDS notebook file upon visiting the Office of the Supervisor of Plant Operations. One free copy of a requested MSDS will be provided upon the request of the employee. Employees may pick up a copy at the above referenced office or may call at 410-751-3470 to request a copy. The requested copy will be forwarded to the employee via interoffice mail. Doing so will ensure the employee will receive the copy within five (5) working days.

A sample Material Safety Data Sheet is shown on page 5 – 20.

CHEMICAL INFORMATION LIST

The Board of Education of Carroll County's chemical information list has been compiled and is maintained by the office of the Supervisor of Plant Operations.

Employees may request access to or a copy of the list from the Supervisor of Plant Operations, 410-751-3470. A copy of the list of hazardous chemicals is available at each local cost center administrator's office.

Chemicals not already on the list are added to the list within thirty (30) days of being introduced into the workplace. This is accomplished by requiring vendors supplying materials to the Board of Education to

forward a Material Safety Data Sheet (MSDS) with the product and a copy to the Supervisor of Plant Operations. Contracts for the supply of chemicals contain the following stipulation:

"Upon award of the bid, the successful bidder(s) must provide a copy of the Material Safety Data Sheet for any product affected by the Hazardous & Toxic Substance Act (Article 89, 32A-32N Annotated Code of Maryland) to the Supervisor of Plant Operations, Carroll County Board of Education, 125 North Court Street, Westminster, Maryland 21157." The master list is then updated as the Material Safety Data Sheets are received.

The list is required to be revised, re-alphabetized, and re-submitted to the Maryland Department of the Environment every two (2) years. This will be accomplished through the office of the Supervisor of Plant Operations.

Independent contractors are provided access to the chemical information list prior to the commencement of their work by notification in the bid document or construction contract as to the location of the information list and its availability. The following provision is contained in the General Provisions and Instructions to Bidders:

"RIGHT-TO-KNOW LAW: Vendors supplying products or contracted to perform services for Carroll County Public Schools may have access to the Chemical Information List through the office of the Supervisor of Plant Operations, 410-751-3470. In addition, the Chemical Information List will be available at each school building office."

MATERIAL SAFETY DATA SHEETS (MSDS)

Maintenance and Updating MSDS: The responsibility for obtaining and maintaining the file of MSDS has been assigned to the Supervisor of Plant Operations, 410-751-3470.

A master notebook file of all MSDS is maintained in the office of the Supervisor of Plant Operations. Material Safety Data Sheets for custodial services are located in each school in the office of the building supervisor. Employees may review a material safety data sheet by visiting the Office of the Plant Operations, 191 Shaeffer Ave., Westminster, Maryland between the hours of 7 a.m. and 3:00 p.m.

Copies of all MSDS are forwarded to the Plant Operations office with each product purchased by the Board of Education. When duplicates or updated MSDS forms are provided for the same product, the most recently dated form is placed in the file and obsolete forms removed.

LABELS

Products used by Carroll County Public School employees are labeled in accordance with the Employee Right-To-Know Law. Labels contain an identification of any hazardous components and an appropriate hazard warning. If an employee cannot determine hazards through reading the label, he/she should check the chemical information list or the MSDS.

In-Plant Containers: When chemicals are removed from original containers and placed in smaller containers for general use, containers must be clearly labeled. The Supervisor of Plant Operations shall provide blank labels containing spaces for the appropriate information. The responsibility for labeling these smaller general use containers is assigned as follows:

Maintenance

Plant Maintenance Shipping/Receiving Clerk

Custodial

School Building Supervisor

Biology/Physics/Chemistry Department Chairperson

Career/Technology
Classroom Teachers
Art
Classroom Teacher K-8
Dept. Chairperson 9-12

Containers must be labeled with the proper chemical/product name, appropriate hazard warning and the name and address of the manufacturer. No special graphic or numbering system shall be used. All labels must be written in English.

EMPLOYEE INFORMATION AND TRAINING

The responsibility of coordinating our Right-to-Know training has been assigned to the Supervisor of Plant Operations for custodial and maintenance employees and the Human Resource Specialist for all other employees.

The training program for all new employees includes the dissemination and explanation of this information packet and the viewing of a videocassette. Special refresher emphasis occurs during formally scheduled in-service activities.

A copy of the Hazard Communication Program is provided to each employee prior to the commencement of employment. Training in the handling of hazardous chemicals is conducted by the employee's immediate supervisor specifically targeted to the employee's area of assignment (i.e., art, science, custodial, maintenance, career and technology).

SUMMARY **Employee Rights**

You have the right by law to:

- See the Chemical Information List and Material Safety Data Sheets for hazardous substances in your workplace within one (1) day of your request.
- Provide one copy of the list of substances you use and safety data sheets or the means to make a copy at no cost within five (5) days of a request.
- Trained on the hazards of the chemicals in your workplace, the appropriate equipment and methods to use to protect you from the hazards and emergency procedures.
- Refuse to work with a hazardous chemical if you are denied access to information about that chemical.

Employee Responsibilities

Your Right to Know program takes teamwork. Do your part to work with your employer and co-workers to keep your workplace safe!

- Know where to get information about hazardous substances in your workplace.
- Learn to read and understand labels and Materials Safety Data Sheets.
- Identify hazards before you start a job.
- Don't be afraid to ask questions.
- Keep your work area clean.
- Use protective clothing and equipment.
- Don't smoke, eat or drink around hazardous substances.
- Learn emergency procedures.
- Follow your employers' procedures for disposal and clean up.
- Practice safe work habits at all times.

BUTCHERS
MATERIAL SAFETY DATA SHEET

DIMENSION II Disinfectant Non-Alkaline Cleaner Date Prepared: 08/12/1997
Date Revised: 12/11/1997

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name/Use: DIMENSION II Disinfectant Non-Alkaline Cleaner
Product Synonyms: Command Center Concentrate 11;
Pipeline 11 DIMENSION II Disinfectant Non-Alkaline Cleaner

MANUFACTURER

The Butcher Company Butcher Telephone Number: 800-225-9475
67 Forest Street Emergency Telephone (24 hours): 800-228-5635 Ext 118
Marlborough, MA 01752-3012

2. COMPOSITION/INFORMATION ON INGREDIENTS

INGREDIENT(S)	CAS NO.	% BY WEIGHT
Didecyl dimethylammonium chloride	7173-51-5	7 – 10
n-Alkyl dimethylbenzyl ammonium chloride	8001-54-5	5 – 7
Octyl dimehyl amine oxide	2605-78-9	3 – 5
Ethylenediaminetetraacetic acid	60-00-4	3 – 5
Ethyl alcohol	64-17-5	1 - 3

See Section 8 for Exposure Limits NA – Not applicable

3. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

Clear, Blue-Green Liquid. Mild Odor. Causes Eye Burns and Skin Irritation. Harmful if Swallowed.

POTENTIAL HEALTH EFFECTS (See Section II for Toxicological Information)

PRIMARY ROUTE(S) OF EXPOSURE: Eye Skin Contact
 Skin Absorption Inhalation Ingestion

EFFECTS OF ACUTE EXPOSURE

EYES:

Causes eye burns. Symptoms may include pain, tearing redness, and eye injury.

SKIN:

Causes severe skin irritation. Symptoms may include pain, redness, rash, and swelling.

INHALATION:

High concentrations of vapor or mist may cause nose, throat, and respiratory tract irritation. Symptoms may include coughing and a burning sensation in the nose and throat.

MSDS No: 4211

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HAZARDOUS WASTE REMOVAL

The identification and removal of all suspected hazardous chemicals should be conducted through the Plant Operations Department designated person. If you suspect any material at your school is hazardous waste, contact Plant Operations immediately. Don't attempt to dispose of it or move it.

Once the material has been identified either by the Material Safety Data Sheets (MSDS) or chemical analysis by a certified chemist, the designated person will seek a written proposal from a licensed State of Maryland waste hauler who will prepare the waste materials for disposal at an EPA approved disposal site.

The preparation of the hazardous waste manifest and the department of transportation (DOT) shipping documents will be the responsibility of the waste hauler. Any paperwork generated from the shipment of hazardous waste (manifests, certificates of disposal, etc.) shall be maintained in a perpetual file in Plant Operations. Additionally, the annual inventory of hazardous wastes have been generated on-site and moved off-site for disposal and should be the responsibility of the coordinator of school safety.

Please be aware that any hazardous waste must be shipped to an EPA approved disposal facility directly from the location in which it was generated. However, the facility must first obtain an EPA identification number before shipping waste. This number is obtained through the Maryland Department of the Environment (MDE), and under normal circumstances typically takes a few weeks to receive. Currently, there are seven (7) sites with Carroll County Public Schools that have EPA identification numbers.

They are:

1. Westminster High
2. North Carroll High
3. Carroll County Career and Technology Center
4. South Carroll High
5. Francis Scott Key High
6. Plant Operations Warehouse
7. Maintenance Department

HEALTH SERVICES PRACTICES AND PROCEDURES

While all health or medical concerns should be routinely referred to Health Room Personnel, there are occasional emergency situations which demand the immediate assistance of one or more staff members. These may involve exposure to such sources of possible contamination as blood, saliva, vomit, excreta, etc. In order to reduce the risk of infection to those in assistance, as well as to the patient, various safeguards need to be observed.

Equipment and Materials Needed

First aid materials*, mouth shield (for CPR)*, vinyl gloves*, waste can with disposable liner, plastic bags and disinfectant.

*These items are stored in the health room.

Procedures

The following procedures should be followed in health emergencies:

1. Wear vinyl gloves. If none are available, use any material as a barrier such as tissues, paper towel, plastic, etc.
1. Use disposable materials whenever possible to treat or clean the patient, equipment or area.
2. After the patient's needs have been met, discard all material in a plastic lined trash can.
3. If soiled clothing is to be sent home, enclose it in a separate plastic bag.
4. Clean equipment and the immediate area with disinfectant. If the floor needs to be mopped, use disinfectant according to instructions.
5. Remove and discard gloves by inverting the cuffs and grasping the protected inner side only.
6. Tie the top of the plastic liner; remove it from the waste can and discard it.
7. Wash hands thoroughly with soap and water. Any fresh cuts on hands should be cleaned thoroughly with antiseptic.

Managing Body Fluid Spills in the School Setting

The Maryland State Department of Education and the Department of Health and Mental Hygiene have prepared a Resource Manual for Handling Body Fluids in the School Setting to Prevent the Spread of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). This document provides guidelines outlining the precautions all school staff should take if they come into contact with blood or other body fluids. The manual also establishes requirements for inservice training of staff as required by the proposed Bloodborne Pathogens Standards prepared by the Maryland Occupational Safety and Health (MOSH) Advisory Board. A complete copy of the manual has been provided each school principal in Carroll County and is available for review. In addition, at each work site there is an Exposure Control Manual detailing control measures to decrease the possible exposure to bloodborne pathogens. It also outlines procedures to follow should exposure occur.

The precautions and standards established in these guidelines are important in the work place but are equally important in any situation where there is potential contact with body fluid spills. For this reason, the Carroll County Public Schools has prepared this bulletin for distribution to all staff. In addition, specific inservice activities are being conducted for employee groups such as custodial staff, health services staff and others.

The two most often cited bloodborne pathogens are HIV, the cause of AIDS, and HBV, the cause of Hepatitis B. These viruses are both transmitted the same way, but the risk of contracting HBV is estimated up to thirty times greater than HIV under the same circumstances. Other diseases are also transmitted through blood and/or other body fluids. It is essential to remember that any person is a potential source of infection. The best defense one has against infection is intact skin and proper hand washing.

When exposed to a body fluid spill, it is important to place a barrier between you and that body fluid. This can be in the form of protective equipment such as gloves, masks, etc., or as simple as kleenex, paper towels or another piece of clothing. Any task involving exposure to any body fluid should be done using the proper protective equipment. When removing that equipment, it is important not to touch the soiled part with bare skin. Even with use of a protective barrier, a person must wash their hands with soap and running water as soon as possible after the incident.

If a person has experienced an accidental exposure to body fluids, the following should be done:

1. Non-intact skin: As soon as possible, wash with running water and germicidal disinfectant cleaner. After thorough cleaning, apply alcohol, betadine or H₂O₂ (peroxide).
2. Mucocutaneous (mouth, nose, eye) exposure: Flush eye, nose or mouth thoroughly with water.
3. Intact skin: Wash area promptly.

Once initial treatment is complete, the exposure should be reported to the appropriate administrator. The procedure for exposure management will be followed.

Once a body fluid spill has occurred, it is important that it be cleaned up promptly and properly to ensure no subsequent exposures to others. Make sure the appropriate staff member is notified to take care of the spill.

Ideally, materials and other items should not be shared or reused. However, equipment, non-consumable supplies and even cleaning utensils, such as mops, are shared/reused. When sharing/reusing take place, proper disinfecting of all items must occur.

In summary:

1. All persons and all contaminated items should be considered a potential source of infection.
2. If at all possible, a barrier should be placed between you and the source of potential infection.
3. Proper hand washing should always be done following contact with body fluids.
4. Clean up of body fluid spills should be done promptly and properly.
5. Materials used in the treatment of persons or clean up of body fluids should be disposed of or disinfected properly.
6. Any exposure should be reported to the appropriate administrator as soon as possible so proper follow-up may be done.
7. Complete guidelines can be found in the Resource Manual for Handling Body Fluids in the School Setting to Prevent Transmission of Human Immunodeficiency virus and Hepatitis B Virus and the Exposure Control Manual.

INTRODUCTION

The Maryland State Department of Education and the Department of Health and Mental Hygiene recognize that prevention of communicable disease is an important area of concern among school staff. Therefore, these two State Departments have worked collaboratively to address these concerns and to assist local education agencies (LEAs) in dealing with health-related issues. Local educator agencies have expressed concerns regarding the need for guidelines that outline precautions all school staff should take if they come into contact with blood and other body fluids. The following resource manual has been developed specifically to address prevention of the transmission of both Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other infectious diseases transmitted by body fluids.

The Centers for Disease Control (CDC) emphasize the need to consider all blood and body fluids as potentially infectious. The vast majority of persons who are infected with HIV or HBV have no symptoms; however transmission can occur through inappropriate handling of blood and body fluids. Based on this consideration, school staff should consider the body fluids from all persons as potentially infectious and take appropriate precautions. This manual will assist school staff in developing a level of personal responsibility for preventing the transmission of any communicable disease. Additionally, the resource manual can be used to provide the basis for inservice training for school personnel. At a minimum, the inservice training should include the contents of this resource manual.

This resource manual contains guidelines that apply to all members of the school staff who may come into direct or indirect contact with the blood and other body fluids of another person.

HIV AND HBV TRANSMISSION

Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immune Deficiency Syndrome (AIDS), is transmitted through sexual contact with infected individuals and exposure to infected blood. It can also be transmitted from an infected mother to her baby during pregnancy, delivery, and breast feeding. HIV has been isolated from blood, semen, vaginal secretions, breast milk, cerebrospinal fluid, saliva, and tears. However, epidemiologic evidence has implicated only blood, semen, vaginal secretions, breast milk and fluids with visible blood in transmission. The Centers for Disease Control continue to study health care workers who have had percutaneous (through the skin) or mucous membrane exposure (eye, nose and mouth) to blood and body fluids. CDC concludes that while there is a risk of HIV transmission to health care workers, the risk is extremely low and can be minimized by taking appropriate precautions. CDC estimates the risk of HIV transmission following a needle-stick injury from an infected person to be less than 0.3 percent.

Identified risk factors for Hepatitis B Virus (HBV) transmission are almost identical to HIV. Despite the similarities in the modes of transmission, the risk of HBV infection after exposure far exceeds that for HIV infection. It is estimated that the risk of acquiring HBV infection following an injury with a needle contaminated with blood of a HBV carrier ranges from six percent to thirty percent, greater than the risk of HIV infection under similar circumstances.

GUIDELINES FOR PRECAUTIONS WITH BODY FLUIDS TO PREVENT THE SPREAD OF HIV, HBV, AND OTHER INFECTIOUS DISEASES

These guidelines go beyond the Centers for Disease Control=s Universal precautions. They were developed for use in the school setting and to provide school personnel with standard procedures for the handling of body fluids. For this document body fluids will be identified as blood, feces, urine, saliva, nasal discharges, vomitus, and semen. The following table outlines what types of organisms may be found through a variety of body fluids and how they are transmitted.

BODY FLUID SOURCES OF INFECTIOUS AGENTS AND PREVENTION IN THE SCHOOL SETTING

Body fluid Source	Organism of Concern	Prevention
<i>Blood</i> cuts/abrasions nosebleeds menses contaminated sharps	Hepatitis B Virus Human Immunodeficiency Virus Cytomegalovirus Other Hepatitis Viruses	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands Report accidental contact
<i>Feces</i> incontinence diaper changing	Salmonella Bacteria Hepatitis A & C Viruses Shigella Bacteria Rotavirus	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Urine</i> incontinence diaper changing	Cytomegalovirus	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Respiratory Secretions</i> saliva nasal discharge	Mononucleosis Virus Common Cold Viruses Influenza Viruses Parvovirus (Fifth Disease) Measles, Mumps, Chickenpox	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Vomitus</i>	Gastrointestinal Viruses	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Semen</i>	Hepatitis B Virus Human Immunodeficiency Virus Gonorrhea	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands Report accidental contact

If additional information is needed on listed diseases, call your local health department.

Potential Hazards of Body Fluid Spills

It must be emphasized that body fluids with which one comes into contact may contain organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected with the disease without symptoms, or chronic carriers of certain infectious agents including HIV and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

Hand Washing

1. The most effective technique to prevent the spread of infection is frequent and thorough hand washing. See Guidelines for Minimizing the Transmission of Communicable Diseases
2. Effective hand washing is accomplished by using soap and running water while rubbing hands together for at least ten seconds.
3. Hands should be dried on disposable paper towels. Before discarding, these paper towels should be used to turn off faucets.
4. Any type of soap is effective; however, antiseptic soap should be available in health rooms or special settings where medical procedures are done (e.g., catheterization, tracheotomy care).
5. Hands should always be washed before and after providing first aid or similar treatment; after cleaning up blood or body fluid spills; or after handling potentially infectious materials. Always wash hands after removing gloves. Always wash hands before eating.

Gloves and Other Barriers

1. All workers should routinely use gloves to prevent skin and mucous membrane exposure when in contact with blood, other body fluids, or materials contaminated with blood or other body fluids.
2. Types of gloves: Vinyl or latex gloves are appropriate for use in school. It is recommended that janitorial staff use reusable gloves of a heavy material, such as household gloves. Plastic gloves, such as those used in cafeterias, do not provide adequate protection for handling possibly infectious materials.
3. Size of gloves: Gloves are available in small, medium, and large sizes. Efforts should be made to have appropriate sizes available for school personnel's use.
4. Accessibility: Disposable gloves should be available in every classroom, office area, janitorial closet, and laundry area. These gloves should be maintained in a location

accessible to all staff and substitutes. The quantity of gloves should be predicated on the subject area, age of the students, and any special needs of the students and teachers. The supply of gloves needs to be replenished throughout the year.

5. All first aid kits should be stocked with gloves and replenished as necessary.
6. Disposal: Soiled gloves should be removed using the recommended procedure. Used gloves should be disposed of by placing in a trash can lined with a plastic bag. Wash hands after removing gloves.
7. Staff Instruction: Procedures for putting on, removing, and disposing of soiled gloves need to be included in staff education programs.
8. Other Barriers: In some instances, gloves may not be immediately available. In those circumstances, other barriers (e.g. a wad of tissues, paper towels, or an article of clothing) should be used.

Disposal of Waste Soiled With Blood and Other Body Fluids

1. Liquid waste (blood, vomitus, etc.) can be disposed of into the public sewer system.
2. Materials (sanitary napkins, bandages, diapers, etc.) contaminated with blood or other body fluids should be placed in a plastic bag. This bag can then be disposed of in the regular trash can.
3. Disposable sharps (needles, syringes, capillary tubes, lancets) should be left intact and disposed of into puncture-resistant containers that are leak-proof. **NEVER ATTEMPT TO RECAP NEEDLES, BEND THEM OR OTHERWISE ATTEMPT TO PURPOSELY BREAK THEM.** Do not overfill the container, as this can also lead to needle-stick accidents. When the container is 3/4 full, fill it with a hospital-grade disinfectant. After 10 minutes, you can then dispose of the container in the regular trash.

Clean-Up of Blood/Body Fluids

1. Disposable gloves should be worn.
2. Disposable cleaning cloths should be used to clean up spills of blood and other body fluids.
3. Surface debris (e.g. vomitus, pool of blood) should be removed first. A hospital grade disinfectant should then be used to disinfect the area. Check the label of the disinfectant and follow instructions for recommended dilution and surface contact time.
4. Disinfectants: A hospital grade disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercular bacilli, and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in hospitals.

Cleaning of Equipment/Clothing

1. Gloves should be worn when handling soiled clothing.
2. Soiled clothing should be handled as little as possible. If immediate laundering is not possible, soiled clothing should be placed in a leak proof bag and sealed until removed by parent or guardian.
3. Laundry should be washed with detergent on the hot cycle. Clothing soaked with blood and other body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing.
4. There is no epidemiologic evidence of HIV/HBV transmission from soiled laundry. The effect of dilution, PH changes, and heat while laundering renders the risk of HIV and HBV transmission negligible.
5. Sponges, mops, or other non-disposable equipment that have been contaminated with blood and other body fluids should be cleaned with soap and water and soaked in a hospital grade disinfectant.
6. Toys soiled with body fluids should be washed with soap and water, cleaned with a hospital grade disinfectant, rinsed, and dried. Stuffed toys should not be exchanged among children.

Disinfecting Rugs

1. For soiled rugs, apply a sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove the absorbent agent with dustpan and broom, then apply rug shampoo with a brush and re-vacuum.
2. Refer to Cleaning of Equipment/Clothing for directions on how to clean any materials or equipment used to clean the rug.

TREATMENT OF BLOODY MATERIALS IN THE SCHOOL SETTING

When dealing with bloody materials in the school setting certain procedures shall be followed:

In the Health Room

1. Treatment of all situations involving blood/body fluids requires that Universal Precautions be followed. Always wear gloves when administering aid which will put you in contact with another=s body fluids.
2. Dispose of all bloodied material **only** in the special covered trash can provided and appropriately identified.

3. At the end of the day, all bloodied waste shall be saturated with undiluted bleach. Wearing gloves, tie bag. Place in second bag. Deposit gloves in bag and tie off. Dispose in regular trash can. **Waste SHALL NOT be removed by custodian if above treatment not done.**
4. Wash hands.

Elsewhere in the School

1. Universal precautions shall be observed when dealing with situation involving blood/body fluids.
2. Area shall be cleaned. Bloody waste shall be brought to the health room to be treated and disposed of with other medical waste.

GUIDELINES FOR MINIMIZING THE TRANSMISSION OF COMMUNICABLE DISEASES

Hand washing is the single most important technique for preventing the spread of communicable disease and should be done frequently and thoroughly.

Essential Steps

1. Remove all jewelry.
2. Wet hands with running water.
3. Apply liquid, powder or dispensable machine soaps and lather well.
4. Wash hands, using a circular motion for 15 to 30 seconds.
5. Rinse hands well under running water.
6. Important - REPEAT steps 3-5.
7. Dry hands well with paper towels and discard towels immediately.

Key Points and Precautions

- Jewelry should not be worn when working with students who are ill or who require repeated physical contact and care. Microorganisms can become lodged in settings of stones of rings.
- Combine soap and water to wash hands. Running water carries away dirt and debris. Although warm water may be more comfortable and thus conducive to more thorough washing, it is no more effective than cold water in the cleansing process.
- Liquid soap or powder is preferred as bacteria can grow on bar soap and soap dishes.
- Include front and back surfaces, between fingers, around nails and the entire hand area. Avoid harsh scrubbing to prevent skin breaks.
- Hold hands under water so that water drains from the wrists to the fingertips.
- All remaining bacteria and soil should now be removed.
- Because frequent hand washing is advised, it is important to dry hands thoroughly and gently to avoid chapping and abrasions which might permit bacteria to enter one's system.

Each school that has in attendance a known or suspected carrier of a communicable disease should make provisions for personal and environmental cleanliness.

1. Provide ready access to hand washing facilities.
2. Provide disposable paper towels and dispose of used items promptly.

3. Keep soiled disposable items in covered waste containers lined with plastic bags. At the end of each day, plastic bags are to be discarded. Do not reuse.
4. Provide custodial staff with a cleaning schedule based upon individual school needs.
5. Hand washing must be done:
 - a. Prior to direct contact with student;
 - b. Before eating or drinking;
 - c. Before handling clean utensils or equipment;
 - d. Before and after handling student's food;
 - e. Before and after assisting or training the student in toileting and feeding;
 - f. Before and after going to the bathroom;
 - g. After contact with body secretions such as blood (including menstrual), urine, feces, mucus, saliva, or open wounds;
 - h. After handling soiled diapers, menstrual pads, garments or equipment;
 - i. After caring for a student with nose, mouth or ear discharges; and
 - j. After removal of rubber gloves.
6. All school staff members are encouraged to practice certain hygienic principles which, if followed, will help protect themselves and others from infection.
 - a. Maintain high personal standards of health practice such as good nutrition, rest, regular exercise and appropriate medical supervision.
 - b. Avoid rubbing or touching eyes.
 - c. Wash hands frequently.
 - d. Remove jewelry such as rings, dangling bracelets and earrings during working hours.
 - e. Use only one's own personal care items such as combs, lipsticks, etc.
 - f. Keep fingernails short and clean.
 - g. Do not kiss students.

SAFETY ISSUES

Common sense is probably the best deterrent to accidents on the job and protection for others in your building. Keeping alert to possible hazards and taking prompt action will go a long way to making all locations safer for everyone. In most cases, it can be said that “an ounce of prevention is worth a pound of cure.” The safety tips listed here can help reduce accidents.

1. Wipe up spills, leaks, tracked-in water promptly to prevent slips and falls.
2. Keep oils off floors.
3. Replace worn tiles, refasten loose floor moldings, place a temporary patch over ripped carpeting until it can be repaired.
4. Use care in mixing detergent, germicides, and cleaners to avoid splashing into eyes or onto skin.
5. Don't mix products. For example bleach and ammonia can create dangerous chlorine gas.
6. Avoid careless placement of tools and equipment. Keep free of traffic patterns.
7. Post “wet floor” sign and barriers when cleaning or refinishing floors. Always keep traffic off until floors are thoroughly dry.
8. Ground electric cords while operating floor machines, vacuums and other electrical appliances.
9. Check electrical appliances and equipment before using for frayed wires, loose plugs and connections.
10. Use an adequate size ladder when cleaning making sure ladder footing is secure to avoid falls.
11. Get help when moving heavy or oversize objects.
12. Do not use products for purposes other than those they were designed for. Examples: Never use a furniture polish to touch up a floor since it would create a very slippery spot. Keep insect control sprays away from food and food containers.
13. Mix all products according to recommended usage. Don't be tempted to improve performance by increasing solution strength. Some products can cause skin irritation when used improperly.
14. Use some velcro strips under small rugs to keep them from slipping under foot.

15. Check light fixtures daily. Dimly lit or dark areas can be hazardous.
16. Wear safety glasses or goggles when there is danger of flying particles or toxic liquids.
- 17 Periodically check automatic doors for proper function and obstructions.

LADDER SAFETY

Always use proper ladders. Never climb or stand on any “makeshift” devices such as chairs, barrels, drums or boxes. Use approved equipment only. Safe use of ladders requires careful attention to all details of maintenance and use. When using a ladder, follow these safe practices.

1. Check the condition and strength. Ladders with broken rungs, split side rails, worn or broken safety feet should not be used. Unsafe ladders should be repaired or replaced.
2. Always place a ladder at least 25 per cent of its length away from the base of the structure to be mounted. The ladder feet must be placed on a firm surface. The ladder must extend at least three feet beyond the landing. The 4:1 rule is to be practiced (4 ft. vertical for every 1 ft. horizontal).
3. Ladders longer than 16 feet should be carried by two people. When carrying short ladders, raise the front end to prevent striking someone in front of you or coming around a corner.
4. Nothing should be carried in either hand when climbing up or down a ladder. Materials should be hoisted separately or carried attached to your belt.
5. Only one person at a time should be on a ladder.
6. Always face the ladder when climbing or descending.
7. Clean muddy or otherwise slippery soles of shoes before mounting the ladder.
8. Do not attempt to reach more than an arms length in any direction from the ladder. Move the ladder.
9. When a job is finished, the ladder should be returned to the ladder racks or storage area.
10. When workers on ladders could be endangered by ground traffic, the ladder should be secured or a guard should be stationed and signs posted to direct people away from the area.
11. Never stand on the top step or rung of a ladder. Use a longer step ladder.
12. Metal or wirebound ladders should not be used where there is a possibility of contact with electrical conductors.
13. Only ladders in good condition and safety feet should be used.
14. Never use a step ladder as a straight ladder. Always open the legs fully.

EXIT DOORS – SECURITY CHAINS

In accordance with NFPA (Fire Code), anytime the building is occupied, building principals must insure provision for safe exit of students, employees and community users through all accessible exits.

Securing exterior doors with chains and padlocks is not in compliance with NFPA (Fire Code) and should be discouraged. Properly functioning panic hardware should, in most cases, provide adequate building security.

Buildings capable of being sectioned off for community use should use this restrictive accessibility to the fullest, which insures appropriate exiting for the area.

For specific instructions regarding emergency exits, contact the Office of the State Fire Marshal.

FIRE MARSHAL INSPECTIONS

The Office of the State Fire Marshal has the right to inspect the buildings of Carroll County Public Schools at their discretion. Inspections generally occur annually, without any warning. The building supervisor or a designated person must accompany the Fire Marshal during building inspections. If possible, the principal should attend.

When the Fire Marshal inspects a facility he/she completes an Inspection Report Form, a copy of which is presented to the building principal. A copy of the inspection results is also forwarded to the Director of Facilities. It is the local school administrator's responsibility to review the report and expedite any necessary housekeeping chores that are mentioned in the report. A Maintenance Requisition should be submitted for those items needing repair beyond the means of the local building staff. Note "Fire Marshal Recommendation" on the requisition.

When the Plant Maintenance Department receives a Maintenance Requisition, corrective action will be scheduled unless requiring budgetary action. Expensive items will be budgeted in the next FY operating budget.

If corrective action is not taken within a reasonable amount of time, the school administration should alert the Supervisor of Plant Maintenance that the violation still exists.

The Office of the Fire Marshal provides a summary report to the Director of School Facilities. The Director through the Plant Maintenance Department and the Coordinator of School Safety will do follow-up on completion of inspection items.

CARROLL COUNTY PUBLIC SCHOOLS

FIRE DRILL REPORT

School Year _____ - _____

Name of School: _____

Date of Drill	Blocked Exits	No Blocked Exits	Announced	Unannounced	Elapsed Time Minutes/Seconds	Identification of Fire Alarm Pull Station Activated

Principal's Signature

Please forward a copy to the Plant Operations Coordinator of Environmental Safety at the conclusion of the school year.

Revised 1/14/08

FIRE EXTINGUISHERS

1. **Inspection**

Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been activated or tampered with, and that there is no obvious physical damage or condition to prevent operation.

2. **Maintenance**

Maintenance is a thorough examination of the extinguisher. It is intended to give maximum assurance that the extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair or replacement. It will normally reveal if hydrostatic testing is required. (Hydrostatic testing is required 12 years after date stamped on extinguisher's body.)

The Building Supervisor following the procedures outlined in item 3 Procedures shall inspect each fire extinguisher monthly. After inspection of each fire extinguisher the building supervisor is to initial and date the annual inspection tag. As a result of these monthly checks, the Supervisor of Plant Maintenance should be advised of fire extinguishers found to be in need of replacement or recharging.

3. **Procedures**

Periodic inspection of extinguishers shall include a check of at least the following items:

- a) Located in designation place
- b) No obstruction to access or visibility
- c) Operating instructions on name plate legible and facing outward
- d) Seals and tamper indicators not broken or missing
- e) Determine fullness by weighing or "hefting"
- f) Examine for obvious physical damage, corrosion, leakage or clogged nozzle
- g) Pressure gauge reading or indicator in the operable range
- h) Check date on extinguisher

4. Responsibility

The Building Supervisor has the obligation for the care and use of these extinguishers at all times. The Building Supervisor must see that everyone knows how to call the fire department in case of an emergency and how to properly use a fire extinguisher.

Portable fire extinguishers are appliances to be used by the occupants of a fire-endangered building. They are primarily of value for immediate use on small fires.

All Building Supervisors should have Material Safety Data Sheets (MSDS) for each type of extinguisher on location.

Fire extinguishers are purchased through the Plant Maintenance Department.

Maintenance personnel will pick up the fire extinguisher(s) requiring service and return it (them) to the school within one (1) week. Building supervisors should call the Plant Maintenance Office when an extinguisher is in need of repair or replacement.

Completing the monthly P.M. checklist will document the procedures are being followed.

NFPA 10 PORTABLE FIRE EXTINGUISHERS

Type of Fire Extinguishers and Recommended Use

- A = Ordinary
- B = Flammable Liquid and Gases
- C = Electrical Equipment
- D - Combustible Metals

Types of Agents Used in Fire Extinguishers

<u>Agent</u>	<u>Type</u>
Water	A Only
AFFF (water and foam)	A & B
Dry Chemical	A, B & C
Carbon Dioxide	B & C
Halon	A, B & C
Met-L-X	D Only

Simple Steps in Fire Extinguisher Use [PASS]

P	6	<u>P</u> ull Pin
A	6	<u>A</u> im
S	6	<u>S</u> queeze
S	6	<u>S</u> weep (back and forth motion)

FIRE PREVENTION AND PROTECTION

Fire Prevention Suggestions

The school custodial personnel are the most important school employees when it comes to recognizing, removing, and preventing conditions which may cause a fire or other hazards on the school site. The best way to prevent school fires is to remove the causes. By carrying out the following suggestions, the possibility of a fire occurring will be held to a minimum.

1. Destroy oily rags when not in use, or store in a closed metal container.
2. Do not store paper supplies, waste paper, waxes, oils, paints or supplies in boiler room.
3. Store costumes or decorating materials in well ventilated areas away from any source of flame.
4. Do not have storage places under stairs.
5. Extreme caution should be used when lighting gas-fired equipment.
6. See that boilers are kept in good repair and that water levels are maintained within safe limits.
7. Chimneys and flues should be inspected frequently to prevent fires.
8. Steam, hot water, and hot air pipes and ducts should be inspected and kept in good repair when near combustible materials. They must be insulated.
9. Motors and other machinery must be kept clean and free from surplus grease and dirt which may cause fires.
10. All light switches, outlets, and connections should be kept in good repair.
All electrical appliances used in the building should be kept in good repair including extension cords used with equipment.
11. Use only approved extension cords.
12. Do not overload the electrical circuits. Use the proper size fuses and controls on all electrical circuits.
13. The custodian should report all fire hazards which he/she cannot remove.
14. All personnel should know how to use a fire extinguisher.

15. Chemicals in laboratories should be handled with care and properly stored in ventilated cabinets or storage rooms.
16. Fire extinguishers should be recharged according to the manufacturer's instructions.
17. Waste paper and other waste materials should not be burned on school premises.
18. Fire drills should be conducted at least one time each month, and children should be taught to report fire hazards.
19. Aisle ways, passage ways, stairways and doorways should never be blocked. Do not pile materials closer than 18 inches to sprinkler heads. A minimum area of 10 feet must be cleared back from all exit doors. Check exit lights daily for proper operation.
20. Flammable liquids should be stored in special storage area. Even small quantities of flammable liquids must be kept in only approved safety cans.
21. Refill gasoline motor vehicles at authorized spots only using designated equipment. The motors of vehicles being filled must be turned off, avoid spills. If a spill does occur, wash it up with large quantities of water before attempting to start the vehicle.

FIRE PREVENTION AND PROTECTION

The best means of fighting fires is to prevent them from starting. Do everything possible to prevent fires. If, however, a fire should occur, you should know exactly what to do.

1. Sound the alarm to clear the building.
2. Call the fire department. (This must also be done as a back up even though the schools are equipped with an automatic phone dialer.)
3. Know the location of the fire extinguishers and the type of fire each is designed to extinguish and use them to fight the fire if there is no danger to you, while the fire is still small.
4. If your clothing catches on fire, call for help. **DO NOT RUN**. If possible, wrap yourself in a fire blanket, coat, etc., or step under an emergency shower. Otherwise, roll on the floor to try and smother the flames. Avoid breathing the flames or fumes.
5. Aisle ways, passage ways, stairways and doorways should never be blocked. Do not pile materials closer than 18 inches to sprinkler heads.
6. Flammable liquids should be stored in special storage areas. Even small quantities of flammable liquids must be kept in only approved safety cans.
7. Whenever there is the possibility of flammable vapors, gases or dust, never use a portable electrical tool, spark producing tool, ordinary electrical equipment, and especially extension lights.
8. Refill gasoline motor vehicles at authorized spots only, using designated equipment. The motors of vehicles being filled should be turned off, avoid spills. If a spill does occur, wash it up with large quantities of water before starting the vehicle. Motor vehicles should only be used outside of buildings.
9. Gasoline or solvents having a flash point below 100°F or 38°C should never be used to clean the school or equipment.
10. It is important that all exit doors are inspected daily to ensure they are operable and clear of snow and ice. A minimum area of 10 feet must be cleared back from all exit doors.

BUILDING SECURITY

Each building poses unique security problems. Principals should consult with staffs and building supervisors to identify existing or potential problems. It is suggested that the staff consultation involve all levels of personnel. Upon the completion of a security assessment, security procedures should be developed and included in the faculty, staff and student handbook(s).

Consideration of the following critical elements should be part of the assessment and ultimate plan.

1. Access to the building:
 - a. What time(s) of the day should doors be unlocked to allow for entering students? Identify only those doors necessary for student entry to be unlocked. All panic doors are to be operable and no obstacles shall be allowed to block doorways or hold doors from closing. The location of portables may dictate which doors must remain open throughout the day.
 - b. Identify rooms which should be locked at all times. These include storage rooms, mechanical/electrical rooms, and any classrooms or portables not being utilized.
 - c. Limit the issuance of external door keys. Principals, assistant principals, building supervisors and in rare cases selected teachers may have exterior door keys assigned to them. In addition, the cafeteria manager may have a key to the exterior door.
 - d. Principals and building supervisors shall maintain strict control over the issuance of all building keys. New schools are equipped with a coded key box. Principals should maintain this key registry. Keys should be signed for, if distributed.
 - e. Principals should be keenly aware of and establish procedures for all visitors, volunteers and substitutes to provide for the safety and well being of all students and staff.
 - f. Give notice to all visitors to report to the school office by posting signs strategically around the building.
 - g. Establish staff procedures for verifying that volunteers or other volunteers have legitimate business in the school. Central office and maintenance staff have name badges for identification as employees of the Board.
 - h. Ensure that elementary age students are not alone in restrooms or unsupervised areas. A “buddy system” for elementary schools may be an alternative used. This is especially important where multiple relocatables are in use at a facility.

- i. Staff members should be assigned to monitor hallways before and after school and during class changes.
 - j. Custodial staff are required to make a thorough security check before leaving the building each day or night. Where applicable, someone shall also check to insure the security monitoring system is functional.
2. Securing the building:
- a. At the end of the school day all exterior doors should be set to allow only exiting from the building. Exceptions to this include doors to the main office or doors used by extended day programs and special after hours events. Specific instructions and procedures must be developed to deny participants access to parts of the building not used by these programs. During evening and/or weekend activities, those areas of the building not in use should be sealed off from the activity.
 - b. Teachers should close and lock all windows and classroom doors, where applicable.
 - c. Personnel shall secure all valuable equipment.
3. Other security measures:
- a. School personnel will not leave personal valuables in schools overnight.
 - b. Staff will report all broken windows, faulty locks and lost keys immediately to the principal and/or building supervisor who will report the problem to the Maintenance Department.
 - c. Staff will immediately report broken or burned out lights, exterior or interior. These lights should be replaced the same day.
 - d. Newsletters and other communications should be used to encourage neighbors of the schools to report acts of vandalism to the police or to the school principal and/or building supervisor.

Further information regarding building security and Trespass Law can be found in the Pupil Services Handbook.

BUILDING SECURITY - TRESPASSING

I. Reference

Annotated Code of Maryland ' 26-102. Trespass on the grounds of a public institution of elementary, secondary, or higher education

- (a) Denial of access to school grounds. The governing board, president, superintendent, or principal, of any public institution of elementary, secondary, or higher education, or a person designated in writing by the board or any of these persons, may deny access to the buildings or grounds of the institution to any person who:
 - (1) Is not a bona fide, currently registered student, or staff or faculty member at the institution, and who does not have lawful business to pursue at the institution; or
 - (2) Is a bona fide, currently registered student at the institution and has been suspended or expelled from the institution, for the duration of the suspension or expulsion; or
 - (3) Acts in a manner that disrupts or disturbs the normal educational functions of the institution.
- (b) Staff may demand identification. Administrative personnel and authorized employees of any public institution of elementary, secondary, or higher education may demand identification and evidence of qualification from any person who desires to use or enter the premises of the institution.
- (c) Agreement with law enforcement agencies. C The governing board of any public institution of elementary, secondary, or higher education may enter into an agreement with appropriate law enforcement agencies to carry out the responsibilities of this section when:
 - (1) The institution is closed; or
 - (2) None of the persons designated in subsection (a) of this section are present in the buildings or on the grounds of the institution.
- (d) Penalty. A person is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000, imprisonment not exceeding 6 months, or both if he:
 - (1) Trespasses on the grounds of any public institution of elementary, secondary, or higher education;
 - (2) Fails or refuses to leave the grounds of any of these institutions after being requested to do so by an authorized employee or the institution;

- (3) Willfully damages or defaces any building, furnishing, statue, monument, memorial, tree, shrub, grass, or flower on the grounds of any of these institutions. (A Code 1957, art. 27, ' 557B; 1978, ch. 22, ' 2; 1980, ch. 66, 1981, ch. 467; 1983, ch. 442.)

II. Implementation

- A. The acting principal should ask the offender to leave, advising the individual that under Maryland Law (quoting the applicable section if appropriate), the person is trespassing. If the offender refuses to leave, the police should be called by the administrator.
- B. A follow-up letter may be sent to the offender. A sample follows:

SAMPLE TRESPASSING LETTER

(Use school letterhead and send registered mail with return receipt.)

Date

Name of Violator of Trespass Law

Street Address

City, MD Zip

Dear _____:

I have received information that you were on (name of school) property on (specific date or dates). Since you are no longer a student at (name of school), you are hereby notified that you are not to return to the premises. (The previous sentence should be altered to reflect the specific nature of the trespass event.)

Should you return to (name of school), you will be in violation of the Annotated Code of Maryland, Section 26-102, and may be deemed guilty of the misdemeanor, subject to fines and/or imprisonment.

Should you have official business on (name of school) property, it will be necessary for you to call ahead for an appointment through my office. Otherwise, you shall not return to our school grounds or premises for any reason.

Yours truly,

Name of Principal

III. Solicitation

Solicitation shall not be permitted unless by authorization of the principal.

WORKER'S COMPENSATION INSURANCE INSPECTION

Procedure:

Inspection of schools for potential violations by Workers' Compensation Consultants is conducted annually. Notification of schools to be inspected is communicated usually by e-mail with day and time of the inspection. The Coordinator of environmental safety, if available, will accompany the Workers' Compensation Consultant.

Reports of the school inspection will be forwarded to the Coordinator of environmental safety for review. Copies of that report will be mailed to the principal and/or administrator of the school. If violations are noted, they should be corrected within the specified time allowance. The Building Supervisor Inspection Follow-Up Report should be completed within 10 work days from the date of inspection and sent to the Coordinator of environmental safety.

Carroll County Public Schools
Building Supervisor
 Inspection Follow Up Report

School Name/Cost Center: _____

Type of Inspection: _____

Date: _____

	Observations or Defects	Date Completed	Check Below if Not Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Received by: _____

Inspected by: _____

Comments: _____

Return completed report within 10 work days from date of inspection to:
 John Timcheck, Coordinator of Environmental Safety, Plant Operations

OSHA ANNUAL AUDIOGRAM TESTING

OSHA Regulations (Standards 29 CFR) and Occupational Noise Exposure 1910.95 (g)6 requires annual testing for each employee exposed at or above 85 decibels.

This required testing is mandatory for custodial, maintenance, material handling drivers, and IPM employees.

PROCEDURES FOR TESTING BUILDING MATERIAL FOR ASBESTOS

INTRODUCTION

The Asbestos Hazardous Emergency Response Act (AHERA) was passed by Congress in 1986 to protect school children and school employees from exposure to asbestos in school buildings. Further obligations are included in the EPA's implementing regulations at 40 C.F.R. Part 763 – AHERA Regulations, and are specifically noted in a memorandum from the EPA, dated September 5, 2006, concerning acceptable methods of identifying Asbestos Containing Material (ACM).

PURPOSE

The establishment of a standard for implementation by Carroll County Public Schools for testing materials used in renovation, repair, or construction in any Carroll County Public Schools owned or leased facility to ensure any materials used in the construction, renovation, or repair in these facilities are asbestos free. Examples of materials requiring testing include, but are not necessarily limited to, ceiling tile, floor tile, drywall, spackling compound, and mastics used for installing tile and carpet. Any questions regarding if a specific material needs to be tested should be addressed to the CCPS designated person for AHERA (Coordinator of Environmental Safety) or the Supervisor of Plant Operations.

- A. In any instance where the services of a professional architect is used for any construction, renovation, or repair, a statement from the architect on the company's letterhead needs to be issued and signed by the architect stating that no asbestos containing material was specified in the construction documents and to the best of his/her knowledge no asbestos containing materials were used in the construction renovation, or repair (use the applicable term) of (school name).
- B. In the event the services of a professional architect is not used for a project involving construction, renovation, or repair the following procedure must be followed:
 1. All procurement documents must include the statement that "all materials supplied will be free of asbestos".
 2. The invoice from the supplier must include the statement "all materials supplied are, to the best of our knowledge, free of any asbestos containing material.
 3. A copy of the MSDS for the material must also be supplied with the shipment.
 4. Samples of each production lot or production run of material used must be taken and sent to an accredited lab certified to test the material for asbestos. The number of samples to be test from one production lot or production run of each material is to be as follows:
 - a. For lot sizes of 1,000 square feet or less – 3 samples are to be analyzed.
 - b. For lot sizes of more than 1,000 square feet up to and including 5,000 square feet – 5 samples are to be analyzed.
 - c. For lot sizes greater that 5,000 square feet – 7 samples are to be analyzed.
 5. A copy of the documents outlined in 1, 2, and 3 above along with a copy of the sample analysis results showing the material to be asbestos free and documentation noting what school and what area or room in the school the material was used in

must be supplied to Plant Operations. This documentation will be included in the school's AHERA file both at Plant Operations and at the school. Documentation showing where the material was used may include, but is not limited to a memo, e-mail, drawing or sketch, or work order stating where the material was used along with a copy of the accredited lab analysis showing the material to be asbestos free.

6. Any material shown by lab analysis to contain asbestos is not to be used and is to be returned to the supplier for refund or replacement. Any replacement material from the supplier will then need to be tested before being used.

C. Under no circumstances is any material known to contain asbestos to be used in any construction, renovation, or repair in any facility owned or leased by Carroll County Public Schools.

Any questions regarding the above procedure should be referred to the Supervisor of Plant Operations.