

Blue Valley USD 229



Safety Manual

Updated: November 2015
By: Safety & Security Department

Table of Contents

1. Work related accident reporting procedures for employees
2. Modified/Light Duty Program
3. Blood Borne Pathogens
4. Hazard Communication
5. Lock Out / Tag Out
6. Personal Protective Equipment
7. Portable Fire Extinguishers
8. Machine Guarding
9. Hearing Conservation
10. Fall Protection
11. Confine Space
12. Powered Industrial Truck Safety



Work Related Accident Reporting Procedures for Employees

Worker's compensation is an insurance plan provided by an employer (by law) to pay employee benefits for job-related injuries, disability, or death. An employee cannot be fired, demoted, or otherwise discriminated against for filing a claim in good faith.

Filing a Worker's Compensation Claim

- ◆ Employees should report all work-related injuries immediately to their supervisor. Employees will report to the school nurse for first aid.
- ◆ If the injury is *life* or limb threatening, call 911. Employee should be taken to Saint Luke's South Medical Center emergency room, located at 12300 Metcalf Avenue in Overland Park, Kansas. The supervisor should telephone the Safety and Security Department at 239-4007 as soon as possible.
- ◆ If the injury is not of a critical nature, the employee will be instructed to seek medical attention from the school nurse. An Occupational Health Clinic will be used if further treatment is necessary. Safety and Security must give approval for the Occupational Health Clinic to treat an employee.
- ◆ If after regular business hours an employee sustains an on the job injury that requires medical attention, they need to call the Risk Manager for directions.

REQUIRED FORMS TO BE COMPLETED WITHIN 24 HOURS

Injured Employee: "Report by Injured Employee"

Obtain this form from a school nurse or the Safety & Security Department website. If an injury is not reported within 20 days workers compensation will be denied.

A physician will conduct a medical evaluation of the injured employee and complete a "Work Ability Report" form. The physician will stipulate any work restrictions for the injured employee on this form. If you have restrictions you need to give a copy of the form to your supervisor to ensure you can work within those restrictions.

Accident Investigation Guideline

All accidents resulting in injury to an employee will be fully investigated by the Risk Manager. The injured employee should complete the Employee's report of injury form the day the accident occurs.

Transitional Duty Program

Blue Valley School District USD 229 offers transitional duty work for employees with medical restrictions due to a work related injury. This modified duty may be in any Blue Valley School District department or facility. You will receive your work assignment from the Safety and Security Department Risk Manager. While you are on transitional duty you will be paid your full wages. Transitional duties are temporary and will not become permanent positions. If you have any questions or concerns about your assignment or need to call in absent while on transitional duty, contact the Safety and Security Department Risk Manager. All employees who are required to time in and out of work in Kronos will continue to do so while on transitional duty. Employees are subject to all District Policies and Guidelines while on transitional duty.

Only the authorized treating physician can release an employee to transitional duty.

Updated 11/1/2015



All employees will follow the requirements of the District's Blood Borne Pathogens Program.

1. Program Coordination: The Safety Specialist is responsible for the following:
 - ◆ Coordinating the Blood Borne Pathogens Program for the District.
 - ◆ Maintaining the medical records related to Blood Borne Pathogen exposure.
 - ◆ Ensuring that exposed or potentially exposed employees receive medical care and proper preventative vaccinations.
 - ◆ Scheduling Hep B vaccinations and maintaining those records.
2. The Custodial Staff is responsible for cleanup of any incidents involving blood or body fluids.
3. If employees have been exposed or feel they have been exposed they will contact the school nurse or the Safety Specialist to receive the appropriate medical treatment or vaccinations.
4. Personal Protective Equipment.
 - ◆ Personal Protective Equipment provided for use with Blood Borne Pathogens are gloves, goggles, face shields, aprons.
 - ◆ Blood borne Pathogen PPE's will be stored in the nurse's office and custodial office.
5. Disposal and Cleanup Materials
 - ◆ Biohazard bags are stored in the custodial office.
 - ◆ Infectious Waste Receptacles are located in the nurse's office.
 - ◆ Items placed in biohazard bags shall be taken to DO.
6. All staff are encouraged to attend the BBP training once a year.
7. Staff that are required to take BBP training are: Nurses, Custodians, Coaches, Crisis Team Members, Police Officers, Access Staff, Occupational Therapist, Physical Therapist, SIL/SMLT Staff, ECSE Staff, Special Ed Para's and Teachers, and Job Coaches.
8. All staff are encouraged to get the Hep B vaccination series (three shots) provided by the district.
9. All exposures must be reported to the school nurse or Safety and Security Department within 24 hours of exposure.
10. For additional information or questions employees should contact the Safety and Security Department.



Blue Valley USD 229
Hazard Communications Program

I. PURPOSE

The Hazard Communication / Right to Know program is designed to communicate to employees the hazards present in the workplace due to potential chemical exposure. The program is also designed to train employees on how to properly handle hazardous chemicals in the workplace, and on how to find additional information on the chemicals they deal with.

II. REFERENCE

29 CFR 1910.1200 Hazardous Communications

III. SAFETY AND SECURITY'S RESPONSIBILITIES

- A. The Safety & Security Department shall develop, implement, and maintain a written hazardous communication program that includes the following:
 - 1. Hazardous chemical inventory list.
 - 2. Methods to be used to inform employees of the hazards of non-routine tasks.
 - 3. Methods to be used to give contractor employees access to SDS, inform of precautionary measures, emergency action measures, and the site labeling program.
 - 4. Method for maintaining MSDS and methods of employee access.
 - 5. Method for training and providing information to employees.
- B. The Safety and Security Department shall provide immediate access to SDS for each hazardous material. This access may be through a physical SDS, electronic SDS, or a fax on demand SDS service.
- C. Maintain the SDS system for the Blue Valley School District USD #229.
- D. Maintain all documentation relating to site survey, Safety Data Sheets, and employee training.

IV. Department RESPONSIBILITIES

- A. The Department managers shall:
 - 1. Designate a Department/School Coordinator for the hazard communication program.
- B. The Department/School Coordinator is responsible for:
 - 1. Providing and administering a hazard communication program to guide the Department /School in its compliance effort.
 - 2. Reporting to the Safety and Security Department new employee training conducted on an annual basis.
 - 3. Coordinating the activities of employees, supervisors and manager with regards to this program.
 - 4. Composing a department inventory to include all hazardous substances to which employees are exposed during assigned work activities, regardless of exposure level.
 - 5. Composing a separate site inventory to include those physical agents to which an employee may be exposed at levels which approximate or exceed the applicable permissible exposure limit, if the potential for exposure can be anticipated.

6. Reviewing newly introduced hazardous substances or agents through the assistance of supervisory personnel, engineering personnel, purchasing personnel and Safety and Security Department.
 7. Coordinating a training program that provides for initial training of new employees, for the pre-assignment training of employees who will be exposed to new hazards, and for the training of all current employees.
 8. Providing employee access to appropriate documentation, and providing additionally requested information and copies of requested SDS.
 9. Implement emergency response plans for chemical spills.
- C. Supervisors are responsible for:
1. Updating the inventories by communicating new chemicals or hazards to the Coordinator and Safety and Security.
 2. Employee information and training on hazardous chemicals within the work area shall be provided at the time of initial assignment and when new hazards are introduced.
 3. Identification of the employees who are routinely exposed to the substances and agents.
 4. Providing employee access to departmental or process MSDS files.
 5. Assisting with personnel training, hazard identification and elimination.
 6. Being alert to changes in conditions, materials, or work habits that may create or cause safety hazards.
 7. Taking immediate remedial action when potential hazards develop; and when conditions warrant, discontinue the operation until the condition is corrected.
- D. Operators & Employees are responsible for:
1. Reporting immediately to their Supervisor for first-aid if they experience an exposure, regardless of the severity of the injury.
 2. Reporting to their supervisor any unsafe acts or unsafe conditions they may observe so that corrective action can be taken.
- E. Purchasing is responsible for:
1. Insuring that all materials and equipment purchased are appropriately labeled.
 2. Not allowing hazardous chemicals to be assigned to a department until the I Safety Data Sheet has been received and approved by the Site Coordinator and Safety and Security.
 3. Insuring that all materials and equipment purchased meet applicable safety standards and regulations.
 4. In the case of any questionable items, the purchasing department must contact the Coordinator and the Safety and Security Department concerning the items prior to purchasing.

V. INVENTORY OF HAZARDOUS SUBSTANCES AND AGENTS

Each department must inventory all hazardous substances and agents:

- A. Departmental Supervisor should submit comprehensive lists of all hazardous chemicals and agents within their respective workplace areas to the Safety and Security Department.
- B. A master index of all hazardous substances and agents which are in the SDS inventory must be maintained by the Safety and Security Department.
- C. In order to keep this list current, whenever a new chemical product is ordered and/or received, the person placing the order or receiving the order will forward the SDS to the Department Coordinator and Safety and Security for verification and distribution.
- D. The Coordinator will be responsible for distribution of the SDS and insuring that training is carried out on any new chemicals.

VI. IDENTIFICATION OF AFFECTED EMPLOYEES

All employees who are “routinely exposed” to hazardous substances and harmful agents must be trained and given access to specific information about the hazards.

- A. “Routinely exposed” is a reasonable potential for exposure during the normal course of assigned work.
- B. The transfer of employees to other departments will require additional monitoring by the Department Coordinator and additional training for employees being moved.

VII. EMPLOYEE INFORMATION AND TRAINING

- A. Employees will be provided with information and training in hazardous chemicals and agents in their work area at the time of their initial assignment and whenever a new hazard (not necessarily a new chemical) is introduced into their work area.
- B. Training and information will include:
 - 1. The requirements of the Hazardous Communication standard.
 - 2. Any operations in their work area where hazardous chemicals are present.
 - 3. How to access the Haz Com Program, inventory list, and SDS.
 - 4. Methods to detect the presence or release of hazardous chemicals.
 - 5. The hazards of the specific chemicals in their work area.
 - 6. How the employee should protect themselves. (work practices, PPE, emergency procedures)
 - 7. Details of the Hazardous Communications program.
 - 8. Explanation of the site labeling system.
 - 9. Explanation of the site SDS system.
- C. Chemical specific training will include, but not be limited to the following:
 - 1. Generic, chemical, trade, and commonly used names.
 - 2. The level at which exposure to the substance has been determined safe.
 - 3. The known acute and chronic effects of exposure at hazardous levels.
 - 4. The known symptoms of the effects.
 - 5. Potential for flammability, explosion, or reactivity.
 - 6. Appropriate emergency treatment.
 - 7. The known proper conditions (safety equipment, exposure time limits, etc.) for safe use and exposure to the substance.
 - 8. Procedures for clean-up and disposal of leaks and spills.
 - 9. The name, phone number, and address of the manufacturer of the substance.
 - 10. The measures employees can take to protect themselves from these hazards, including specific procedures Blue Valley School District USD #229., has implemented to protect its employees from exposure to hazardous chemicals and physical agents.
- D. Training must be documented in a way that shows the training was understood.

VIII. EMPLOYEE ACCESS TO THE WRITTEN PROGRAM INFORMATION

- A. Employees shall be informed of:
 - 1. The requirements of the standard that relates to employee access to information.
 - 2. The location of the written hazard communication program and the list of hazardous chemicals and agents.
- B. The Department Coordinator or his designee shall provide copies of requested information to the employee or the employee’s agent upon receipt of a written request. These requests will be kept on file permanently. The copies can be obtained during the normal working hours of 8:00 AM to 5:00 PM.

- C. If additional information is required, the Safety and Security Department should be contacted.

IX. LABELING

- A. All containers shall be properly labeled with the identity of the chemical product, its appropriate hazard warnings, and the name and address of its manufacturer.
- B. The supplier will be contacted if the proper labels are not provided and the material will be held until proper labeling arrives. Accounting will be instructed not to pay the invoice until a release is received from the Department Coordinator.
- C. The labels must not be removed and must be replaced if illegible.
- D. In storage areas where similar products are stored, laminated copies of the SDS will be posted to identify the materials and transmit safety information in addition to the individual container labels.
- E. In those cases where a chemical product other than the original that is specified on the container label is placed in the container, the container will be relabeled to accurately reflect the identity and the hazards of the chemical product that has been substituted.
- F. All secondary containers must have appropriate labeling as listed in item "A".
- G. The department manager has the overall responsibility of ensuring that all containers are properly labeled.
- H. Each supervisor must insure that all containers in their departments are properly labeled.
- I. If any materials are to be transferred from storage tank or container through a pipeline labels with the required information will be affixed to the line at the discharge valve.
- J. All bulk tanks will be labeled with the appropriate SDS information, maximum tank capacity, NFPA ratings, etc.
- K. The Department Coordinator will make a quarterly review of the labeling information on the chemical containers. In addition, the Department Coordinator should verify their hazardous chemicals inventory sheet.

X. GENERAL REQUIREMENTS FOR SAFE CHEMICAL HANDLING

- A. Prior to handling or using a chemical the label will be read to ensure that it is designed for the intended use and is compatible with other substances being used.
- B. When using chemicals the appropriate PPE will be available and used in accordance with the SDS or Container Label.
- C. The following will be considered the appropriate personal protective equipment for chemical handling:
 - 1. Safety Goggles and Face Shields. **Safety Glasses are NOT acceptable for chemical handling.**
 - 2. Chemical resistant aprons, gloves, and boots.
 - 3. Respirators when required by the SDS.
- D. Eye Wash stations shall be immediately available and in good operating condition when using chemicals.
- E. When chemical exposure occurs the exposed body parts shall be flushed with cold water for a minimum of 15 minutes.
- F. When filling secondary containers, the process must be continuously observed until the filling operation is complete and the supply source has been shut off.
- G. Secondary containers must have at least 4" of head space from the top of the container to prevent spilling and allow for expansion of chemicals.
- H. Used chemical containers shall be triple rinsed prior to re-using for storage of other chemicals.

1. A chemical should not be stored in the container previously used for a non-compatible chemical.
2. Petroleum product containers should not be triple rinsed and should be properly disposed of due to creation of hazardous waste.
- I. Disposal of chemical containers
 1. Petroleum Containers
 - a. Shall not be rinsed
 - b. Shall be properly sealed
 - c. Shall be stored in a designated area
 - d. Shall be covered and protected from rain water, or turned upside down to prevent rain water from entering them.
 2. Other chemicals
 - a. Shall be triple rinsed in a well-ventilated area using cold water
 - b. Shall be properly sealed and labeled as “triple rinsed – ready for disposal”
 - c. Shall be stored in a designated area
- J. Volatile chemicals shall only be stored in containers and locations designed for the specific hazards related to the chemical.
- K. When an accidental release or spill occurs the employee shall immediately initiate the emergency action plan and the chemical spill response plan.
- L. Requirements for Chemical Storage:
 1. Bulk chemicals should be self-contained to prevent leaks and spill from entering into drains and to prevent employee exposure.
 2. Bulk chemical piping shall be labeled and located so as to prevent mixing of incompatible chemicals.
 3. All chemicals stored in plastic drums, paper barrels or boxes must be stored where:
 - a. There are no fire hazards.
 - b. Incompatible chemicals will not mix and create toxic fumes.
 - c. Chemicals remain dry and protected from water on the floor and rain water.
 - d. spilled chemicals cannot enter storm drains
 - e. Containers are not exposed to puncture or other potential damage.
 4. All chemical storage areas must have adequate air ventilation and emergency eyewash station nearby.
 5. All petroleum products must be stored in an area:
 - a. Protected from inclement weather elements.
 - b. Secured from mobile equipment damage.
 - c. Free from fire hazards such as dry grass and other combustible materials.
 - d. That would not allow for entry into a storm drain should a container spill or leak.
 6. Absorbent material must be readily available to clean any spill. Contaminated spill material must be treated as hazardous waste and disposed of properly.

XI. CHEMICAL SPILL RESPONSE PLAN

- A. The Department Coordinator, or their designee will develop response plans to minimize the consequences of a chemical spill or release, and to prepare the area for corrective action.
- B. The response plan should provide for the following elements:
 1. Assisting in the rescue of employees in a hazardous environment.
 2. Confirming that area or building evacuation has occurred (if necessary).
 3. Responding to serious chemical spills.
 4. Responding to toxic gas leaks.
 5. Barricading the hazardous area against unauthorized entry.

6. Guiding the fire department to the hazard area and assist by providing a copy of MSDS for applicable area.
 7. Responding to hazardous waste spills.
- C. No employee shall accept an unreasonable risk to their health to fulfill the above-described duties.

XII. HAZARDS OF NON-ROUTINE TASKS

- A. The Department Coordinator and/or Supervisor is responsible for explaining the safety precautions necessary when employees are asked to perform tasks which are not routine to them.
- B. Information must be supplied to the employee as to the chemical hazards involved with the non-routine tasks.
- C. The information must be supplied before the employee performs the task.
- D. Appropriate safety equipment must be provided before performing the task.
- E. Department Coordinators/supervisors must inform employees of the potential hazards which exist in unmarked overhead pipes.

XIII. ON-SITE CONTRACTORS

- A. Any contractor, vendor, and/or service personnel who have employees assigned to work in our facilities in areas where potential exposure to chemical products exist must be informed of the availability of SDS and appropriate protective measures.
- B. Each contractor, vendor and/or service personnel must sign a statement that they are aware of the potential hazards and that SDS have been made available to them.
- C. Blue Valley School District USD #229 must be provided with a copy of the SDS for all chemicals brought into our facilities before work by outside contractors is started.

XIV. DOCUMENTATION AND RECORD KEEPING

- A. SDS and inventory documentation on all chemicals used at the facility shall be kept on file for 5 years past the last date of use.
- B. Training records shall be maintained on file for at least 5 years.
- C. Any Exposure records will be kept for 30 years.



Blue Valley USD 229

Lockout/Tag Out Program

PURPOSE

The purpose of this procedure is to prevent injuries to employees due to the unexpected energization, start-up, or release of stored energy from machines, equipment, or processes during servicing or maintenance.

REFERENCE

29 CFR 1910.147 Control of Hazardous Energy Sources (Lockout/Tag out)

RESPONSIBILITIES

Operation and Maintenance is responsible for establishing and maintaining a written Lockout/Tag out program. Completing the following items will establish the required elements of a Lockout/Tag out program:

- A. Procedures for energy control.
- B. Explanation of employee training.
- C. Procedures for periodic inspections.
- D. Procedures for alternate tag out procedures.
- E. Develop equipment specific energy control procedures.
- F. Provide lockout devices and materials.
- G. Conduct annual inspection of energy control procedures and application.
- H. Training as specified.
- I. Define procedures for abandoned lock / tag removal.
- J. Define procedures for testing / positioning locked equipment.
- K. Coordinating LOTO procedures with contractors.
- L. Define procedure for group lock out.
- M. Define procedures for shift / personnel changes.
- N. Labeling of Machinery, Equipment, & Disconnects.

II. APPLICATION

- A. Machinery and equipment shall be locked and/or tagged out prior to any service or maintenance.
- B. Exceptions to using Lockout procedures may only be made in accordance with 29 CFR 1910.147 (a)(2)(Note of Exception).
- C. The following types of energy must be considered when using LOTO:
 1. Electrical energy
 2. Pneumatic energy (gases and air under pressure)
 3. Hydraulic energy (oils and fluids under pressure)
 4. Mechanical energy
 5. Vacuum suction
 6. Compressed or extended springs
 7. Potential energy due to gravity

8. Stored mechanical energy
9. Static electricity
10. Stored electrical energy
11. Thermal energy due to residual heat or low temperatures
12. Residual chemicals in pipes

ENERGY CONTROL PROCEDURES

General

13. A locking device is the preferred energy isolating device and shall be used when feasible. Tag out shall be utilized in lieu of lockout only when the equipment is not capable of being locked out, and when tag out can effectively isolate the hazard.
14. Whenever a major replacement, repair, renovation, or modification to a machine or piece of equipment is made, it shall be designed to accept a lockout device. New machinery or equipment shall be designed to accept a lockout device.
15. Equipment, Machinery and Disconnects shall be clearly labeled. Labeling shall correspond with the Lockout/Tag out procedure for that specific piece of equipment.

Lockout/Tag out Control Procedure Shall Clearly Specify:

16. The department
17. The name of the equipment to be serviced
18. The type and location of the power/energy supplies
19. The type and location of the stored energy source (if applicable)
20. Who is authorized to service the equipment
21. Who is affected by the lockout/tag out of this equipment
22. Details of how the equipment is to be locked or tagged out, verified to be de-energized, and returned to service
23. Any comments which might be appropriate

D. Basic Shut Down Procedures (Take Out of Service)

1. Notify affected employees that a lockout or tag out is required.
2. Use normal operating procedures to shut down machine or piece of equipment.
3. Isolate or disconnect each energy source, using an appropriate device.
4. Release, dissipate, or restrain stored energy by grounding, blocking, repositioning, bleeding down, etc.
5. Attach an assigned individual lock and warning tag or tag out device to the isolation device in the "safe" or off position. In addition, affix a tag to any operating switch or control that is remote from the energy isolating device.
6. Test for zero energy by trying to start machine or piece of equipment after ensuring that everyone is out of the way.
7. Return the operating controls to the neutral or "OFF" position after the test.

E. Basic Startup Procedure (Return To Service)

1. Clear machine or equipment of tools and materials, and ensure that components are operationally intact. Verify that controls are in the OFF position.
2. Check the work area and remove or safely position employees as necessary.
3. Remove lock and warning tag or tag out device from energy isolating device.
 - a. Each authorized employee shall remove their own lock or tag out device.
 - b. When necessary, locks may be removed under the direction of the program coordinator or designee.
 - (i) The coordinator or designee must verify the employee's absence before removing his/her lock (i.e. check with the employee's supervisor, check if employee is clocked out, etc.).

- (ii) Reasonable effort must be made to contact the employee and inform him/her that the lock has been removed (i.e. try to contact the employee by phone).
- (iii) Before resuming work, the employee must be informed that the lock has been removed.

- c. Restore energy to machine or piece of equipment.
- d. Notify affected employees that the machine or piece of equipment is released from lockout or tag out and re-energized.

F. Temporary Energization

- 1. When it is necessary to remove lockout/tag out devices temporarily to test or position the machine or piece of equipment:
 - a. Use the startup procedure to energize.
 - b. Perform testing or positioning.
 - c. Follow the shutdown procedure to de-energize and reapply energy control measures and continue with work.
- 2. When more than one person is involved, constant audio and/or visual communication must be maintained during temporary energization.

G. Shift Change

If there is a shift change during equipment repair:

- 1. All locks and tags must be replaced.
- 2. As the individual going off the shift removes their lock and tag, the person coming on must immediately apply their lock(s) and tag(s).

H. Group Lockout

When work is being performed by more than one individual, group lockout shall be used to provide each employee with the same level of protection as a personal lockout.

- 1. One authorized employee must be designated to have the overall responsibility for the group.
- 2. The individual with responsibility for the group must ensure the continuity of lockout protection in regard to each member of the group.
- 3. Each member of the group must use either:
 - a. The multi-lock device(s), when attaching and removing their personal lock(s), and warning tag(s) to/from each piece of energizing equipment, following all other procedures of this program; or
 - b. A common lock that a Supervisor, Working Foreman, or designated individual controls the key, so that all personnel are accounted for prior to re-energization.

Multiple Locks for One Machine or Piece of Equipment

If more than one lock is required, to lockout a machine or piece of equipment then:

- 4. Contact your supervisor to obtain the necessary additional locks.
- 5. Return the additional locks to the supervisor once lockout is completed.

III. PROTECTIVE HARDWARE

- A. Locks, keys, warning tags, multi-lock attachments, blocks, and any other hardware necessary for isolating, securing, or blocking machines and equipment from energy sources will be provided by the district.
- B. The locks provided shall be:
 - 1. Different in design from any other type of lock used at the facility.
 - 2. Standardized within the facility by size and shape
- C. The locks provided shall NEVER be used for anything other than the lockout procedure.
- D. Tag out devices/Warning tags shall be:
 - 1. Standardized within the facility by size, shape, print, and format.
 - 2. Legible, understandable and signify "DANGER".

3. Must specify that equipment or machinery is locked out, the date, and the person performing the work.
- E. The locks, warning tags, tag out devices, and multi-lock devices shall be durable to withstand environmental conditions, and be substantial enough to prevent casual removal.
- F. Each employee's locks shall be keyed separately and personally identified by markings on the lock or tag.
- G. A key will be assigned to each lock. One additional key may be retained under the control of the program coordinator or designee.
- H. If departmental locks are used in this program, a check-in/check-out board may be used. There should be a place on the board to list the employee's name that is using the lock, along with the identity of the equipment being locked out.

TRAINING

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

- I. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control prior to the job assignment.
- J. Affected employees shall be trained on the purpose of the program, recognition of lockout/tag out components, and do's and don'ts of the program prior to their initial job assignment.
- K. Learning Assessments shall be administered and OJT Certification forms shall be utilized to verify the employee's comprehension of the LOTO program. If an employee can't read, write, or speak the English language then special instructions will be provided to ensure comprehension of the program.
- L. Retraining shall be provided annually and as deemed necessary.
- M. The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.
- N. When tag out systems are used, employees shall also be trained in the following limitations of tags:
 1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
 2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
 3. Tags must be legible and understandable in order to be effective.
 4. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
 5. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
 6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

IV. PERIODIC INSPECTION

A periodic inspection of the energy control procedure shall be performed at least annually to ensure that the procedure and the requirements of this standard are being followed.

1. A periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.
2. Any deviations or inadequacies identified during the inspection must be corrected and reviewed with the authorized employee(s).
3. A Program Inspection Log shall be used to keep a record of each completed inspection.

V. OUTSIDE CONTRACTORS

Before any contractor work begins:

- A. Inform outside contractors, where applicable, of the lockout/tag out procedures they are expected to follow while working at the facility.
- B. Obtain and review the contractor's lockout/tag out policy to ensure that it provides equivalent protection to district employees.
- C. Make sure that affected district employees understand and comply with the contractor's lockout/tag out restrictions and prohibitions.
- D. Suspend work until compliance is achieved if outside contractor fails to abide by lockout/tag out provisions.

VI. DEVELOPING EQUIPMENT SPECIFIC LOCKOUT/TAGOUT PROCEDURES

- A. Specific lockout equipment procedures shall be developed for each machine or piece of equipment where there exists a hazard due to the unexpected energization, startup, or the release of stored energy.
- B. Any alteration or change in a machine or piece of equipment that makes the lockout procedure out-of-date shall trigger a revision of the procedure.

DOCUMENTATION AND RECORD KEEPING

- C. Specific Lockout/Tag out Equipment Procedures will be maintained in a location which shall be readily accessible. Documentation of the annual Lockout program and procedure review shall be maintained in the Safety and Security files for five years in accordance with the districts record retention program.



Blue Valley USD 229

Personal Protective Equipment

I. PURPOSE

To utilize protective equipment to protect employees from workplace hazards which the District was not able to engineer out of the work process

II. REFERENCE

- 29 CFR 1910.132 Personal Protective Equipment General Requirements
- 29 CFR 1910.133 Eye and Face Protection
- 29 CFR 1910.135 Head Protection
- 29 CFR 1910.136-Foot Protection
- 29 CFR 1910.138 Hand Protection

III. RESPONSIBILITIES

- A. Based on the workplace assessment, compile a listing of job duties / assignments and the PPE required for each.
- B. Train and retrain employees on the proper selection, use and maintenance of PPE.
- C. Document individual employee's demonstration of training comprehension.
- D. Provide required PPE to employees at no cost (exceptions apply).
- E. Require the use of PPE based upon workplace assessments.

IV. HAZARD ASSESMENT AND PPE SELECTION

- A. Hazard Assessments shall be conducted to determine the potential hazards an employee may encounter and the type of PPE they would use for protection
 - 1. Hazard assessments shall be documented using the Job Safety Analysis Form
 - 2. Hazard Assessments will be reviewed with all affected employees
- B. When a Hazard Assessments identifies a potential hazard the first option to consider for protection will be guards, engineering controls, and manufacturing practices
- C. PPE is considered a secondary protection
- D. PPE shall be selected based on:
 - 1. Hazards identified in Hazard Assessments
 - 2. Magnitude of the hazard
 - 3. Length of time the exposure will occur
 - 4. Jobs to be performed
 - 5. Environment the PPE will be used in
 - 6. Comfort and fit for the user

V. USE & CARE OF PPE

- A. PPE shall be used and cared for based upon manufacturer's instructions
- B. PPE shall be maintained and stored in a clean and useable condition
- C. PPE shall not be used in situations outside of the limitations listed by the manufacturer
- D. Users will ensure proper fit prior to using PPE
- E. Defective or damaged PPE shall not be used. The PPE shall be replaced or repaired to the same level of protection before activities may continue

VI. TRAINING

- A. Employees who are required to use PPE shall be trained in the following:
 - 1. When to use PPE
 - 2. How to select PPE for the specific task
 - 3. How to properly put on, take off, adjust, and wear PPE
 - 4. Limitations of PPE
 - 5. Proper care, maintenance, useful life and when to dispose of PPE
- B. Employees will demonstrate and be certified on proper use of PPE before being allowed to perform work requiring protection

VII. PPE FOR SPECIFIC DUTIES AND/OR JOB ASSIGNMENTS

- A. All maintenance and processing employees are required to wear work style shoes of either leather or rubber material with slip resistant soles. Steel-toed boots are optional unless deemed necessary by a hazard assessments.
 - 1. Chemical resistant footwear will be worn when employees may be exposed to chemical hazards.
 - 2. Puncture resistant gloves shall be worn by employees when exposed to sharp objects such as nails, wires, screws, scrap metal, etc.
 - 3. Impact and metatarsal protection shall be used when exposure to rolling or falling hazards exists.
 - 4. Electrical insulating safety shoes shall be used when exposure to electrical hazards exists.
- B. Hearing protection is required for all employees, supervisors, and visitors who work in or pass through designated high-noise-level areas. The hearing protection must have a NRR rating to bring the noise exposure level below 84 dB
- C. ANSI-approved Z-87 impact resistant safety glasses with fixed side shields shall be worn when the hazard assessment indicates a reasonable risk to eye safety due to impact or hazards due to flying objects.
 - 1. Employees who are required to wear prescription lenses while engaged in operations that involve potential eye impact hazards shall wear eye protection that incorporate the prescription in the design.
 - 2. An alternative to prescription safety glasses would be to wear eye protection that can be worn comfortably over the employee's prescription lenses.
- D. During any operations where hazardous chemicals are transferred, dispensed, mixed, or charged the minimum PPE of face shield and goggles, splash apron, and rubber gloves shall be worn by employees. (This also covers work on or around forklift battery charger stations.)
- E. Head protection shall be used when the hazard assessments indicates a potential head exposure to impact, penetrations, falling objects, or electrical hazards.
- F. Hand protection shall be used when the hazard assessments indicates a hazard exists to the employees hands due to skin absorption of harmful substances, cuts or lacerations, severe abrasions, punctures, chemical burns, and harmful temperature extremes
- G. When qualified maintenance personnel are engaged in the following operations, the minimum PPE shall be worn:
 - 1. ANSI-approved Z-87 impact resistant safety glasses with side shields while cutting, grinding, or clearing any glass materials from equipment.
 - 2. For welding, cutting, and brazing operations filtered lenses must be used that have a shade appropriate for the work being performed. Refer to the decision table in CFR 1910.133, "Filter Lenses for Protection Against Radiant Energy".
 - 3. Protective aprons and leather gloves when cutting, grinding, welding, or brazing.

4. Rubber insulated gloves, matting, blankets, covers, line, hose, and sleeves when working on any electrical systems supplied by voltages greater than 50 volts. ANSI-approved Z-89 shock resistant V-Guard type safety hats when working around overhead electrical hazards.
5. Properly selected and fitted respiratory protection gear when working with hazardous chemicals such as ammonia, hydrogen sulfide, or oxygen-deficient atmospheres. These respirators may need to be used in conjunction with specialized Level A Responder Suits, or other chemically resistant clothing.

VIII. SPECIALIZED PPE FOR SAFETY OPERATIONS

A. Confined Space Entry Operations:

1. At this time Blue Valley School District employees will not enter into confined spaces.
 - a. Portable atmospheric gas monitors/detectors
 - b. Ventilation equipment and ducting
 - c. SCBA, GMD cartridge, Comfo-II respirators
 - d. 5-minute escape bottle respirators
 - e. Vertical retrieval tripod and winch
 - f. D-ring body harness and retrieval line
 - g. Wristlet and retrieval line
 - h. Tyvek body suit
 - i. Level A Responder Suits

B. Lockout/Tag out:

1. Specialized padlocks
2. Personalized tags
3. Chains, gate valves, ball valves, breaker clips, electrical plug covers, and multi-lock hasps

C. Respiratory Protection:

1. Self-Contained Breathing Apparatus (SCBA)
2. GMD canister-type respirator
3. Comfo-II cartridge respirator
4. 5-minute escape bottle respirator

D. Blood borne Pathogen Protection:

1. Latex or nitrile gloves
2. Eye/Face shield
3. Splash apron
4. One-way CPR mask
5. Biohazard Bags
6. Body Fluid Disposal Kits

IX. PPE LOCATION AND AVAILABILITY

- A. PPE shall be available to employees.
- B. Personal protective equipment will be located throughout the District in strategically placed cabinets, closets or hangers and in the nurse's office.
- C. See your supervisor for information and assistance in accessing and properly fitting PPE to your job classification needs.

X. DOCUMENTATION AND RECORD KEEPING

- A. Current hazard assessments documentation shall be maintained in the Safety and Security files for as long as the job function is being performed
- B. Documentation of annual hazard assessments reviews shall be kept on file for five years in accordance with District record keeping policy.



Blue Valley USD 229
Portable Fire Extinguisher Program

PURPOSE

To protect our employees by maintaining our portable fire suppression equipment in the best working order in case of an emergency.

REFERENCE

29 CFR 1910.157 Portable Fire Extinguishers

I. RESPONSIBILITIES

- A. Operations & Maintenance is responsible for providing extinguishers where they are readily accessible.
- B. Operations & Maintenance is responsible for ensuring that extinguishers are maintained and in designated spaces.
- C. Operations & Maintenance along with Safety & Security is responsible for electing extinguishers based on the class and size of the hazard.
- D. Operations & Maintenance is responsible for inspecting, maintaining and testing all portable extinguishers.
- E. All extinguishers shall have monthly maintenance check. Test shall be recorded.
- F. Training shall be conducted on general principles and associated hazards (initially then annually.)

FIRE EXTINGUISHER USE

A portable fire extinguisher should only be used in the following situations:

- 1.1. If you have been trained to use it.
- 1.2. Only on small, contained fires. Most fire extinguishers will only operate for 8 to 30 seconds
- 1.3. Only if another employee has been notified first to initiate the emergency action plan.
- 1.4. If you have a clear and safe exit path.
- 1.5. The fire extinguisher is rated for the type of fire it is being used for.

2. TRAINING

- 2.1. Employees will be offered training in how to use fire extinguishers. The proper way to use a fire extinguisher is described as the **PASS** technique:
 - 1. **P**ull the **p**in, while standing at least 6 to 8 feet from the fire.
 - 2. **A**im **l**ow, pointing the extinguisher nozzle at the base of the fire.
 - 3. **S**queeze the **l**ever below the handle

4. **Sweep from side to side**, while keeping the fire extinguisher aimed at the base of the fire and moving toward the fire.
- 2.2. Employees will be offered training in the types of extinguishers, the appropriate applications, and limitations of extinguishers
- 2.3. Employees will be offered training in how to recognize when to fight a fire with an extinguisher and when to evacuate without fighting the fire.

INSPECTION PROCEDURE

Checks and Tests may be performed by either qualified in-house personnel or by an outside contracted service on monthly intervals.

- G. Portable extinguishers shall be hydrostatically tested when corrosion or mechanical injury occurs.
- H. Portable extinguishers shall be checked monthly to ensure readiness for use.
- I. The various types of extinguishers should be inspected as follows:
 1. Dry Chemical (Tri-Class or ABC)
 - a. This type of extinguisher may be checked simply by visually observing the conditions as noted on the gauge.
 - b. Every six years this type of extinguisher shall be emptied and subjected to the applicable maintenance procedures by trained personnel.
 - c. Every twelve years this type of extinguisher shall have the shell hydrostatically tested by an approved testing service.
 2. Dry Chemical (BC)
 - a. This type of extinguisher may be checked simply by visually observing the conditions as noted on the gauge.
 - b. Every six years this type of extinguisher shall be emptied and subjected to the applicable maintenance procedures by trained personnel.
 - c. Every twelve years this type of extinguisher shall have the shell hydrostatically tested by an approved testing service.
 3. Dry Chemical (Halon 1211)
 - a. This type of extinguisher may be checked simply by visually observing the conditions as noted on the gauge.
 - b. Every six years this type of extinguisher shall be emptied and subjected to the applicable maintenance procedures by trained personnel.
 - c. Every twelve years this type of extinguisher shall have the shell hydrostatically tested by an approved testing service.
 4. Carbon Dioxide (CO₂)
 - a. This extinguisher must be weighed to determine if it needs to be recharged. If the weight is within 10% of the weight listed, the extinguisher is OK and recharging not required.
 - b. Every five years this type of extinguisher shall have the shell hydrostatically tested by an approved facility that will then stamp this date into the shell with a die set near the top.
- J. If an extinguisher needs recharging, it should be immediately pulled from service and replaced with a spare.
- K. When the extinguisher has been recharged, it should be replaced back in its original location.
- L. Any condition(s) should be so noted on the inspection log and corrective actions should be implemented.
- M. A tag shall be attached to each extinguisher showing the date of its last inspection.

- N. The monthly inspection log should be signed and dated by the person performing the inspection.
- O. The inspection log should be kept in maintenance in accordance to the districts record keeping policy.

DOCUMENTATION AND RECORD KEEPING

- P. Portable Fire Extinguisher Manufacturer paperwork and documentation of periodic inspections and tests concerning the integrity of the equipment shall be maintained on file for the full useful service life of the piece of equipment.
- Q. Documentation of monthly checks shall be maintained in files for 5 years in accordance with Blue Valley's Record Retention timelines.



Blue Valley USD 229
Machine Guarding Program

PURPOSE

The purpose of this program is to prevent injuries caused by moving machines and machine parts through properly guarding those parts.

I. REFERENCE

29 CFR 1910.211-219 Machinery and Machine Guarding

II. SPECIFIC RESPONSIBILITIES

- A. Ensure that machines are not operated without adequate machine guarding
- B. Ensure that new machine have adequate guarding prior to installation
- C. Ensure that guards are placed back on machines after maintenance activities
- D. Periodically inspect the machine and the work area to ensure that guards are maintained in place

III. MACHINE GUARDING RULES FOR OPERATORS

- A. Do not remove machine guards until the equipment has been shut off, locked out and tagged
- B. Report machine guarding problems to supervisor or maintenance immediately
- C. Do not operate equipment unless guards are in place, secure and functioning correctly
- D. Only trained and authorized employees may remove machine guards

IV. MACHINE GUARDING RULES FOR MAINTENANCE

- A. Do not remove machine guards until the equipment has been shut off, locked out and tagged
- B. Never modify equipment so that it can be operated without guards or interlocks in place (other than temporary bypasses needed to perform specific machine testing)
- C. Always notify operators and other affected personnel prior to removing guards
- D. Always replace guards before returning control of the machine back to the operator
- E. Whenever guards are not existing on moving parts, guards shall be fabricated to prevent employee exposure to the hazards

V. REQUIREMENTS FOR MACHINE GUARDS

- A. Guards shall be placed onto and secured on machines at any point where employees could be exposed to hazards created by moving parts
 - 1. Point-of-Operation of machines whose operation exposes an employee to potential injury shall be guarded
 - 2. Revolving drums, grinders, barrels, gears and containers shall be guarded by an enclosure, which is interlocked with the drive mechanism

3. Fan blades less than 7 feet above the floor or working level shall be guarded (guard openings shall be no larger than ½ inch)
 4. Chains, conveyors, moving bars, and other moving parts shall be guarded when they have the potential of pulling workers into the machinery
 5. Extended shafts must be guarded if they extend past the machines or guards a distance of ½ their circumference.
- B. Machines designed for a fixed location shall be securely anchored to prevent walking or moving
 - C. Drill press chuck guards must be in place and may only be removed during set up. Guards must be put back in place prior to machine operation
 - D. Power presses will have the area where the press makes contact with the part being worked on guarded at all time to prevent injury due to unexpected explosion of parts

VI. GENERAL MACHINE GUARD DESIGN REQUIREMENTS

- A. Guards must prevent hands, arms, or any part of an employee's body from making contact with hazardous moving parts
- B. Employees should not be able to easily remove or tamper with guards
- C. Guards and safety devices should be made of durable material that will withstand the conditions of normal use
- D. Guards shall be designed so that they can be firmly secured to machinery
- E. Guards shall ensure that no objects can fall into moving parts
- F. Guard edges shall be rolled or bolted in such a way to eliminate sharp or jagged edges
- G. Guards shall not create interference that would keep employees from performing their assigned tasks
- H. Lubrication points and feeds shall be placed outside the guarded area to eliminate the need to remove guards
- I. All interlock switches on guards shall be inspected and tested every six months
- J. Guards shall not create additional hazards

VII. TRAINING

- A. Operators shall be trained in the specific hazards of their machines and proper guarding of those hazards
- B. Maintenance personnel shall be trained in maintenance techniques and specific safeguards for equipment they will be assigned to and in general machine guarding techniques and design requirements.



Blue Valley USD 229
Hearing Conservation Program

I. PURPOSE

To protect employees from the effects of occupational noise exposure.

II. REFERENCE

29 CFR 1910.95 Occupational Noise Exposure

III. SPECIFIC RESPONSIBILITIES

The Safety & Security Department is responsible for ensuring the development / completion of the following items of the hearing conservation program:

Noise monitoring program.

Notify each employee exposed to an 8 hour TWA of 85 dB or greater.

Establish a baseline and maintain an annual audiometric testing program for each employee exposed to levels of 85 dB or above.

Baseline audiograms must be established prior to the employee beginning work or within one year when a mobile testing unit is used. Hearing protection must be worn until a baseline is established.

When a standard threshold shift of 10 dB has occurred you should retest within 30 days. If the retest shows the STS 25 dB shift then record the occurrence on the OSHA 200 log.

When a standard threshold shift has occurred the employee should be followed up with within 21 days.

A copy of 29 CFR 1910.95 must be posted in the workplace.

Conduct an annual sound level survey.

IV. NOISE EXPOSURE

The following guidelines on noise exposure will be followed:

Exposure to impulse or impact noise should not exceed 140 dB peak sound pressure level.

Noise levels will be monitored annually in order to identify employees who are exposed to noise at or above 85 dB averaged over 8 working hours (this measurement must include all continuous, intermittent, and impulsive noise within the 80 dB to 130 dB range).

These results shall be posted in employee information areas. High Noise Level areas shall be labeled as "Hearing Protection Required". Employees are entitled to observe monitoring procedures.

Employees who are exposed to levels at or above 85 decibels over the 8-hour period must be notified and instructed to use appropriate hearing protection.

The results of the latest noise level measurements shall be posted on the employee bulletin board.

In areas where sound levels exceed 85 decibels, employees are required to wear hearing protection.

Engineering or administrative controls should be used as a primary method to reduce sound levels. If these controls cannot reduce sound levels, then hearing protectors should be

used to reduce sound to an acceptable level.

V. HEARING PROTECTION

A. Hearing protectors must be worn by:

1. Currently there are no employees exposed to 85 dB for an 8 hour TWA. However it will be our practice for the Grounds Department to wear hearing protection while operating any grounds equipment.
2. Employees who have incurred a standard threshold shift.
3. Employees exposed over the permissible exposure limit of 85 dB over an 8-hour TWA.

The Hearing protection used must lower the dB exposure below 85 dB.

4. The level of exposure equals the actual noise level dB minus the Noise Reduction Rating dB of the hearing protection.
5. Improper use of the hearing protectors will lower the Noise Reduction Rating.

VI. AUDIOMETRIC TESTING

An audiometric testing program will be established and provided free of charge to all affected employees. This program shall include:

1. Baseline Audiogram – The reference baseline audiogram serves as a baseline to which future audiograms are compared.
2. Annual Audiogram – An annual audiogram must be conducted to identify any deterioration in hearing.
3. Audiogram Evaluation – The baseline and annual audiograms shall be evaluated to determine whether a standard threshold shift (STS) has occurred. STS is an average shift in either ear of 20 dB or more at 2000, 3000, or 4000 hertz.
4. Follow-Up Procedures – When an STS is identified, the employee must be notified within 21. The employee shall be fitted or refitted with hearing protectors, shown how to use them, and required to wear them. Retesting of the employee should be completed within 21 days of the original test to verify that an STS has occurred.

Annual hearing tests are required for employees who are at risk.

DOCUMENTATION AND RECORD KEEPING

Measurements of employee exposure should be retained for five years in accordance Blue Valley School District USD #229 Records Retention Program.

Audiometric testing results should be retained for the full employment time of the employee plus 30 years in accordance with the Blue Valley School District USD #229 Retention Program.



Blue Valley USD 229

Fall Protection Program

I. DISTRICT RESPONSIBILITIES

- A. Provide district staff with required fall protection equipment suitable for the task to be completed and hazards which will be encountered.
- B. Ensure that all fall protection equipment is maintained, used, and inspected according to the manufacturer's instructions.
- C. Conduct routine inspections to ensure all walking and working surfaces are free from slip, trip and fall hazards.
- D. Ensure ladders are in good condition and designed for the specific task.
- E. Train users of fall protection on proper use, maintenance, and inspection of fall protection equipment.
- F. Maintain work areas free from slip, trip & fall hazards

II. GENERAL REQUIREMENTS

- A. Housekeeping
 - 1. All work areas, passageways, storerooms, and service rooms shall be kept clean and orderly.
 - 2. The floor of every area shall be maintained clean and dry.
 - 3. Drain covers shall be kept in place at all times. When a drain cover removal is needed, the drain will not be left unattended while uncovered.
- B. Halls and Passageways
 - 1. Halls and passageways shall be kept clear and in good repair with no obstructions across or in a hall that could create a hazard.
 - 2. Wet Floor warning signs will be placed before mopping or cleaning of floors.
 - 3. Exit doors and exit passageways shall always be marked and never be blocked.

III. HAZARD CONTROLS

- A. Fall protection equipment and guards must be constructed properly.
- B. Fall protection equipment must have adequate anchor points.
- C. Fall protection devices must be designed to work with the other devices being used.
- D. Guard rails shall be installed whenever possible.
- E. Fixed ladders and stairs shall be installed whenever possible.

F. Adequate lighting shall be provided in all work areas.

IV.

A. Spills shall be cleaned up immediately.

B. Inspections of ladders, stairs, fall arrest equipment, and walking/working surfaces shall be routinely conducted, deficiencies shall be corrected and both shall be documented.

V. LOAD PROTECTION

A. Load rating limits shall be conspicuously posted for floors, storage racks, hoists/hoist anchor points, or other load bearing surfaces or anchors.

B. No loads shall be placed on these marked areas greater than the approved weights.

VI. RAISED WORKING SURFACES OR FLOOR OPENINGS

This applies to Raised Work Surfaces and Floor Openings higher than 4 feet off of the floor.

A. 42 inch tall standard railings with a mid-rail at 21 inches shall be used to protect staff.

B. A 4 inch tall toe-board shall be installed when falling objects can

1. Hit persons passing underneath.
2. Fall into moving machinery.
3. Falling objects can create additional hazards.

C. Floor holes may be covered in place of railings.

1. Covers must be strong enough to hold any equipment or persons which may travel over it.
2. Covers must not create any additional hazards.
3. When a cover is removed it will either be guarded with a temporary railing or an attendant will be used until the cover is replaced.

VII. STAIRWAYS

Applies to stairs with four or more steps

A. Stair railings (same as standard railing except the height is between 30 inches and 34 inches) must be in place for stairways in the following manner:

1. Stairways less than 44 inches wide;
 - a. With both sides enclosed must have one railing.
 - b. With one open side must have one railing on the open side.
 - c. With both sides open must have a railing on both sides.
2. Stairways 44 inches wide to less than 88 inches wide shall have one railing on each side.
3. Stairways 88 inches wide or wider must have a railing on each side and one railing placed midway between the outer railings.

B. Fixed Industrial Stairs:

1. Shall be strong enough to carry five times the normal anticipated live load.
2. Shall be at a minimum 22 inches wide.
3. Shall have an angle between 30 and 50 degrees.

4. Shall have a clearance from the stairs to any overhead obstruction of at least seven feet.

VIII. WORKING FROM UNGAURDED SURFACES

IX. Applies to work performed four feet or more above the ground when the work area is not properly guarded.

- A. Workers must wear a harness that has leg, waist, chest and shoulder straps.
- B. The harness must be connected to a shock absorbing lanyard or other suitable fall arrest device.
- C. The anchor point for the fall protection equipment must be able to hold at least 5,000 pounds.
- D. A plan for retrieving a worker who has fallen and is hanging from the anchor point shall be made prior to the worker moving to the elevated work area.

X. PORTABLE LADDERS

- A. The following ladder lengths are not to be used:
 1. Step ladders longer than 20 feet.
 2. Single ladders longer than 30 feet.
 3. Extension ladders longer than 60 feet.
- B. Step ladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- C. Ladders must be maintained in good condition at all times or they shall be tagged and removed from use.
- D. Safety Precautions
 1. When it is necessary to climb a ladder without or before securing it, an assistant will stabilize the ladder while the ladder is in use.
 2. Ladder footings shall be solid and not moving.
 3. Ladders shall extend at least 3 feet above the point of support.
 4. Ladder angles shall be such that the horizontal distance from the footings to the top support point will be $\frac{1}{4}$ the length of the actual ladder from the footing to the top support.
 5. When ascending or descending using a ladder, workers shall always face the ladder and shall always use both hands.
 6. Short ladders may not be spliced together to make longer ladders.
 7. Ladders may never be used in the horizontal position as scaffolds or work platforms.
 8. The top of step ladders may not be used as a step.
 9. Be aware of any electrical hazards while using the ladder.

XI. FIXED LADDERS

- A. Fixed ladders greater than 20 feet off of the ground shall have a cage or other fall protection device. Cages shall meet the following criteria:

1. Cages shall extend at least 42 inches above the top of the landing.
2. Cages shall be positioned so that the bottom of the cage is at least 7 feet and no more than 8 feet above the base of the ladder.

B. Fixed ladders greater than 20 feet off of the ground will have landings positions at least every 30 feet.

XII. SCAFFOLDING SAFETY

A. The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement.

B. Unstable objects shall not be used to support scaffolds or planks.

C. Scaffolds and their components shall be capable of supporting at least four times the maximum intended load.

D. Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use.

E. Damaged or weakened scaffolds shall be immediately repaired and shall not be used until repairs have been completed.

F. A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.

G. Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.

H. Guardrails, mid-rails, and toe-boards must be installed on all open sides and ends of scaffolding platforms.

I. Workers shall not work on scaffolds during storms or high winds or when scaffolds are covered with ice or snow.

J. 29 CFR 1910.28 should be reviewed for any additional requirements for the particular type of scaffolding being used.

XIII. TRAINING

A. All employees shall be trained on the specific trip, slip, and fall hazards associated with their specific job and how to prevent slips, trips, and fall hazards in their areas.

B. Workers who are required to work from unguarded elevated work areas shall be trained in the requirement to use fall protection equipment and how to properly use, maintain, and inspect the specific equipment they will be using.

C. Workers who use ladders will be trained on how to safely use ladders, how to select the appropriate ladders for the job, how to inspect the ladders, and how to properly secure ladders.

D. Workers who use fall protection equipment shall be certified on knowing how to use the specific equipment.



Permit-Required Confined Space Entry Program

I. Purpose

The purpose of this program is to ensure Blue Valley School District is complying with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. It has been determined that this school district needs written procedures for the evaluation of confined spaces, and where permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations at Blue Valley School District where persons must enter a permit-required confined space as part of their job duties.

This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.

II. Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces in Blue Valley School District, Safety Specialist has conducted a hazard evaluation of our workplace. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the Permit-Required Confined Space Entry Program. This written hazard evaluation is kept in Safety and Security Department.

Preventing Unauthorized Entry

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we have implemented the following procedures to inform all employees of the existence, location, and danger posed by permit spaces in Blue Valley School District. All spaces will be marked with a sign. Training for persons who may be exposed to confine spaces will be given annually.

Safe Permit Space Entry Procedures

No Blue Valley Employee is authorized to enter a permit required confine space.

Training Program

Every employee at Blue Valley School District who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. The Safety Specialist conducts our permit-required confined space training. All training related materials, documents, and signed certificates are kept in Safety and Security.

Employees required to have confined space training are the Maintenance workers. Training will be conducted annually.

Multiple Employer Entry Procedures

When outside employers/contractors enter our facility to perform work in permit spaces, we advise them of the hazards and they will be responsible for coordinating a safe entry for their employees.

Review-Procedures

To ensure that all employees are protected from permit space hazards, Blue Valley School District reviews the Permit-Required Confined Space Entry Program on a regular basis. Hazards will be identified annually and updated if changes occur.

Enforcement

Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Security and Human Resource Departments reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.

Appendix

List of identified permit required confine spaces.

All Sewer man holes.

All Grease traps.

Definition of a Confined Space 1910.146(b)

A confined space is defined as an area which:

1. Has adequate size and configuration for employee entry,
2. Has limited means of Access or Egress,
3. Is not designed for continuous employee occupancy.

Definition of a permit-required confined space 1910.146(b)

A permit-required confined space is a confined space that presents or has the potential for hazards related to atmospheric conditions (toxic, flammable, asphyxiation), engulfment, configuration, or any other recognized serious hazard.



Powered Industrial Truck Safety Program

I. PURPOSE

The purpose of this procedure is to provide for the safe operation of powered industrial trucks through safe operating, proper inspection, and adequate training of operators.

II. REFERENCE

29 CFR 1910.178 Powered Industrial Trucks

III. DEPARTMENT SPECIFIC RESPONSIBILITIES

In order to comply with 29 CFR 1910.178 the Director of each department who has a Powered Industrial Truck must implement or document the following items:

- A. Written approval from the manufacturer for any modifications that affect capacity or safe operation
- B. Designation of truck types allowed in specific locations
- C. Designate battery changing and charging areas supplied with appropriate equipment
- D. Procedures for changing and charging batteries
- E. Procedure for securing containers for transport
- F. Training and certification of the operator's abilities
- G. Truck examination & documentation prior to use on each shift
- H. Procedures to insure the repair of unsafe trucks prior to operating

IV. GENERAL REQUIREMENTS

- A. The department will ensure that all powered industrial trucks are in safe operating condition before asking employees to operate them
- B. The department supervisor will ensure that operators conduct themselves in a safe and professional manner in accordance with the guidelines provided in this document
- C. All new powered industrial trucks acquired and used after February 15, 1972, shall meet the design and construction requirements for powered industrial trucks established in the "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969". These trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory
- D. Modifications and additions that affect capacity and safe operation shall not be performed without manufacturer's written approval. Capacity, operation and maintenance instruction plates, tags or decals shall be changed accordingly
- E. Trucks equipped with front-end attachments, other than factory-installed attachments, shall be marked to identify the attachments, weights and capacity changes
- F. The user shall see that all nameplates and markings are in place and are maintained in a legible condition
- G. Each operator must know the carrying capacity of the truck and the weight of the loads he or she will transport. Each truck has a data-plate indicating weight capacities

V. TRUCK INSPECTIONS

All powered industrial trucks shall be inspected for safe operating conditions prior to being used (at least daily or at the beginning of each shift)

- A. Guidelines for truck inspections are found on attachment #1 to this program
- B. The inspection shall be recorded on the “Powered Industrial Truck Checklist”

VI. OPERATING AND MAINTENANCE

- A. All operators will follow the guidelines for operating and maintaining powered industrial trucks that are listed on the powered industrial truck attachment #2
- B. All Operators and Supervisors shall be familiar with the guidelines listed in attachment #2 to this program

VII. TRAINING

- A. Training and certification is a requirement for all employees who are expected to operate powered industrial trucks as part of their job duties
- B. Every employee who is permitted to operate an industrial truck must be trained and authorized by the District before he or she accepts full responsibility for the operation of any industrial truck
- C. This training will be conducted in accordance with the guidelines listed on attachment #3 to this program

VIII. DOCUMENTATION AND RECORD KEEPING

- A. Documentation of approval to modify powered industrial trucks shall be maintained in the department’s files for the life of the truck
- B. Daily powered industrial truck inspections shall be kept on file for a period of one year
- C. All other documentation concerning powered industrial trucks shall be maintained in the office files for 5 years.

IX. Driving a Powered Industrial Truck

- A. Powered industrial trucks shall always be operated at a safe speed. A safe speed is the speed that allows the operator to maintain control of the truck and the load at all times. This speed may vary based upon load, truck, and environment conditions.
- B. A safe distance shall be maintained, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- C. Seat belts shall be used when operating industrial trucks. (OSHA interpretation letter dated 10/9/96 states that not using seatbelts or implementing seatbelt retrofits will be cited under section 5(a)(1) of the OSH act)
- D. Other trucks traveling in the same direction at intersections, blind spots or other dangerous locations shall not be passed.
- E. Be aware of your surroundings and pedestrian crossings sound the horn to inform pedestrians and other lift trucks of your presence, particularly when traveling through a doorway, plastic curtains and blind spots.
- F. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- G. The driver shall be required to look in the direction of, and keep a clear view of the path to travel.

- H. If you must park in an aisle, be sure to look behind you and in front of you before stepping off of the lift to make sure that someone is not dangerously approaching you. If you are approaching someone from behind, sound your horn to notify him or her of your presence.
- I. Grades shall be ascended or descended slowly.
 1. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 2. Unloaded trucks should be operated on all grades with the load engaging means downgrade.
 3. On all grades the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- J. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- K. Stunt driving and horseplay shall not be permitted.
- L. The driver shall be required to slow down for wet and slippery floors.
- M. Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- N. Before loading onto a trailer the operator shall verify: the trailer is locked in place or that tires are blocked, the nose of the trailer is supported with a nose jack or by the tractor itself, the lighting is adequate for safe operating, no other employees are in the truck, and the trailer construction is adequate to support the load and the industrial truck.
- O. When blocking/chocking trailer tires never place any part of your body that will allow the trailer to roll on top of you. Never crawl under a trailer to chock the wheels. When possible use your foot to nudge the chock into place.
- P. Running over loose objects on the floor shall be avoided. Small screws, bolts, pieces of wood, and other small objects can become projectiles and injure someone.
- Q. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

X. Loading

- A. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads that cannot be centered.
- B. Only loads within the rated capacity of the truck shall be handled.
- C. The long or high (including multiple-tiered) loads, which may affect capacity, shall be adjusted.
- D. When attachments are used, particular care should be taken in securing, manipulating, positioning and transporting the load. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- E. A load-engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- F. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.