

# Employee Safety Manual

August 2005



## **Rochester School District Written Safety Program**

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## **Introduction**

Every employee desires and has the right to a workplace free from occupational safety and health hazards. An effective safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

## **Management Statement of Commitment**

### **Statement of Safety Policy**

The Rochester School District values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, the School District recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the School District will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

As an employee of School District, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!



**Michael L. Hopkins,  
Superintendent of Schools**

8/18/2005  
Date

## **Responsibilities**

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

### **Management**

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible.
- C. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties. Active, motivated participation by each individual is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
  - 1. Funding - safety equipment; personal protective equipment; training courses and materials.
  - 2. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
  - 3. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
  - 4. Support - encourage acceptance by everyone.
  - 5. Other, as needed.
- E. Respond, in writing, to recommendations made by the Joint Loss Management Committee.
- F. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
- G. Ensure that sub-contractors follow all appropriate safety and health standards.

### **Supervisory Personnel**

Supervisors are leaders, whether first line or departmental, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process. (See Exhibit C for sample personnel policies).
- C. Exhibit leadership, provide guidance and set the tone for safe behavior.
- D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

### **Employees**

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.

- C. Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear required personal protective equipment, including seat belts.
- F. Operate only machines and equipment that they have been formally trained to operate.
- G. Follow all accident reporting procedures.

## **Joint Loss Management Committee Guidelines**

### **Purpose and Intent**

Joint Loss Management Committees are not just another layer of forced bureaucracy. Their purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.

### **Organization of Committee**

- A. Size: Employers with 20 or fewer employees need a minimum of 2 members, while employers with more than 20 employees need a minimum of 4 members.

The size and structure of the committee will be impacted by the overall size of the organization and the services provided. The committee should be sized so that all members can be active, and special sub-committees can be appointed, if needed.

- B. Membership and Structure:
  - 1. Committees are required to have equal numbers of employer and employee representatives.
  - 2. Employee representatives shall be selected by the employees according to the following guidelines:
    - a. Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
    - b. Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group;

Committee members must be representative of the major work activities of the employer. The representative requirements are listed below:

Committee Representation to include all schools

**Employee Representatives**

- 3 Teachers
- 3 para-professionals
- 1 Lunch worker
- 1 Custodian
- 1 Maintenance worker

**Employer Representatives**

- School Lunch Manager
- District Business Administrator
- Superintendent or designee
- Facilities Director
- 5 Administrators

4. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities;
5. The committee is required to elect a chairperson that shall serve for two years. The position of chairperson must be rotated between employee and employer representatives. The employee representatives shall serve two year terms.

C. Sample Agenda

1. Call to order.
2. Roll call by secretary.
3. Introduce any visitors, if allowed.
4. Read minutes of previous meetings.
5. Review any new rules or regulations issued since last meeting, and/or any correspondence received.
6. Address any unfinished business.
7. Review any noted safe practices, behaviors, or ideas.
8. Review all personal and property accidents and “near misses” and define preventive measures to be taken.
9. Discuss safety inspections and recommendations to be submitted to the employer.
10. Bring up new business. Include any outside programs of interest.
11. Adjourn the meeting. Indicate date, time, and location of next meeting.

## *Duties and Responsibilities*

### A. General

1. Meet at least quarterly. (the third Monday in September, December, March, and June, unless changed by the Chair and/or majority vote of the Committee)
2. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.
3. Develop and disseminate to all employees a committee policy statement.
4. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
5. Review workplace accident and injury data to help establish the committee's goals and objectives.
6. Provide an open forum for free discussion of both accident problems and preventive measures.
7. Establish specific safety programs which include, but are not limited to, the following:
  - a. Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
  - b. Provisions for health and safety inspections at least annually for hazard identification purposes;
  - c. Performance of audits at least annually regarding the inspection findings;
  - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
  - e. Written response, by the employer, to recommendations made by the committee. (See Exhibit E for a sample recommendation form)
8. During the inspections, discover unsafe conditions and practices, and determine their remedies.
9. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices.
10. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
11. Assist with the identification of temporary, alternate tasks.

### B. Recordkeeping

1. Minutes of all committee meetings must be kept.

2. As the committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.
3. Format of minutes should be decided by the committee. Minutes should be constructed so that they are of benefit to all employees but should be sensitive to issues that may have been discussed during the meeting.

### **Compliance**

The New Hampshire Department of Labor, through their Safety Office, has responsibility and authority for determining compliance with these provisions of the Workers' Compensation Statute. If you have questions regarding compliance, call their office at (603) 271-6850 or 271-7822.

## **Instructions for Using Recommendations Form**

The Workers' Compensation statute requires the employer to respond to recommendations made by the joint loss management committee. A verbal response that is recorded in the committee's official minutes qualifies as a response.

The committee presents their recommendations to the appropriate parties on this form. Additional sheets can be used for sketches, additional supporting material, etc.

The employer representative responsible for acting on the recommendations provides written responses, and returns the form to the committee chair.

### Guidelines

- Keep the recommendations concise and action oriented. Begin them with action words (e.g. install, remove, repair, etc.)
- Word the recommendation in such a way that it will be clear whether or not it has been completed.
- Don't make this an exercise in paperwork. This form is purposely designed to be short.
- Don't create extra work.
- Once completed, the form should be kept as a record of action taken. Keeping it with the committee minutes makes sense.
- The committee can take responsibility for following up on uncompleted recommendations. If a target date six months hence is established, some means to revisit the issue should be established so that six months later, completion of the recommendation can be determined.

**Joint Loss Management Committee  
Recommendations**

Committee: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Date: \_\_\_\_\_

Rec. Number: \_\_\_\_\_

Committee Recommendations:

Employer Response:

Employer Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Return responses to Committee Chair**

Use additional sheets as needed

Page \_\_\_\_\_ of \_\_\_\_\_

## **Discipline Policy**

It is the Rochester School District's policy to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the organization considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.

Department Heads and/or Supervisors are responsible for counseling employees as problems occur regarding adherence to the policies, procedures and rules of the organization and work unit.

### **Discipline Procedures**

The Discipline procedures outlined in current bargaining agreements and the Rochester School Board policy manual shall be followed for all employees.

## Discipline Policy Rationale

Employers are required to promulgate safety policy and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced. We fully expect to have problems develop around disciplining employees for safety violations. Some issues we anticipate are:

1. Employee accusations of unfair/unequal enforcement.
2. Employee accusations of no enforcement.
3. Using your disciplinary actions to cast a poor light on your personnel practices.
4. Employees trying to get revenge on supervisors or co-workers.
5. Impugning the character and integrity of the employer by casting a poor light on the employer's supervisory practices and / or personalities.
6. The use of information about your personnel practices at Department of Labor hearings to try to portray the employer as only giving little credence to safety issues.

The employer must remember that an unenforced rule is no rule at all, and that silence implies consent, so you must be prepared to actively and fairly enforce the rules.

The keys to an effective disciplinary procedure are as follows:

- The employee must know the rules and the consequences for violating them.
- The rules must be enforced.
- The enforcement cannot be arbitrary and capricious.

A progressive disciplinary process insures that the rights and obligations of the employer and employee are guarded.

In 1982, the NH Supreme Court defined these processes in the Appeal of Byron Miller (122 NH 933). The case involved an appeal of the denial of unemployment compensation benefits because of employee misconduct, and in large part was the result of violations of safety rules. The court wrote:

Miller began working for Prevue Products in 1979 and on at least three occasions received reprimands and suspensions for various reasons relating to safety-procedure infractions (emphasis added). The fourth incident leading to his discharge occurred when he allegedly jumped off a loading dock despite orders not to do so.

An unemployment compensation system is predicated upon benefits being paid to those who become unemployed through no fault of their own. No compensation is to be paid to one who is terminated because of "misconduct connected with his work." Isolated and inadvertent instances of unsatisfactory conduct are not sufficient for a finding of "misconduct," but recurring careless or negligent acts are enough to constitute misconduct. Safety in the workplace is not only a legal requirement but a sound social policy for employer and employee alike (emphasis added).

Mr. Miller's employers had a progressive disciplinary process in place. He had been warned and suspended before being terminated for jumping off the loading dock. The employee was told that his conduct violated company policies and was told of the consequences of continued violations (i.e. further disciplinary action which, in this case, included a suspension and ultimately, discharge). The court has repeatedly found that a safe workplace is a reasonable rule.

The employer, in all cases of alleged misconduct, must conduct a thorough and fair investigation before administering discipline. In addition, the employer must use discipline in a fair and consistent fashion. Simply stated, the employer must implement the discipline for every employee and the penalty must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer maintain accurate records of each instance where discipline is administered, and not let the employee talk the employer out of administering the penalty.

A fair process requires that the employer inform the employee of the precise nature of the offense and any verbal or written warning tells the employee the consequences of further violations. A fair process also allows the employee to present his/her version of events and any evidence or mitigating circumstances.

## **Accident/Incident Reporting**

### **Handling Injuries Accident Reporting and Investigation**

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

### **Handling Emergencies**

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- A. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- C. Ensure that first aid and emergency care is provided;
- D. Ensure that action is taken to prevent additional injuries (secure the scene);
- E. Notify the supervisor when practical;
- F. Follow reporting and investigation procedures.

### **Accident Reporting**

- A. All accidents and incidents (near misses) are to be reported immediately to **Benefits Coordinator at 332-3678, ext. 114**.
- B. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- C. **Benefits Coordinator** will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).

- D. The First Report of Injury Form (8-WC) will be completed and processed by **Benefits Coordinator** within five calendar days. This individual will also complete any other required forms.
- E. Injuries requiring only first aid must also be reported following these guidelines.

### **Accident/Incident Investigation**

The immediate supervisor, in conjunction with the joint loss management committee or other designated individual(s), shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury. (*See Exhibit E for a sample report.*)

#### Guidelines for Conducting Investigations:

- A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- C. Interview the victim ***when the timing is right***. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.
- D. Make objective recommendations to prevent similar occurrences. Terms such as “employee was careless” have no place in a factual report.

## **Inspections**

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the joint loss management committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

### **Frequency:**

- A. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- B. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

### **Guidelines for Correcting Unsatisfactory Conditions:**

- A. First and foremost, take the necessary action to prevent an injury! (Remove the tool from service; post a warning sign, etc.)
- B. Take appropriate steps to permanently correct the hazard. Report all action taken to the appropriate people.
- C. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

### **Recordkeeping Guidelines**

- A. Document the inspection! At a minimum, record:
  - 1. Inspection date;
  - 2. Name of person(s) who conducted the inspection;
  - 3. Location/piece of equipment inspected;
  - 4. List of findings, both positive and negative;
  - 5. Any action taken;
  - 6. List of recommendations for further action.
- B. File the inspection reports with the minutes of the Joint Loss Management Committee meetings.

## **Training Requirements for Safety and Health**

### **Education and Training**

Effective education and training of employees will be provided. We understand that a well trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible.

Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

### **Types of Training**

- A. *Introductory*  
All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.
- B. *Specific/On the Job*  
Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.
- C. *Follow-up*  
Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

### **Recordkeeping**

For all training that is provided the following information will be maintained in compliance with applicable laws:

- A. Brief description of the topic
- B. Date of training
- C. Name and affiliation of instructor
- D. List of attendees
- E. Forms indicating completion and understanding of the training.

## **Safety and Health Communications**

### **New Hampshire's Workers' Compensation Statute (Excerpts)**

281-A:61

Reports of the Commissioner

- I. The commissioner shall make a report to the governor, by October 1 of each odd-numbered year, showing the work done during the preceding 2 fiscal years. The report shall include a properly classified statement of department expenses, statistical information relating to the number and character of industrial accidents during such 2 years and such other information and recommendations as the commissioner deems pertinent. The report shall be printed as part of the commissioner's biennial report.
  
- II. The commissioner shall make a workplace safety and injury report, which shall be submitted with the report required under paragraph I, to the governor and the legislature. The report shall provide statistical information pertaining to the nature, character and severity of industrial accidents, injuries, and illnesses in New Hampshire and information pertaining to the department's and employers' efforts in the area of safety promotion and accident prevention. The statistical information related to workplace injuries shall be compiled from data gathered directly by the department through the required injury reports filed by employers. This report shall include, but not be limited to, the types and frequency of reported injuries; a breakdown and analysis of the types and size of industries, and the job classifications from which such injuries have been reported; the average length of disability; a report of employer compliance with RSA 281-A:64; the annual listing of best and worst performers as prepared by the commissioner under the provisions of RSA 281-A:64; a report of all departmental activities required under RSA 281-A:65; specific recommendations for improved workplace safety promotion and injury prevention,; and any other such information and recommendations pertaining to workplace injuries and injury prevention as the commissioner deems appropriate. The report shall also include the same information for certified managed care programs and shall include information relative to the number of employees and the number of hearings of claimants participating in each certified managed care program.

281-A:64

Safety Provisions; Administrative Penalty

- I. Every employer shall provide employees with safe employment. Safe employment includes, but is not limited to, furnishing personal protective equipment, safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees.
  
- II. All employers with 10 or more employees shall prepare, with the assistance of the commissioner, a current written safety program. The programs shall be filed annually

with the commissioner on January 1. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

- III. Every employer of 5 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.
- IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.
- VIII. Except upon a finding of exceptional mitigating circumstances meriting a lesser penalty, the commissioner shall assess an administrative penalty of \$1,000 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be forwarded to the state treasurer for deposit in the special fund called the workers' compensation safety inspection fund established in Paragraph IX.

## **Policy - EBBA-2**

### **Universal Precautions and Infection Control**

Universal precautions are intended to prevent the transmission of infections and diseases of all types, as well as to decrease the risk of exposure for all School Department employees and students. These precautions *must* be used at all times.

### **Universal Precautions Pertaining to Blood and Body Fluids**

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Proper hand washing, the use of barriers, and appropriate disposal of waste products are essential techniques of infection control. Using common sense in the application of these measures will enhance protection of both the care-giver and other persons. Students should be encouraged to care for their own injuries, when possible, under the supervision of a care-giver.

### **Hand Washing**

Proper hand washing is crucial to preventing the spread of infection. Use of running water, lathering soap and using friction to clean all surfaces of the hand is important. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact whenever possible and after the contact is completed.
- If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately.
- Hands should be washed whether gloves or a barrier are used.

### **Barriers**

Barriers include disposable gloves, tissues, paper towels, gauze, cotton, etc. (anything which puts something between the care-giver and the affected area). The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the care-giver as well as to control the spread of infectious agents from person to person. It is essential that appropriate barriers be used at all times.

Gloves should be worn when direct care of the student may involve contact with blood or body fluids. For infection control, it is recommended that gloves or a barrier be used as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

- Gloves should be worn when changing diapers.
- Gloves should be worn when providing mouth or nose care.
- Gloves should be worn if the care-giver has broken skin on the hands (even around the nails.)
- Gloves should be worn when cleaning up spills of blood (e.g., nosebleeds) or body fluids and waste.

## **Disposal of Waste**

All trash contaminated with blood or body fluids (i.e. sanitary napkins, paper towels, tissues, etc.) after being wrapped in a barrier, should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of others.

## **Clean-up**

Spills of blood and body fluids should be cleaned up immediately.

- Wear gloves.
- Mop up the spill with paper towels or other absorbent material.
- Using a solution of one part household bleach in ten parts of water, wash the area well.
- Dispose of gloves, soiled towels and other waste in a sealed double plastic bag in the garbage as outlined previously.
- Clean the object which caused the injury.

Regular cleaning of surfaces such as toilet seats and table tops can be done with the standard cleaning solution already used or the bleach solution outlined above on a daily basis or more frequently as needed.

Trash from the health office and bathrooms should always be double-bagged.

## **Accidental Exposure**

If accidental exposure to blood, body products or body fluids occurs, the following procedure should be used.

- Always wash the contaminated area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or contamination of broken skin occurs, irrigate and/or wash the area thoroughly.
- If a cut or puncture injury occurs, wash the area thoroughly with soap and water.

Any questions regarding the use of these precautions should be directed to any of the school nurses.

12/91

**Adoption Date:** April 8, 1993

## **Blood Borne Pathogens**

### **1. Purpose**

- To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.09**

### **2. Responsibilities**

#### **Employer shall:**

1. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
2. Identify job classifications where some employees have exposure based on certain tasks.
3. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
4. Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other bloodborne pathogens).
5. Supply first aide and potentially infectious material clean-up kits that contain:
  - a) One time use disposable gloves such as surgical or examination gloves;
  - b) Eye/face protection to protect the face against splashing of body fluids;
  - c) Material to absorb blood or other potentially infectious material;
  - d) Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
  - e) Disinfectant to clean surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
  - f) Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.
  - g) Waterless, disinfectant hand cleaners

#### **Employee shall:**

1. Respond to all situations involving blood or other human body fluids with universal precautions (treat all blood and body fluids as if known to be infectious for HIV, HBV or other bloodborne pathogens).
2. Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials.

### **3. Procedural Overview**

#### **Protection measures when responding to a medical emergency-**

1. Before attending to a victim medically, don the following personal protective equipment:
  - a) Single use disposable gloves, such as surgical or examination gloves;
  - b) Eye and face protection to protect from splashed body fluids.
2. Attend to victim and perform needed medical measures.
3. Clean up and dispose of contaminated sharps and dressings as outlined below.

**Clean-up of blood or any other potentially infectious material-**

1. Before cleaning up any human blood or other potentially infectious material don the following personal protective equipment:
  - a) Single use disposable gloves such as surgical or examination gloves;
  - b) Eye and face protection to protect from splashed body fluids.
2. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
3. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
4. Once all the absorbent and body fluid(s) are scooped up, dispose of the devices(s) into the same container.
5. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
6. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing).

Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids.

1. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
2. Do not suck or "force bleed" the exposed area.
3. Report the exposure to your supervisor.
4. Fill out appropriate forms, which may include:
  - For Fire, Police, EMS, Corrections:
    - a. Emergency Response/Public Safety Worker Incident Report Form
    - b. First Report of Injury
  - For Others:
    - a. First Report of Injury

**Confined Space Entry.**

**1. Purpose**

- To protect workers from hazards associated with Confined Space Entry.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.15**

**2. Responsibilities**

**Employer shall:**

1. Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the New Hampshire Department of Labor Standard 1402.02.
2. Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
3. Train all involved employees in safe confined space entry operations.

**Supervisor shall:**

1. Ensure that an entry permit is accurately completed before allowing entry into a confined space.
2. Continually evaluate the entry and remove entrants should conditions warrant.

**Employee shall:**

1. Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically this is done by “cracking” a cover or partially opening a door.
2. Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
3. Follow procedures outlined for entrants and attendants outline in 3. Procedural Overview.

**3. Procedural Overview****Before Entry-**

1. Determine if it is safe to open the space for eventual entry (i.e.: open manhole cover).
2. Evaluate atmospheric hazards of confined space by first testing the internal atmosphere with a correctly calibrated direct reading instrument in this order:
  - a) Oxygen content;
  - b) Flammable gases and vapors; and
  - c) Potentially toxic air contaminants.
3. If the confined space has been determined to have a hazardous atmosphere:
  - a) Eliminate the hazardous atmosphere before entry through the use of forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.
4. Identify and effectively control any physical hazards including, but not limited to:
  - a) Material with potential to engulf an entrant;
  - b) Internal configuration which could cause an entrant to become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross-section; and
  - c) Fall hazards.
  - d) Electrical hazards (or other energy sources).
5. Establish means of communication between the employee entering the space and the space attendant (i.e.: face-to-face, radio or other appropriate means).
6. Determine which types of PPE the entrant(s) should use based on hazards identified.
7. Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (i.e. Tripod with retrieval mechanism and full body harness).
8. Complete the Confined Space Evaluation form (permit) based on 1-7 above.

**During Entry-**

1. Attendant-
  - a) One employee shall remain directly outside the space throughout the duration of the entry; and
  - b) Remains in constant contact with the entrant.

2. Entrant-
    - a) Enters space wearing appropriate personal protective equipment; and
    - b) Remains in constant contact with the attendant
  3. Communication-
    - a) Continual communication must occur between entrant and space attendant.
    - b) In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.
  4. Air monitoring-
    - a) Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
    - b) In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.
  5. Ventilation-
    - a) If the space contained a hazardous atmosphere, forced air ventilation, making inert or flushing shall remain throughout the duration of the entry procedure.
    - b) In the event these measures fail, the entrant shall be retrieved from the space immediately using the designated rescue procedures.
- **After entry-**
    1. Replace the entrance cover securely.
    2. Document the entry procedures using the confined space evaluation form.

## **Emergency Exits**

### **1. Purpose**

- To ensure adequate exits and proper labeling of exits in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.24, Exits.**

### **2. Responsibilities**

#### **Employer shall:**

1. Mark exits clearly with visibly illuminated exit signs.
2. Mark any door, passage , or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, with a sign reading “Not an Exit.”

#### **Employee shall:**

1. Maintain exits and the way of approach and travel from exits so that they are unobstructed and are accessible at all times.

## **Hazardous Substances**

### **1. Purpose**

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.36 Hazardous and Toxic Substances, and N.H. RSA 277-A “Worker’s Right to Know Act.”**

### **2. Responsibilities**

#### **Employer shall:**

1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A “Worker’s Right to Know Act.”
2. Keep a running inventory of all hazardous and toxic substances in the workplace.
3. Determine the level of chemical hazards within the workplace.
4. Replace chemicals with less harmful alternatives when applicable.
5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
7. Post appropriate signs and notices as required by N.H. RSA 277-A “Worker’s Right to Know Act.”
8. Provide and require the use of appropriate personal protective equipment at no cost to employees.

#### **Employee shall:**

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer’s guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

#### **Material Safety Data Sheets-**

1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
2. The Material Safety Data Sheets shall be kept on file in a convenient office location, the Building Principal’s office, or notification if relocated and made available, upon request, for examination and reproduction.
3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
  - a) Identity of the substance as it is listed on the label;
  - b) The chemical’s common name;
  - c) If the chemical is a mixture, the identity of the ingredients;
  - d) Physical and chemical characteristics;
  - e) Physical and health hazards including the primary routes of entry into the body;

- f) Safe handling, use and disposal procedures;
- g) Spill and leak precautions and procedures;
- h) Emergency and first aid procedures; and
- i) Name, address and phone number of the chemical manufacturer.

### **Labeling Requirements-**

1. All hazardous and toxic substances must have a label containing the following information;
  - a) Identity of the substance
  - b) Name and address of the chemical manufacturer, importer, etc.
  - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

### **Training Requirements-**

1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
  - a) Any operations in their work area where hazardous chemicals are present;
  - b) Location and availability of Material Safety Data Sheets and lists of chemicals.
3. Employees will be trained in the following areas:
  - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
  - b) Physical and health hazards of the chemicals in their work area;
  - c) Methods employees can use to protect themselves from hazards in their work area;
  - d) Labeling systems;
  - e) How to use Material Safety Data Sheets.

## **4. Personal Protective Equipment**

Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes:

- Goggles
- Face shields
- Rubber gloves
- Aprons

## Lockout policy

### 1. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.45**

### 2. Responsibilities

- **Employer shall:**
  1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
  2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
  1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
  2. Lock all energy sources or switches in the “off” position prior to making any repairs.

### 3. Procedural Overview

- **Identify all forms of potentially hazardous energy-**
  1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic,, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees-**
  1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means-**
  1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device-**
  1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
  2. Attach the lock to the machine’s energy isolation device (A mechanical device that physically prevents the transmission or release or energy).
- **Release all excess energy from machinery-**
  1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from he machinery or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery-**

- **Remove lock-**
  1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
  2. Only the employee performing repair work may remove the lock and restart the machinery.
- **Restart equipment-**
  1. Ensure that people, tools, etc. are clear of machine before start up.

## Noise Exposure

### 1. Purpose

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.51, Noise Exposure.**

### 2. Responsibilities

- **Employer shall:**
  1. Monitor noise levels in the workplace to ensure they do not exceed an 8 hour time weighted average of 85 db.
  2. Institute engineering and administrative controls to reduce employee noise exposures when necessary.
  3. Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
  4. Train employees in the correct fit and care of hearing protection devices.
  5. Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
  6. Keep records of sound level readings and employee training.
- **Employee shall:**
  1. Inform employer when exposure to excessive noise is suspected.
  2. Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.
  3. Wear provided hearing protection when employer deems necessary.

## Personal Protective Equipment

### 1. Purpose

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.53, Personal Protective Equipment.**

## 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
  2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
  3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
  4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
  5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
  
- **Employee shall:**
  1. Wear/use all personal protective equipment provided by the employer.
  2. Wear/use all personal protective equipment according to manufacturer's guidelines.
  3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
  4. Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
  5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

## Respiratory Protection

### 1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.61, Respiratory Protection.**

### 2. Responsibilities

- **Employer shall:**
  1. Minimize respiratory hazards through engineering, work-practice and administrative controls.
  2. Test any work area or work process to determine the necessity of respiratory protection for employees in those areas.
  3. Train supervisors and other affected employees in the selection, use and maintenance or respiratory protection.
  4. Provide fit testing of respirator protective equipment.
  5. Ensure that employees wear respiratory protection when required to do so.

- **Employee shall:**
  1. Follow practices set by <Employer> for proper selection, use and maintenance of respiratory protection.
  2. Use respiratory protection when deemed necessary by employer.

<b>3. Procedural Overview</b>
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- **General Requirements-**
  1. Issue respiratory based on hazardous conditions or potential hazards.
  2. Employees with long facial hair such as beards are not permitted to wear respiratory protection.
- **Respiratory Protection Cleaning, Inspection and Maintenance-**
  1. Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use.
  2. Disinfect and clean respiratory protection after use and check for damage.
- **Medical**
  1. Employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

**Policy - EB**

**SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences which may result in tragic consequences--bodily harm, loss of school time, and even fatality. It shall be the policy of the Board to guard against such occurrences by taking every precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each principal shall be responsible for the supervision of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: inservice training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety problems relevant to students, employees and the community.

**Adoption Date:**            April 8, 1993