

COMMERCE PUBLIC SCHOOLS

SAFETY AND HEALTH PROGRAM

TABLE OF CONTENTS

POLICIES

SAFETY AND HEALTH POLICY STATEMENT

380:45-1-1

COMMERCE PUBLIC SCHOOLS CONSIDERS NO PHASE OF ITS OPERATION MORE IMPORTANT THAN SAFETY AND HEALTH PROTECTION. WE WILL PROVIDE AND MAINTAIN SAFE WORKING CONDITIONS AND ESTABLISH AND INSIST UPON SAFE WORK METHODS AND PRACTICES AT ALL TIMES.

SAFETY AND HEALTH SHALL BE AN INTEGRAL PART OF ALL OPERATIONS, INCLUDING PLANNING, PROCUREMENT, DEVELOPMENT, INSTRUCTION, ADMINISTRATION, AND TRANSPORTATION.

WE WILL WORK CONSISTENTLY TO MAINTAIN SAFE WORKING CONDITIONS, TO ADHERE TO PROPER OPERATING PRACTICES AND PROCEDURES DESIGNED TO PREVENT INJURY AND ILLNESS, AND TO COMPLY WITH FEDERAL, STATE, LOCAL, CONSENSUS STANDARDS AND SAFETY AND HEALTH REGULATIONS.

EACH LEVEL OF EMPLOYEE MUST REFLECT AN INTEREST IN SAFETY AND IS REQUIRED TO SET A GOOD EXAMPLE BY ALWAYS OBSERVING THE RULES AS A PART OF THE NORMAL WORK ROUTINE. MANAGEMENT INTEREST MUST BE VOCAL, VISIBLE, AND CONTINUOUS, FROM ADMINISTRATORS TO INSTRUCTORS TO STUDENTS.

ALL EMPLOYEES SHALL FOLLOW SAFE WORKING PRACTICES, OBEY RULES AND REGULATIONS, AND WORK IN A WAY THAT MAINTAINS THE HIGH SAFETY STANDARDS SANCTIONED BY THE BOARD OF EDUCATION.

WE URGE ALL EMPLOYEES TO MAKE OUR SAFETY PROGRAM AN INTEGRAL PART OF THEIR DAILY OPERATIONS. THEN THE TOTAL ELIMINATION OF ACCIDENTS AND INJURIES WILL BECOME NOT JUST AN OBJECTIVE, BUT A WAY OF LIFE. A SAFETY COMMITTEE IS CHOSEN BY THE DESIGNATED CAMPUS SAFETY COORDINATOR AND MEETS TWICE A YEAR TO PLAN TRAINING AND REVIEW THE OVERALL COMMERCE PUBLIC SCHOOLS SAFETY AND HEALTH PROGRAM.

SIGNED _____
JIM HAYNES, SUPERINTENDENT

SIGNED _____
SCHOOL BOARD PRESIDENT

**EMPLOYEE REPORTING OF HAZARDS OR UNSAFE
PRACTICES POLICY STATEMENT**

380:45-7-1

Every employee is expected to watch for and report any possible hazards to employee or student safety and health.

You may report potentially hazardous conditions or practices in person to me, or by submitting a written report. Make your report immediately or as soon as possible.

No employee or student will discipline or harass any other employee or student because of hazards reported. Anyone found to have disciplined or harassed another employee or student for this reason will be disciplined.

Your participation is essential to keep this workplace safe and healthful!

Signed: _____

SAFETY & HEALTH RESPONSIBILITIES

SAFETY COMMITMENT RESPONSIBILITIES

- A. Superintendent Will: ~~380:45-3-4~~ 29 CFR 1910:1200, (E)(1)
1. Commit adequate resources to accomplish a sound safety and health policy
 2. Set an example on safe and healthful behavior
 3. Institute a reliable procedure for employees to report possible hazardous conditions without fear of reprisal and require appropriate and timely responses
 4. Solicit employee participation
 5. Investigate or cause to have investigated any and all accidents and file reports on each in one central location
 6. Provide each location with federal, state and local safety code requirements
 7. Assign a member of the staff the responsibility to carry out the company safety program
 8. Ensure safety staff is competent
- B. Safety Coordinator Will: 380:45-3-1
1. Be responsible for safety and recordkeeping
 2. Routinely conduct a comprehensive safety and health survey and keep records of such
 3. Make available all necessary personal protective equipment, job safety materials and first aid equipment
 4. Instruct employees that safe practices are to be followed and safe conditions maintained
 5. Inform supervisors that they are not to require or permit their personnel to take chances, but rather that they are to practice proper and safe procedures
 6. Instruct employees with regard to their safety responsibilities, conducting safety meetings, accident investigations and follow up on safety recommendations

7. Be responsible for safety planning, layout and inspection of all operations
8. Have available copies of all federal, state and other applicable regulations
9. Be familiar with the laws pertaining to safety and their basic requirements
10. Review the safety program operations annually to evaluate the goal and objectives, so shortcomings can be identified and the objectives can be revised if the program goals are not met
11. Routinely evaluate engineering and administrative control programs
12. Consult with administrators on extra hazardous activities, making certain that competent or licensed personnel are engaged
13. Take advantage of safety training offered and be aware of all safety rules

C. All Employees Will: 380:45-7-1

1. Work according to good safety practices as posted, distributed, discussed, and instructed
2. Refrain from any unsafe act that might endanger themselves or other employees
3. Use all safety devices provided for their protection
4. Report any unsafe situation or act to the director immediately
5. Be a safe employee off the job as well as on
6. Attend safety meetings as required
7. Instructors will provide safety training to their students as needed

D. Contractors, Sub-Contractors, and Suppliers Will: 380:45-7-1

1. Abide by all safety rules of the agency
2. Notify other contractors when actions or activities undertaken by them could affect health or safety of employees of other companies
3. Inform the Safety Coordinator of all injuries to employees
4. Report to the Safety Coordinator any unsafe conditions

E. Visitors Will:

1. Abide by all safety rules

F. Safety Committee Will: 380:45-19-1

1. Be comprised of several individuals such as instructors, administrators and maintenance
2. Review accident history and plan training to address the problems
3. Communicate safety program to all employees
4. Recommend hazard elimination or reduction measures

G. Students Will:

1. Abide by all safety rules set forth in their program, campus rules and emergency procedures

TRAINING PROGRAM

TRAINING PROGRAM

Determining If Training Is Needed

Commerce Public Schools will begin the training process by first determining whether a problem can be solved by training. Problems that can be remedied effectively by training will include those that arise from lack of knowledge of a work process, unfamiliarity with equipment, or incorrect performance of a task.

SAFETY & HEALTH COMMITTEE

380:45-19-1

Safety Coordinator: Herb Logan

Asst. Safety Coordinator: Jim Haynes

The campus safety coordinator shall assign appropriate individuals to a safety committee. It will be the purpose of this committee to provide input into the safety and health program.

The committee shall:

- Review and develop policies
- Provide employee involvement
- Plan safety training for all employees
- Analyze hazard prevention
- Make recommendations to the administration

The committee shall plan 8 to 16 hours of training for appropriate school employees per year. Some of this training will be done during in-service week in August, some training after school or professional day in October and some training after school or professional day in March.

The 2009 committee shall be:

Safety Coordinator: Herb Logan

Asst. Safety Coordinator: Jim Haynes

Members:

Clint Kisse

David McCord
Kristy Moudy
Linda Colver
Bobby Arms

Conducting the Training

Training will be presented in such a way as to make its organization and meaning clear to our employees. The following steps will be used to motivate employees and present the training program clearly.

- Explain the goal and objectives of the training
- Provide an overview of the material to be learned
- Relate the training to the employees' goals, interests, skills, and experiences
- Point out the benefits of training
- Allow employees to participate in the training process and to practice their skills or knowledge

EMERGENCY ACTION PROCEDURES

EMERGENCY ACTION PLAN

Commerce Public School's Emergency Action Plan will address all potential emergencies that can be expected in the workplace. Therefore, it will be necessary to perform a hazard audit or job analysis to determine potentially toxic materials and unsafe conditions.

Administration will take responsibility to see that an emergency program is instituted and that it is reviewed frequently. All employees are encourage to contribute to the continual development of this program.

Evacuation

All employees will be told what situations may call for evacuation of the workplace. This will be accomplished by using floor plans or workplace maps that clearly show the emergency escape routes. Safe or refuge areas will be included. This plan will be reviewed with employees when it is first implemented, whenever the employees' responsibilities under the plan change and whenever the original plan is changed.

Training

All employees will be trained to assist in a safe and orderly evacuation before the Emergency Action Plan will be put into effect. Regular fire and tornado drills will be conducted with the students.

Tornado/fire procedures are posted in each building. Students are instructed in emergency procedures.

Alarms

Alarms are necessary to alert employees to evacuate or take other planned action. The alarms will be capable of being seen or heard by all people in the building and will have the auxiliary power supply in case the electricity has been effected by the emergency. The alarm will be distinctive and recognizable as a signal to evacuate and to take emergency action. The special needs of any handicapped employees will be considered when planning as alarm system.

Each employee will know the various means of reporting emergencies, such as manual pull box alarms, public address systems, or telephones. emergency phone numbers will be posted on or near telephones, on employees' notice boards, or in other conspicuous locations.

**WRITTEN HAZARD
COMMUNICATION
PROGRAM**

INTRODUCTION

I. Purpose of Hazard Communication Program ~~380:45-1-4~~ 29CFR1910.1200

The primary purpose of the Hazard Communication Program is to insure that each employee receives information and training on the use of hazardous materials in their workplace. The program is to provide the necessary information to **Commerce Public Schools'** employees so they can use protective measures for safe work practices in their work areas. The program is designed to reduce the incidence of injury and illness resulting from improper handling and storage of hazardous chemicals.

II. Scope and Application

The Occupational Safety and Health Administration (OSHA) required that beginning November 25, 1985, manufacturers, importers and distributors of hazardous chemicals perform the following tasks:

- a. Label containers of hazardous chemicals leaving their workplaces after November 25, 1985
- b. Provide Material Safety Data Sheets (MSDS) with initial shipments of hazardous chemicals occurring after November 25, 1985

Beginning May 25, 1986, OSHA required that all manufacturers using hazardous chemicals implement the Hazard Communication Standard (HCS). Beginning May 23, 1988, OSHA required that all employers regulated by OSHA implement the HCS providing:

1. Material Safety Data Sheets available for **Commerce Public Schools'** employees to review on each hazardous chemical in the workplace
 2. Labels and other forms of warnings to make sure that **Commerce Public Schools'** employees know of hazards in the workplace
 3. Employee information and training on the regulations and on specific hazards in the workplace
 4. Written hazard communication program (a plan) describing the policies and procedures of the program
5. Program Management 380:45-3-1

The Compliance Manager for the HCS will be responsible for the daily management of the program. In our company the Compliance Manager will be:

Compliance Manager: Safety Coordinator

The compliance manager or designee will coordinate training of employees, updating MSDS and making sure that containers are labeled properly.

The following records will be maintained by the Compliance Manager:

1. List of Hazardous Chemicals
2. Log of MSDS received
3. Files on MSDS received
4. Employee training material
5. Records of attendance at employee training sessions

HAZARD DETERMINATION

380:45-2-1

I. Employer Responsibilities 380:45-3-1

Chemical manufacturers and importers are responsible for determining whether or not their chemicals are hazardous. Employers (users) do not have to perform their own analysis and may rely on the evaluation conducted by the chemical manufacturer or importer. However, if employers (users) choose not to rely on the manufacturer's information, OSHA has developed a minimum listing of recognized hazardous chemicals in the following sources:

- a. 20 CFR 1910, Subpart 2 - Toxic and Hazardous Substances (OSHA)
- b. Threshold Limit Values For Chemicals Substances and Physical agents in the Work Environment, Latest Edition (American Conference of Governmental Industrial Hygienists)
- c. Annual Report on Carcinogens, Latest Edition (National Toxicology Program)
- d. Monographs, Latest Editions (International Agency for Research on Cancer)

Our school has determined that chemicals that are not used in the same frequency and duration as a consumer will be included in our Hazard Communication Program. Appendix 1 is our List of Hazardous Chemicals.

II. Hazardous Material Characteristics 380:45-2-1

A hazardous chemical is any chemical that poses a "physical" or a "health" hazard.

A physical hazard is defined by OSHA as any chemical for which there is scientific and valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, reactive or water reactive.

A health hazard is defined by OSHA as any chemical for which there is statistically significant evidence that acute or chronic health effects may occur in exposed employees. This includes chemicals which are carcinogens, toxins, irritants, corrosives, sensitizers and those that have target organs that they attack.

III. Hazard Determination Policies and Procedures 380:45-2-1

The general policies for determining whether or not a chemical is considered to be either a health or physical hazard are summarized below:

- a. For all chemicals supplied to the school after November 25, 1985, the

manufacturer or importer will be responsible for determining whether or not a chemical is hazardous.

- b. For chemicals that were received prior to the November 25, 1985, deadline, the chemical distributor will be responsible for obtaining hazard information for the Company.
- c. In situations where the hazard information is not available, the Company will contact the chemical manufacturer directly and attempt to determine whether or not the chemical in question is hazardous. If the manufacturer will not cooperate, the Company will contact the regional OSHA office and ask for assistance in obtaining the information.
- d. Each MSDS will be evaluated to determine if the chemical exhibits either a physical or health hazard characteristic.
- e. Each chemical included in the program is assigned an HMIS rating for Health, Flammability and Reactivity. The rating is based on the information supplied by the manufacturer or distributor on the MSDS.
- f. A personal protection equipment code is assigned to each chemical based on recommendations from the manufacturer that are for the conditions of no overexposure to the chemical.
- g. Products that are received from vendors for testing purposes will be only accepted when an MSDS is supplied. The MSDS will be evaluated to determine if the characteristics of the proposed product are different from those of the existing product. Differences will be communicated to employees before the proposed product is used.
- h. All chemical products will be purchased through the purchasing department in order to maintain an accurate listing of the hazardous chemical and MSDS.

The following procedures must be followed to insure that each chemical used in the workplace has been evaluated to determine whether or not it should be included in the program.

- a. Using the purchasing records, a list of chemicals will be maintained, including the name and address of the manufacturer and distributor.
- b. The most current MSDS for each chemical will be maintained as well as a listing of each chemical and its manufacturer or distributor (Appendix 1).
- c. For chemicals that do not have an MSDS, the appropriate manufacturer will be contacted for an immediate mailing of the MSDS. The request

letter will be filed in the recordkeeping system.

- d. The person responsible for purchasing will review the hazardous material list when ordering products. If a product is not listed, a request for an MSDS will be sent to the vendor. The MSDS will be evaluated by the Compliance Manager and assigned an HMIS code when a new product is to be added to the program.
- e. If a chemical is received and an MSDS is not on file, the Purchasing Department must immediately call and request an MSDS from the distributor or manufacturer. Purchasing must then prepare a request letter. The letter must be mailed to the distributor or manufacturer and a copy given to the Compliance Manager.
 - f. Chemicals may not be used until an MSDS is on file.

CONTAINER LABELING AND OTHER WARNINGS

380:45-3-6

I. Purpose of Marking and Labeling

The primary purpose of the labeling and other warnings is to provide to employees direct information concerning the potential hazards of chemicals used in their workplaces.

II. Labeling Requirements

As a minimum, each hazardous chemical container must be labeled or tagged by the manufacturer with the following information:

- a. Name and address of the manufacturer or other responsible party
- b. Identity of the chemical
- c. Appropriate hazard warnings for employee protection

The labels must be displayed where they can be easily seen and must be written in English. (Other languages should be used in addition, if appropriate.) The warnings may be a type of a message, words, pictures or symbols which convey the hazards of the chemicals in the container.

Program Instructors shall ensure that each hazardous chemical container is labeled with the following information:

- a. Identity of the chemical
- b. Appropriate hazard warnings

Products regulated by the Consumer Product Safety Act do not require additional Hazard Communication warnings.

If there are a number of stationary containers within a work area which have similar contents and hazards, our company may post signs or placards which convey the hazard information required rather than individually labeling each container.

Hazard warnings are not required on portable or temporary containers that are for immediate use. The container must be under the control of the employee performing the transfer and used within the work shift when the transfer has been made. Nevertheless, it will be our Company policy to label each portable or temporary container.

_____ will ensure that all portable or temporary containers are labeled with appropriate hazard warnings such as the Hazard Material Identification

System labels or with supplemental warnings from the manufacturer.

III. Labeling System Description

Manufacturers and distributors are responsible for placing the proper shipping label on each container before it is delivered to the Company. This hazard label describes the major hazard characteristics.

In addition to the manufacturer's labels, the HMIS is used to further identify the hazards and response for selected hazardous chemical containers. Temporary containers and containers with chemicals greater than 55 gallons will receive additional labels using the HMIS.

IV. Container Labeling Policies and Inspection Procedures

The following policies outline the responsibilities of those involved in the hazard rating and labeling procedures:

- a. Program Instructors are responsible for inspecting incoming chemical containers for hazard labels and determining what products need additional labels.
- b. Director of Student Services is responsible for applying HMIS labels to those identified as needing additional labels.
- c. HMIS ratings for Health, Flammability and Reactivity are based on the information provided by the MSDS.
- d. The personal protection equipment requirements for each chemical are evaluated based on the manufacturer's recommendations and the application of the chemical in the Company's workplace. The Compliance Manager is responsible for determining the appropriate protective equipment for normal use.

The following steps must be followed to ensure selected hazardous chemical containers are marked with the appropriate hazard warning labels:

- a. Check to ensure the manufacturer's label is intact on all chemicals entering the Company.
- b. Compare the chemical name to the List of Hazardous Chemicals as shown in Appendix 1 to determine if the Chemical needs additional labels.

Apply appropriate HMIS labels to the containers if it is required:

1. Temporary containers

2. Containers greater than 55 gallons
 3. Containers without labels
 4. Containers do not have minimum label information
- c. Director of Student Services must inspect container storage and usage areas at least yearly to make sure that labels remain on containers and that no leaking is occurring.
- d. If labels are found to not be readable, Compliance Manager should be contacted immediately to replace the labels.

MATERIAL SAFETY DATA SHEETS

380:45-3-2

I. Purpose of the Material Safety Data Sheets

Material Safety Data Sheets (MSDS) provide information to employees concerning chemicals and their hazards. MSDS are developed by the manufacturer or distributor of the chemical and are provided to the user. All information on the MSDS is that of the manufacturer or distributor and the Company will not alter any of that information.

II. Required Contents, Format and Recordkeeping

The MSDS should contain the following applicable sections:

- a. General Information
- b. Ingredients
- c. Physical Data
- d. Fire and Explosion Data
- e. Health Hazard Data
- f. Reactivity Data
- g. Environmental Protection Procedures
- h. Special Protection Information
- i. Special Precautions

OSHA does not require a specific format for the MSDS.

III. MSDS Policies, Inspection and Filing Procedures

Director of Student Services is responsible for evaluating each MSDS to determine the HMIS hazard rating. In addition, the Compliance Manager is responsible for maintaining the chemical file, containing the MSDS for each hazardous chemical in the workplace.

A master copy of the MSDS for each hazardous chemical is filed in Director of Student Services Office. MSDS for each work area are available during normal working operation hours for any employee to review.

The following procedures outline the MSDS inspection operation:

- a. Before requesting a product, the Compliance Manager must determine if an MSDS is on file referring to the master list of chemicals.
- b. If an MSDS is not on file, the Compliance Manager must contact the chemical distributor immediately and request that MSDS be sent with the product order. The request letter must then be filed.

c. When MSDS lists are updated, a memo describing the change is posted on the appropriate production area communication board.

d. If a new hazard is being introduced into the workplace, the program instructor will become completely familiar with the new hazard and acquaint students with the potential hazards and proper use of the new product.

HAZARDOUS MATERIAL TRAINING

380:45-3-7

I. Purpose of Hazardous Material Training

The primary purpose of this program is to provide employees with training and information on hazardous chemicals in their workplaces. The training is meant to be a continuing education program with employees updated as new hazards are introduced into the workplace.

II. Training Requirements

All employees that may be exposed to hazardous chemicals in their workplaces must receive training before they are allowed to perform their jobs. All new employees must receive training within 30 days of employment.

Outside contractors must be informed of any potential hazards they may be exposed to while working in our Company. The master list of hazardous chemicals and the MSDS will be provided upon request to the contractors.

All employees must receive training for nonroutine tasks, including work of outside contractors in their work areas, before the nonroutine task can be performed. Training is scheduled for the day before the activity is to begin.

The employee must be trained to focus on the following issues:

- a. Methods and observations that may be used to detect the presence of release of a hazardous chemical in the workplace.
- b. Emergency response to chemical spills, fires and explosions.
- c. Physical and health hazards of chemicals used in each work area.
- d. Measures employees can take to protect themselves from these hazards.
- e. Details of the hazard communication plan, including the Hazardous Material Identification System and the MSDS program.

III. Hazardous Material Training Program Overview

Director of Student Services will be responsible for coordinating each hazardous material training session. The Compliance Manager will either teach the session or be responsible for obtaining qualified instructors and speakers.

The Compliance Manager will be responsible for all recordkeeping procedures. This will include documenting each training session with employees present. The Compliance Manager will be responsible for ensuring that all affected employees are

active in the training program and that new employees are given preliminary training within 30 days of employment.

The Compliance Manager will be responsible for maintaining the hazard communication program records. Each employee must complete the training session. The names of employees who have completed the HCS training will be listed on a master log sheet maintained by the Compliance Manager.

HAZARD COMMUNICATION - OTHER ISSUES

I. Emergency Response

Spill Response

- a. If a hazardous material spills and becomes a hazardous waste, the first response will be to determine if the waste is flammable. If it is flammable, make sure that no ignition source is near the spilled waste. Bring a nearby fire extinguisher to the clean-up area and make sure that it is ready to use should there be a fire. Next, contain the waste from escaping from the building. This should be done by placing oil dry on the waste spill.
- b. Contact the Director of Student Services who will supervise the clean-up and storage of the waste for disposal.
- c. The area of the spill should be thoroughly cleaned. The used oil dry and any liquids from the clean-up must be placed in an empty 55 gallon drum and marked with a label that says "Hazardous Waste".
- d. If the spill should occur outside of the buildings, contain the flow of hazardous waste using oil dry. As soon as possible, clean the spill area, placing the contaminated soil and materials in an empty 55 gallon drum and marked with a label stating "Hazardous Waste".
- e. Under no circumstances is any employee to place himself or herself in any situation that may be life threatening or could lead to an injury. If such a situation occurs, the employee is to evacuate all personnel from the area, contact the fire department and contact the Director of Student Services.

Response to Fires and Explosions 380:45-5-1

If a fire or explosion occurs in the workplace, these steps should be taken immediately:

- a. All Company personnel should proceed immediately to the nearest exit.
- b. Call the local Fire Department and advise them of the emergency.
- c. Use fire extinguishers only if it can be done safely without endangering any employee. Do not at any time place anyone in a life threatening situation.
- d. Contact state agencies that need to be advised when there is an emergency with hazardous chemicals. Ask for the type of reporting that they require for this emergency.

Response to Ground Water Contamination

If a release of hazardous waste has reached ground water, the following procedures will be used:

- a. Notify the National Response Center using their 24 hour toll free number: (800) 424-8802.
- b. Be ready to provide the National Response Center with the following information:
 1. Name, address of the company
 2. Date, time and type of incident
 3. Quantity and type of waste released
 4. Extent of injuries, if any
 5. Estimated quantities and disposition of any material recovered.
- c. Contact the local Health Department and report the spill event.
- d. Contact any state agencies that must be advised of the spill and determine the reporting requirements that they have for the spill.

II. Nonroutine Tasks

Hazards associated with nonroutine tasks are included in the hazardous material training program. Each employee responsible for working in a nonroutine situation involving hazardous chemicals will be trained before beginning the process. For scheduled annual tasks, such as a cleaning process that uses caustic chemicals, the training can be conducted at the annual review for the HCS program. For irregular nonroutine tasks, employees will be trained before the task is to begin.

Nonroutine tasks will include outside contractors working in the school and using chemicals or materials which may pose a health or physical hazard to Company employees. Employees will be informed of the hazard by Director of Student Services and the method of protection before the contractor is allowed to begin.

Contractors will be required to supply MSDS for all products to be used during their operations.

III. Unlabeled Pipes (If they contain hazardous chemical)

A labeling program is in operation to maintain proper labeling of all pipes that are exposed in the workplace. Employees are informed in the training sessions concerning hazardous materials in the pipes and any measures required to avoid injury.

IV. Outside Contractors

Director of Student Services shall provide outside contractor foremen with a copy of the list of Hazardous Chemicals from Appendix 1. The contractor foreman is required to acknowledge an understanding of the hazards associated with the contractor's operation and to train his employees on those hazards.

All outside contractors will provide a list of chemicals they will be using and MSDS on all such chemicals before they may begin their operations. This request is incorporated into bid packages and contracts with contractors.

**HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)**

29CFR1910.1030

The Commerce Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Updated: February 28, 1994

**HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)
(REGULATION)**

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge.

1. **WEAR GLOVES:** All personnel will wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed of.

2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds.
 - B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
 - C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.
7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to wash water.
9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluids exists whether or not the fluid is touched.
10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases,. Hands should be washed in hot soapy water before and after any cleanup operation.

11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Definitions

1. Bloodborne Pathogene means pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogene include, but are not limited to, Hepatitis B Virus (HBV) and human immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
6. Occupational Exposure means reasonable anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

Water	Disposable Gloves	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Can & Plastic Liners		
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

- A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water

Ex: 1 1/2 cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.

- B. A suitable commercial disinfectant.
- C. Hydrogen Peroxide 3% - to be used on skin surfaces.
- D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.
- E. Sanitary absorbing agent (e.g., chloral-sorb).

Procedure

1. General

- A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- B. Discard gloves after each use.
- C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
- D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.
- E. Do not reuse plastic trash bags.
- F. Use disposable items to handle body fluids whenever possible.

2. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

- A. Use a suitable disinfectant solution or use household bleach solution, mixed fresh. Scrub as needed.
- B. Rinse with water.
- C. Allow to air dry.
- D. When bleach solution is used, handle carefully.
 - 1. Gloves should be worn since the solution is irritating to the skin.
 - 2. Avoid applying to metal, since it will corrode most metals.
- E. Toys which are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.

- F. All frequently touched toys should be cleaned and disinfected daily.
- G. The use of soft, non-washable toys in classrooms should be discouraged.

3. Floors

- A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.
- B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:
 - 1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
 - 2. Dip, wring, and mop once more.
 - 3. Dip, wring out mop in bucket #1.
 - 4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
 - 5. Mop or rinse area.
 - 6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
 - 7. After spills are cleaned, proceed with #3.
- C. Soak mop in the bleach solution after use.
- D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2,.
- E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.
- F. Rinse non-disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.
- G. Dispose of disinfectant solution down the drain pipe.
- H. remove gloves, if worn, and discard in the appropriate receptacle.
- I. Wash hands as described above.

4. Non-Washable Surfaces (rugs and upholstery, etc.,)

- A. Apply sanitary absorbing agent, let dry, vacuum.
- B. If necessary, use broom and dustpan to remove soiled materials.
- C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

- D. Spray soiled area with a suitable disinfectant, air dry.
 - E. Clean dustpan and broom, if used. Rinse in a suitable disinfectant or household bleach solution.
 - F. Wash hands as described above.
5. Soiled Washable Materials (clothing, towels, uniforms, etc.)
- A. Rinse items under running water, using gloved hands, if appropriate.
 - B. Place item in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.
 - C. Wash hands as described above.
 - D. Wipe sink with paper towels, discard towels.
 - E. Machine wash soiled items separately.
 - 1. If material is bleachable, add 1/2 cup bleach to the wash cycle. If it is not bleachable, add 1/2 cup non-chlorine bleach (Clorox II/Borateem) to the wash cycle.
 - 2. Wash in hot water: 160 degrees F for 25 minutes, using detergent with disinfecting agent.
 - 3. Discard plastic bag.
 - 4. After handling soiled items, wash hands as described above.
6. To clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions).
- A. Put on gloves.
 - B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.
 - C. Proceed to clean blood spills with the solution soaked materials.
 - D. Place soiled materials in a plastic bag for disposal.
 - E. Remove gloves, include with soiled materials and discard.
 - F. Wash hands as described above.
7. Toileting and Diapering

- A. Toileting and toilet training equipment should be maintained in a sanitary condition.
- B. Diaper changing surfaces should be nonporous and sanitized between uses from different children.
- C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.
- D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.
- E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.
- F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.
- G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

8. Potty Chairs

- A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.
- B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedures is finished.
- C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or a suitable disinfectant.
- D. Wash hands as described above.

9. Sleeping Equipment

- A. Each item should be used by only one child.
- B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.
- C. Crib mattresses should be cleaned and sanitized when soiled or wet.
- D. Sleeping mats should be stored so that contact with the surface of another mat

does not occur.

- E. Bedding should be assigned to each child and cleaned when soiled or we.

10. General Information

- A. CPR - Use disposable mouth piece and/or face shield (will be kept in the clinic).
- B. A suitable commercial disinfectant will be requested from the school and kept in the clinic in a spray bottle, ready for use.
- C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.
- D. P.E. teacher, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.
- E. Take cleanup baggies and gloves on field trips.
- F. All cleaning supplies must be labeled regardless of container.

11. Personal Hygiene Measures

- A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
- B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.
- C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs for disposable tissues.
- D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
- E. Wash hands thoroughly after handling another person's belongings.

COMMUNICABLE DISEASE RISK EXPOSURE REPORT

The filing of this report and all information entered on it are to be held in strictest confidence in conformance with 63).S. Supp. 1988, Section 1-502.1, et seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name: _____
(Last) (First) (MI)
2. Birthdate: _____ 3. Profession/Job Title _____
4. Employer/Company Name: _____
5. Work Site: _____ Telephone: _____
(Street Address)
6. Home Address: _____ Telephone: _____
7. Supervisor's Name: _____ Phone: _____
8. Date of Exposure: (Mo/Day/Yr) _____
9. Time of Exposure: _____ AM/PM
10. Detailed description of Potential Exposure: _____

11. Exposed Worker __ has __ has not completed the full series of Hepatitis B Vaccine.
12. Source Person's Name: _____
(Last) (First) (MI)
13. Disposition of Source Person (include address): _____

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:

14. Name _____ 15. _____ 16. _____
(Please Print) (Signature) (Date)

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

___ In my professional judgement, this was a parental, permucosal, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or Meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.

___ This incident does not constitute an exposure under the OSHA Standard. Note: If this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.

___ The employee has received or is beginning the Hepatitis B vaccination series.

17. _____
Physician's Name (Please Print)

18. _____
Physician's Address

19. _____ 20. _____
Signature Date: (Mo/Day/Yr)

HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name _____ Date _____

Social Security No. _____ Position _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis which may eventually result in death. I understand that I may be at increased risk for contracting the disease by the vary nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking the Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through by employment.

___ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Commerce School District and hereby agree to hold the commerce School District harmless for any reaction or side effect I may experience from the vaccine.

___ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Supervisor's Signature

Vaccine _____

Manufacturer _____

	Date	Site	Lot #	Given By
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

I. Purpose

This document sets forth the Exposure Control Plan (ECP) of Commerce Public Schools. (Required by paragraph (c) of the occupational health standard for bloodborne pathogens (29 C.F.R. 1910.1030, "the Standard") promulgated by the Occupational Safety and Health Administration ("OSHA"), U.S. Department of Labor.

This ECP identifies the job classifications which have been determined to have potential exposure to blood and other potentially infectious materials (OPIM) at Commerce Public Schools. Other potentially infectious material is defined in the Standard as including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The ECP also describes the methods of compliance with applicable requirements of the Standard, it sets forth a compliance schedule for such methods, and it describes a procedure for evaluating exposure incidents.

All personnel employed by Commerce Public Schools are required to comply with this ECP and with the requirements of the Standard. Any failure to comply may be cause for disciplinary action.

In the event that the requirements of the ECP or the compliance requirements of the Standard should conflict with established infection control procedures, the more protective procedure will be followed to obtain the maximum protection for the injured person and the employee. Questions concerning this ECP and compliance with the Standard should be directed to the Exposure Control Plan Administrator.

II. POSITION RESPONSIBLE FOR OSHA COMPLIANCE

The Exposure Control Plan Administrator has responsibility for implementing the ECP and ensuring compliance with it and the Standard.

III. ACCESSIBILITY OF THE EXPOSURE CONTROL PLAN

This ECP may be examined by employees of Commerce Public Schools during the employee's regular working hours or at such other time as is reasonable.

IV. REVIEW

This ECP will be reviewed and updated by Commerce Public School at least annually and whenever necessary to reflect new or modified tasks and procedures which affect employee potential exposure to blood and other potentially infectious materials, and to

reflect new or revised employee potential exposure.

V. EXPOSURE DETERMINATIONS

A. All employees who are directly exposed or where jobs have the likelihood of exposure to blood or other potentially infectious materials. (Fluids that have been recognized by the Centers for Disease Control as directly linked to the transmission of HBV and/or HIV are: blood, blood products, semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV and HBV viruses, and saliva in dental setting.)

1. Coaches
2. Elementary Secretary
3. Elementary Principal

B. Some but not all of the employees in the following job classifications are potentially exposed to blood and other potentially infectious materials.

1. Custodial - whose tasks involve contact or handling of regulated waste and cleaning of contaminated work or environmental surfaces.

VI. METHODS OF COMPLIANCE

A. ENGINEERING CONTROLS

Engineering controls are physical or mechanical systems that Commerce Public Schools provides to eliminate hazards at their source.

1. Puncture-resistant sharps containers.
2. Splash guards, goggles, and masks.
3. Disposable gloves and utility gloves.
4. Gowns and aprons.
5. Hazardous waste disposal.

B. WORK PRACTICE CONTROLS

Work practice controls are specific procedures you must follow on the job to reduce your exposure to bloodborne pathogens or other potentially infectious materials.

1. UNIVERSAL PRECAUTIONS

Commerce Public School will observe Universal Precautions throughout the facility to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid type is difficult or impossible, all body fluids will be considered potentially infectious materials.

2. HANDWASHING

If infectious materials gets on your hands, the sooner you wash it off, the less chance you have of becoming infected. Handwashing keeps you from transferring contamination from your hands to other areas of your body or surfaces you may contact later.

Commerce Public Schools ensures that all employees wash hands using soap, running water, and friction in the following situations.

- A. At the beginning and end of the work shift.
- B. Immediately after or as soon as feasible following contact with blood or other potentially infectious materials, (other skin should be washed with soap and water and mucous membranes flushed with water after contact).
- C. Immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Handwashing facilities are readily accessible to employees in the employees' restrooms.

3. PROCEDURES INVOLVING BLOOD

- A. Skin tears or cuts with visible blood will be tended in a manner to reduce the undue spreading of the blood or other potentially infectious materials. (disposable gloves will be worn when handling any visible blood.)
- B. Oral and mouth care will be provided in a manner not to spatter oral secretions.
- C. When suctioning an injured person, a face guard and gloves should be worn to protect yourself.

4. PERSONAL HYGIENE

- A. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of potential exposure.
- B. Avoid petroleum based lubricants that may eat through latex gloves. Applying hand cream is alright if you thoroughly wash your hands first.
- C. Food and drink will not be kept in refrigerators, on shelves or in cabinets where blood or other potentially infectious materials are kept.

C. USE OF SHARPS

1. Disposable needles. Only disposable needles will be used at Commerce Public Schools. Contaminated disposable needles will not be bent, recapped or removed, unless absolutely necessary, shearing or breaking of contaminated needles is also prohibited.
- 1B. Recap or remove contaminated needles from disposable syringes only when medically necessary. To recap needles, use a mechanical device or a one handed technique.
2. Disposable sharps. Contaminated sharps, which include any contaminated object that can penetrate the skin such as needles and lancets, will be disposed of immediately or as soon as feasible after use.
3. Contaminated sharps will be disposed of in containers that are closable, puncture resistant, and leak proof on sides and bottom. The container will either be red or affixed with a fluorescent orange or orange-red label and have a biohazard symbol.
4. The disposable sharps containers will be located in the Nurse's Office or Principal's Office.
5. The containers will be maintained upright throughout use, replaced routinely and not allowed to overfill. The containers will be replaced when the container reaches the full line.
6. Full containers will be placed in the biohazardous waste materials box in the Janitor's Room.

D. SPECIMENS

Universal precautions will be used in handling all specimens at Commerce Public Schools.

E. PERSONAL PROTECTIVE EQUIPMENT

Equipment that protects you from contact with potentially infectious materials may include gloves, masks, gowns, aprons, lab coats, face shields, goggles, mouthpieces, resuscitation bags or other devices. Under normal work conditions, protective equipment must not allow potentially infectious materials to contact your work clothes, street clothes undergarments, skin or mucous membranes. The type of protective equipment appropriate for a given task depends on the degree of exposure you anticipate.

1. USE

If your job requires you to be exposed to blood borne pathogens, or other

potentially infectious materials, Commerce Public Schools will provide appropriate personal protective equipment (PPE) to you at no cost. Independent contractors will provide their own equipment.

2. LIMITED EXCEPTION FOR USE OR PPE

Commerce Public Schools will ensure that its employees use appropriate PPE unless an employee temporarily and briefly declines to use it when, under rare and extraordinary circumstances, it was the employee's professional judgement that in this specific instance its use would have prevented the delivery of health care or public safety of the employee or co-employee. As soon as the situation changes, the employee is expected to implement full use of all PPE. The fact that the PPE might alarm an injured person or make routine procedures more difficult is not adequate reason not to use it.

- 2B. In all circumstances when an employee makes a judgement to not use and does not use PPE, Commerce Public Schools will investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future. The control Plan Administrator, as the facility's individual responsible for OSHA compliance, will perform the investigation, with the assistance of such persons as he/she designates.

3. ACCESSIBILITY

For the Control Plan Administrator and first aid delivery persons, the appropriate PPE will be kept in Janitor's Rooms, Teacher's Rooms, and Gym Equipment Rooms.

For custodians determined to be potentially exposed, appropriate PPE will be kept in the Janitor's Room.

4. GLOVES

- A. Appropriate protective gloves must be worn whenever it is reasonably anticipated that an employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin. They also must be worn whenever performing patient care procedures or when handling or touching contaminated items or surfaces. Disposable sterile gloves should be worn during invasive and aseptic procedures. The following employees will wear gloves during the tasks or procedures listed:

1. Licensed nurses will use sterile gloves when doing catheterization; non-sterile when doing dressing changes, catheter care, treatments, dealing with vomitus, and in situations where there is visible blood.
2. All personnel administering first aid will use disposable gloves when providing first aid care, and anytime there is visible blood or other potential

infected material.

3. Custodians will wear utility gloves during cleaning of areas likely to be contaminated.

4. _____.

- B. Disposable (single use) gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They will not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. However, they will be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. After use, disposable gloves and utility gloves which cannot be reused for the reasons stated above, will be placed in the trash for incineration, gloves used during treatments and in cleaning visible blood will be placed in the biohazard box in the Janitor's Room.

5. MASKS

- A. When procedures are performed which generate splashes, spray, spatter or droplets of blood or other potentially infectious materials, such as aspiration or suctioning, and eye, nose, or mouth contamination is reasonable anticipated, face shield may be worn in conjunction with the mask.
- B. Disposable masks will be disposed of after use with each patient. Masks are to be changed whenever soiled with blood or other potentially infectious materials.

F. LAUNDRY

1. Contaminated laundry, anticipated to be soiled with blood or other potentially, infectious materials, will be handled by the employees as little as possible with a minimum of agitation, i.e. the laundry will not be shaken or unfolded. clothing or linens with visible blood will be bagged at the sight found to prevent leakage and hand carried to the appropriate locations for washing or disposal.
2. Employees handling contaminated laundry will wear gloves and apron when handling those items.
3. The personnel at Commerce Public Schools will wash contaminated laundry according to the recommendations of the Centers for Disease Control, i.e., washed with detergent and water at 160 F for 25 minutes or if lower temperature cycles are used, chemicals at proper concentrations suitable for low temperature washing must be used.

G. HOUSEKEEPING

1. The employees at Commerce Public Schools will clean and decontaminate those work surfaces, environmental surfaces and equipment in areas where there is blood or other possible infectious materials.
2. Housekeepers and nursing personnel will clean and decontaminate all equipment, environmental surfaces, and work surfaces in those areas where there is potential exposure, after actual contact with blood or other potentially infectious materials, using a disinfectant detergent. (The disinfectant is kept in each custodian's closet which is located at each school site.)

H. REGULATED WASTE

1. Regulated waste include items that would release blood or other potentially infectious materials in a liquid or semi- liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; and pathological and microbiological wastes containing blood or other potentially infectious materials. If there is the potential for any item such as bandages, gauze, or linens, to be covered with or contain liquid blood or dried blood or other potentially infectious materials, then that item will be handled as regulated waste.
2. For disposal of regulated waste, Commerce Public School provides a container in the Janitor's Room. It is constructed to contain all contents and prevent leakage of fluids, and is colored red and has an affixed biohazard symbol. The container will be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping.
3. If outside contamination of the regulated waste container occurs, it will be placed in a second container with the same characteristics as the first container.
4. Disposal for all regulated wastes will be in accordance with applicable regulations and laws.

I. HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. Commerce Public Schools will make available at no cost the Hepatitis B vaccine for all employees who have potential exposure as listed under Exposure Determination. All independent contractors will be responsible for protecting their own employees.

2. Commerce Public Schools will provide post-exposure evaluation and follow-up for any employee who has an exposure incident, defined as specific eye, mouth, or other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials as a result of occupational duties.
3. All medical evaluations and procedures related to the hepatitis B vaccination and post-exposures, an evaluation and follow-up including prophylaxis, that are provided by Commerce Public Schools will be:
 - a. Available at no cost to the employee.
 - b. Performed by or under the supervision of our school nurse.
 - c. Provided according to U.S. Public Health Services recommendations.
 - d. For all laboratory tests to be conducted, Commerce Public Schools will use an accredited laboratory at no cost to the employee. Commerce Public School will also ensure that the laboratory is accredited.

4. HEPATITIS B VACCINATION

- a. Commerce Public Schools will offer the hepatitis B vaccination after the employee has received training as set out below and within the (10) days of initial assignment to a position with potential exposure, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. At such time the U.S. Public Health Service recommends booster doses. They will be made available.
- b. The vaccine will be provided by County Health Department at the facility or at _____ during working hours.
- c. At the time of the hepatitis B vaccination, a licensed health care professional provided by _____ will be directed to prepare a written opinion concerning whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination. The licensed health care professional will also be directed to provide with a copy of the written opinion within 15 days of the completion of the evaluation, so that _____ can provide the employee with a copy of the written opinion within 15 days of completion of the evaluation as required by the Standard.
- d. If an employee initially declines the vaccination but later while still covered under the Standard decides to accept the vaccination, Commerce Public Schools will make the vaccine available at that time. If an employee chooses not to be vaccinated, he/she must sign the following form required by the Standard:

"I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself.

However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."

5. POST EXPOSURE-EVALUATION AND FOLLOW-UP

If an employee has an exposure incident, as defined above, he/she should immediately report this event to their immediate supervisor who will notify the administrator who is responsible for OSHA compliance. Commerce Public Schools will immediately make available during working hours or at any time a confidential medical evaluation and follow-up performed by a licensed health care professional, which will include the following.

- a. Documentation of the route of exposure and circumstances under which the exposure incident occurred as set out in the following section.
- b. The blood of the source individual with respect to an exposure incident will be tested if the individual can be identified. Commerce Public Schools will obtain consent from the injured person or their parent or guardian to test their blood for this purpose. If it is impossible to identify the source individual or the source individual does not consent to testing, Commerce Public Schools will document such. If the source individual's infectivity status is found to be positive, blood testing need not be repeated.
- c. The employee of Commerce Public Schools who experiences the exposure incident will be informed by the evaluation licensed health professional of the infectious status for blood borne pathogens of the source individual's blood to the extent that the information provided to him/her about the infectious nature of the source individual may be protected from any disclosure by law and any disclosure made by the licensed health care professional to the exposed employee is to be held confidential. Any breach of confidentiality will expose the employee to disciplinary action including dismissal.
- d. Employees who have experienced an exposure incident will have their blood tested for HBV and HIV serologic status, as soon as possible after the incident, the blood will be tested again in three months and again in six months.
- e. If the source individual is HBV or HIV positive or has refused testing, the employee must be retested if sero-negative at six weeks, 12 weeks, and six

months past exposure, as recommended by the U.S. Public Health Service.

- f. It is recommended that any one with post-exposure be encouraged to seek medical attention for any febrile illness that occurs within 12 weeks of the exposure.

6. DOCUMENTATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

- a. The medical evaluation and follow-up will include, as set out above, documentation of the circumstances under which the exposure incident occurred. The goal is to identify and correct problems in order to prevent recurrence of similar incidents.
- b. The documentation and investigation of the circumstances surrounding an exposure incident will include at least the following:
 - 1. Documentation of the time, place and procedure engaged in by the employee at the time of the exposure incident.
 - 2. Documentation of the personal protective equipment in use at the time of the exposure incident.
 - 3. Documentation of work practices and any other requirement of the Standard that was or was not being followed at the time of the exposure incident.
 - 4. An evaluation by the facility's individual responsible for OSHA compliance and the exposed employee of what could have been done to avoid the incident.
 - 5. Identification of policies or procedures that should be followed or revised to avoid a similar exposure incident in the future.

7. INFORMATION FOR THE LICENSED HEALTH CARE PROFESSIONAL

- A. Commerce Public Schools will provide the licensed health care professional, who is evaluating the employee for hepatitis B vaccinations, with a cop of the current OSHA Standard.
- B. Commerce Public Schools will also provide the licensed health care professional with a description of the exposed employee's duties as they relate to the exposure incident, documentation of the route of exposure and circumstances under which exposure occurred, results of the source individual's blood testing, if available, and all medical records relevant to the appropriate treatment including vaccination status which Commerce Public

Schools is responsible for maintaining.

J. HAZARD COMMUNICATION

Commerce Public Schools will use red or orange-red bags and the biohazard symbol on all containers or regulated waste.

K. TRAINING

1. All Commerce Public School employees with potential exposure as listed above will be required to participate in a training program at no cost and during working hours. Commerce Public Schools will provide training at the time of initial assignment to tasks where potential exposure may take place and annually thereafter. Additional training will be provided when tasks or procedures are modified or when new tasks or procedures affect potential exposure.
2. The Commerce Public Schools training program will include at least the following elements:
 - a. A copy of explanation of the OSHA Standard.
 - b. A general explanation of bloodborne diseases.
 - c. An explanation of the modes of transmission of bloodborne diseases.
 - d. An explanation of Commerce Public School's ECP and the way that each employee can obtain a copy of the ECP.
 - e. An explanation of appropriate methods of recognizing tasks and activities that may involve potential exposure.
 - f. An explanation of the use and limitations of methods to prevent or reduce exposure.
 - g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 - h. An explanation of the basis for selection of personal protective equipment.
 - i. Information on hepatitis B vaccine including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and the vaccine and vaccination will be offered free of charge.
 - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
 - k. An explanation of the procedure to follow if an exposure incident occurs, including how to report the incident and medical follow-up that will be available.
 - l. Information on the post-exposure evaluation and follow-up that will be provided following an exposure incident.
 - m. An explanation of the signs and labels and/or color coding described above.
 - n. An opportunity for interactive questions and answers with the trainer.
3. The School Nurse will conduct the training program.

L. RECORDS

1. MEDICAL RECORDS:

Commerce Public Schools will maintain medical records for each employee potentially exposed. These records will contain:

- a. The employee's name and social security number.
- b. A copy of the employee's hepatitis B vaccination status, including the dates of all vaccination and any medical records relative to ability to receive the vaccination. Employees who claim they have been vaccinated and are unable to obtain copies of their vaccination records will be required to submit a statement to the medical record indicating their immune status to HBV.
- c. A copy of all results of examinations, medical testing, and follow-up procedures, including documentation of the circumstances of exposure incident.
- d. A copy of the licensed health care professional's opinion, and
- e. A copy of the information provided to the licensed health care professional. These medical records will be maintained at least for the duration of employment plus 30 years.

2. CONFIDENTIALITY

Commerce Public School will keep all medical records required by the foregoing paragraph that it maintains confidential and they will not be disclosed or reported without the employee's express written consent to any person in or outside the Commerce Public School as required by law.

3. TRAINING RECORDS

Commerce Public Schools will maintain training records which will include:

- a. The dates of training sessions.
- b. The contents or a summary of the sessions.
- c. The names and qualifications of trainers, and
- d. The names and job title of attendees.

4. AVAILABILITY

Commerce Public Schools will make available upon request to appropriate OSHA officials all records required by this ECP. Medical records will be made available only upon presentation of a proper access order issued pursuant to the requirements of 29 C.F.R. Part 1913 and after notification to the employees of Commerce Public Schools. Employee training records and medical records

required by the ECP will be provided to an employee upon request for examination and copying. Medical records will also be available to anyone having written consent of the subject employee.

5. TRANSFER OF RECORDS

If Commerce Public School closes with no successor employer to receive or retain the records, Commerce Public School will notify OSHA at least three months prior to disposal and transmit all records to OSHA if required by OSHA to do so, within the three month period.

**POLICY OF THE BOARD OF EDUCATION
ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1989
380: 45-15-1**

In accordance with Public Law 99-159 of October 22, 1986, the Commerce Board of Education does hereby submit and adopt all Federal and state rules and regulations governing asbestos containing material. (ACM)

NOTIFICATION OF AHERA

380: 45-15-1

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school.

The Asbestos Management Plan is available in the principal's office at each respective school site and may be viewed during normal office hours.

Herb Logan is the person designated to carry out general local education responsibility. His telephone number is 918-675-4101.

Alexander Elementary School: The 9" vinyl floor tile (tan) and adhesive on the floor tile under the carpet in room 5 in the Main Building is Nonfriable Asbestos Containing Building Material. The adhesive on the floor tile under the partition wall between rooms 15 and 17 in the Main Building is Nonfriable Asbestos Containing Building Material. The transite sheeting panels around doors throughout the Main Building is assumed to be Nonfriable Asbestos Containing Building Material.

Commerce Middle School: The 9" vinyl floor tile under the carpet in the teacher's lounge in the Main Building and the adhesive on the floor tile is Asbestos Containing Building Material. The vinyl sheet flooring in the boy's and girl's restrooms in the Main Building is Asbestos Containing Building Material.

Commerce High School: The vinyl sheet flooring in the Science lab, storage room, all restrooms, rooms 5, 7, 8, 9, 11, and kitchen area in the Main Building is Asbestos Containing Building Material. The adhesive on the floor tile in the dining room in the Main Building is Asbestos Containing Building Material. The 12" vinyl floor tile and the adhesive on the floor tile in the janitor's closet in the Main Building is Asbestos Containing Material. The vinyl sheet flooring in the foyer, concession, rest rooms, band room, coaches' office, and training room in the Gym/Band Building is Asbestos Containing Building Material.

Administration Building: The floor tile and adhesive in the administration building is Nonfriable Asbestos Containing Building Material.