

School District of Pittsburgh

ACCIDENT AND ILLNESS PREVENTION PROGRAM MANUAL

October 22, 2003

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM

INTRODUCTION

Why an Accident and Illness Prevention Program Manual?

All major operating management efforts, such as plant operations, transportation, food service, maintenance, quality control, cost control, etc. must have guidelines (called standards or procedures) to assure that the work being performed to accomplish these efforts is performed in a specific manner. These procedures are normally specified in writing to assure understanding, thus minimizing confusion and possibly even conflict as to exactly how work is to be completed.

How do we create an awareness of the district's loss control goals and objectives? Simple – the goals and objectives are reduced to writing in the form of an Accident and Illness Prevention Program Manual.

This Manual should be considered the district's "game plan" to reach required loss control objectives. To be effective, all personnel from the School District Superintendent to the hourly Employee must realize and accept that loss control is a vital part of the education process. School District philosophy dictates that loss control be incorporated as a significant part of the education structure and is essential to the protection of the district's employees, students, guests and property.

The Manual would not be possible without the contributions made by all the operating divisions. These contributions make the Manual a unique publication in that it contains the most successful loss control activities developed and utilized throughout the district.

In composing the Manual, we have attempted to provide a simple yet comprehensive guide that offers the most modern and effective loss prevention tools. Through experience, it is evident that loss control procedures must be carried out in a consistent manner to be successful, and will not be successful unless the procedures are accomplished by working with and through all levels of our school district.

These are considered to be our foundation or minimum safety standards. Locations and departments are free to, and encouraged to build upon and design and implement their own safety operating procedures to better meet their own specific needs.

A special thanks also to the loss control staff of Aon Risk Services in Pittsburgh, Pennsylvania who provided invaluable technical assistance in developing the material included in the Manual.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Accident and Illness Prevention Philosophy Statement	Policy No. 1
Prepared By:	School District of Pittsburgh	Date: January 27, 1998
Applies to:	All Locations	Page 1 of 2

Mission:

It is the mission of the Board of Public Education of the School District of Pittsburgh, PA to provide and active Accident and illness prevention Program, to promote and endeavor to provide at all times, a safe and healthy environment for all School District employees, students, and the public.

Purpose:

The School District Accident and Illness Prevention Program is dedicated to the reduction of occupational injury and disease. The School District shall take every reasonable action to promote continuous safety awareness as an appropriate mode of behavior to minimize accidents and occupational injuries at all times.

A Safety Committee shall be implemented to facilitate the ongoing achievement of these objectives. The School District recognizes that the responsibility for occupational safety, and injury prevention are shared, and affirmatively aligned with the District's overall accountability plan. This is a joint, inclusive process which involves all employee groups of the Pittsburgh Board of Education. The scope of the School District Accident and Illness Prevention Program committee(s) shall include, but not be limited to:

- Implementation of any/all safety program(s) in compliance with applicable state and federal laws and/or mandates.
- School District Accident and Injury Prevention activities will involve representatives of all employee groups within the District.
- Safety Committee Members will insure that safety inspections of school buildings and grounds are performed.
- Arrange for or provide a safety training program for committee members and staff.
- Review appropriate procedures and recommend changes and improvements as necessary.
- Review Reports of Occupational Injury, and make recommendations for accident prevention.

Policy:

- (0) Chief administrative officers are responsible for the foundation and leadership of the Accident and Illness Prevention Program; for its effectiveness, growth and development as an integral part of the School District, and for providing the support required to ensure safe working conditions.
- (1) Supervisors are responsible for developing proper attitudes toward safety awareness and accident prevention in both themselves and in those they supervise, to ensure that all work activities are performed with the utmost regard for the safety and health of all personnel involved.
- (2) Employees are responsible for dedicated cooperation with all aspects of the Safety and Accident and Illness Prevention Program, compliance with all safety protocols and regulations, and continuously practice safe work behaviors during the performance of their assigned duties.
- (3) Semi-annual reports will be submitted to the Superintendent, and The Board, regarding the status of the District's safety program.

The success of the School District's Accident and Injury Prevention Program depends on the commitment and cooperative effort of the entire organization. The District expects each individual employee to actively support and personally practice accident prevention.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Safety Program Responsibility Assignments **Policy No. 2**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 5**

Definition:

Guidelines for School District Responsibilities and Accountabilities.

Policy:

Like other management functions, safety must be effectively managed to obtain the desired results. Necessary planning, organizing, leading and controlling are required management actions. Since no one person can get the job done alone, this section outlines safety responsibilities for key district personnel.

Actions Required:

Superintendent Responsibilities

The Superintendent has the full authority and total responsibility for maintaining safe and healthful working conditions within his jurisdiction whether it be out in the field, in the shop or in the office. Although personnel exposure to hazards varies widely from location to location, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material. Therefore, the Superintendent will:

1. Hold each Director with budgetary authority fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his employees.
2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Call upon the District Risk Manager or Environmental Specialist for any assistance needed in promoting aggressive and effective loss control.
4. Demonstrate a personal concern in departmental losses on each worker who has lost time from an on-the-job injury because of negligence.

Director's Responsibilities

Each Director with budgetary authority will be fully responsible and accountable to the Superintendent for compliance with the provisions of the plan within their department.

The Director will ensure that:

1. All personnel are briefed and fully understand safe work procedures and existing policies that enforce their use.
2. All employees, new and old, are trained and retrained, when necessary, in the accepted way each hazardous job must be accomplished.
3. All employees are instructed in the use and need for protective equipment for specified hazardous jobs.
4. Necessary safety equipment and protective devices for each job are available, used and used properly.
5. Monthly safety meetings are conducted to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.
6. Safety suggestions and written comments from employees are encouraged.
7. All accidents are thoroughly investigated, recorded and promptly reported.
8. Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
9. Each Director with budgetary authority is held accountable for the preventable injuries, collisions and liabilities incurred by employees.
10. Proper equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
11. The Risk Manager is consulted when assistance is needed in implementing the safety program.
12. All injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing injury are investigated and required accident reports are submitted and acted upon.
13. Safety committees are used for continuity of the safety program.
14. Formal safety training is scheduled for employees, required on-the-job training is administered and job qualification requirements are in compliance when applicable.
15. On the job training records along with established safety training records are to be maintained.

Supervisory Personnel Responsibilities

A supervisor is responsible for the safe actions of their employees and the safe performance of machines and equipment within their operating area. They have full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each supervisor and foreman will:

1. Assume responsibility for safe and healthful working areas for his /her employees while they are under his/her jurisdiction

2. Be accountable for preventable injuries, collisions and liabilities caused by his /her employees.
3. Insure that all safety policies and regulations are implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts.
5. Be firm in enforcement of work policies and procedures by being impartial in directing those who fail to conform and by being prompt to give recognition to those who perform well.
6. Insure that each employee is fully trained for the job he / she is assigned to do and that he / she is familiar with published work rules.
7. Insure that periodic safety training classes are conducted for all employees as needed.
8. Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
9. Insure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
10. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injuries.
11. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.
12. Use safety checklists for hazardous operations.
13. Properly maintain all protective devices and safety equipment.
14. Ensure that all employees are physically qualified to perform their work along with the training of employees on the proper use of the equipment.
15. Use the "buddy" system for tasks, which involve hazardous work.
16. Use proper signage in all areas prescribed as dangerous with the type of hazard involved.
1. Ensure that only qualified persons are permitted to enter hazardous work area.
18. Instruct all employees that under state law, all employees are provided protection under the "Pennsylvania Whistleblower Law", which makes it unlawful for a public employer to discharge, threaten or otherwise discriminate against an employee because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

Employee Responsibilities

Employees are required, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials. Each employee will:

1. Promptly report all unsafe conditions and acts to his / her supervisor.
 2. Be individually responsible to keep himself / herself and fellow employees and equipment free from mishaps.
 3. Keep work areas clean and orderly at all times.
 4. Follow prescribed procedures during an emergency.
 5. Report all accidents promptly to his /her supervisor, and follow the district's accident reporting procedure.
 6. Be certain that he /she understands instructions completely before starting work.
 7. Learn to lift and handle materials properly.
 8. Avoid engaging in any horseplay and avoid distracting others.
 9. Review the safety educational material posted on bulletin boards, web site or work areas.
 10. Know how and where needed medical help may be obtained.
1. Not alter, damage or destroy any warning or safety device or interfere in any way with another employee's use of them.

Each employee working at hazardous jobs will:

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he / she will STOP and promptly get instructions from his supervisor before continuing work.
2. Operate only machine equipment that they have been trained for and authorized to operate by their supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required protective equipment when working in hazardous operation areas. Dress safely and sensibly.

Risk Manager's Responsibilities

Like any other phase of education, safety activities must have leadership and guidance. One person must be responsible for the control and coordination of the safety program.

Briefly, the Risk Manager's duties are to see that the following are accomplished:

1. Assists in the administration of the self-insurance programs.
2. Participates in the development, implementation and maintenance of a comprehensive district-wide workplace safety and loss prevention program.

3. Responsible for implementing programs and updating district safety procedures and manuals covering same.
4. Coordinates workplace safety activities of schools and departments on a district-wide basis. Provides technical assistance and training to administrators and supervisors for use in education all employees.
5. Facilitates consultative processes regarding occupational health and safety issues between labor and management, including workplace safety committees.
6. Incorporates occupational health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products, and substances used in the workplace.
7. Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the District's self-insurance program.
8. Analyzes and interprets data, identifies trends and recommends corrective actions based on action needed forms, first notice of injury reports, loss runs and other associated reports.
9. Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to district safety programs and governmental regulations.
10. Provides assistance in the review of related insurance plans and programs, as assigned.
11. Serves as liaison between the District and governmental, community, and private sector safety agencies.
12. Supervises assigned personnel.
13. Performs all other duties as assigned.

The School District's Risk Manager should act in a staff capacity to the Superintendent or his/her designee.

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ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Facility Inspections **Policy No. 3**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 2**

Definition:

A facility inspection is a planned and organized process to identify and correct unsafe conditions that could lead to employee injuries or illnesses and/or property damage.

Policy:

Facility inspections are considered to be an integral part of our safety management program. This will be a continuing safety activity to help maintain acceptable standards of control over ever changing physical conditions.

At a minimum, facility inspections will consist of a scheduled inspection using the inspection checklists. Checklists are offered to serve as a reminder of what to look for and as a record of what has been covered. You can also design your own checklist as long as it provides thorough documentation.

Actions Required:

- (1) Establish specific dates for inspections to be conducted.
- (2) Determine who will complete the facility inspection(s) (i.e., Risk Manager, Environmental Specialist, Supervisor, Department Head, Safety Committee). Inspectors should have the following qualifications.
 - Knowledge of the facilities accident experience
 - Familiarity with accident potentials and related safety standards
 - Authority to make suggestions for corrective action(s)
 - Diplomacy in handling personnel and situations
 - Knowledge of facility operations.
- (3) Review all pertinent previous inspections for outstanding items to determine where failures in hazard control may exist
- (4) Consider all changes in the working environment to include new facilities, processes, materials and equipment
- (5) Whenever possible, speak to the employees in the area to gain their input
- (6) Correct anything under your control immediately or take temporary precautions when correction is delayed

- (7) Promptly report conditions beyond your authority and suggest solutions
- (8) Maintain the completed facility inspection report in file for at least five (5) years
- (9) Ensure that the hazards found are reported and assigned for correction. Ensure that a timetable is established.

Documentation Required:

- A. Copies of internal inspection report(s)
- B. Copies of external inspection report(s)
- C. Correspondence related to hazard correction

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of operations which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

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ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Industrial Occupational Health Services **Policy No. 4**
Prepared by: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 1**

Definition:

Occupational Health Services are those services necessary or required by the nature of our workplace environment that are necessary to identify and control any related occupational disease exposure(s).

Policy:

The School District of Pittsburgh will promptly respond to any known or suspected occupational disease exposure through appropriate testing for accurate measurement. Test results will help dictate the course of action taken that could include engineering control, administrative controls, use of personal protective equipment or an appropriate combination.

Known occupational disease exposures include but are not limited to:

- Asbestos
- Radon
- Lead in Drinking Water
- Indoor Air Quality
- Noise
- Ergonomics
- Toxic Mold
- Bloodborne Pathogens

Training:

Employees will receive specific training as needed in order to recognize and protect themselves from occupational disease related exposures.

This training will be provided by any capable in-house employee, reputable vendor, or qualified personnel from our insurance broker or carrier to provide at least the minimum but hopefully more than the minimum required standard.

Appropriate report and training documentation will be maintained for a minimum of five (5) years.

4. Develop learning activities.
5. Conduct training.
6. Evaluate the program.
7. Improve the program.
8. Document the training.

Training can be provided by any capable in-house employee, a reputable vendor, or qualified personnel from our insurance broker or carrier to provide at least the minimum but hopefully more than the minimum standard.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Safety and Health Training **Policy No. 6**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 2**

Definition:

A safety and health education program must be provided as part of each employee's job training. Training must include the safety and health policies and procedures. This is necessary to help employees understand and identify the hazards they are exposed to in their work environment. Each department's safety and health education program must be updated as new employees enter the work place and changes in equipment and processes occur.

Policy:

The following general subjects and job-specific subjects are part of each employee's training as deemed appropriate by the Risk Manager, Environmental Specialist and or the Joint Safety Committee.

General Subjects:

- Safety and Health Policy
- Employee Suggestions and Communication Procedures
- Emergency Action Plan
- Fire Safety
- Safe Lifting / Back Safety
- Substance Abuse
- Accident Reporting and Investigation

Job-Specific Subjects:

- Bloodborne Pathogens
- Hazardous Materials
- Personal Protective Equipment
- Confined Space
- Lockout / Tagout
- Mobile Equipment / Vehicle / Forklift Safety
- Electrical Safety
- Construction Safety
- Hazard Control Measures
- Material Handling
- Excavations
- Machine Guarding
- Hand and Power Tool Safety

- Lab Safety
- All other applicable safe work practices

Actions Required:

6. *New Employee Orientation:*

A good safety orientation program will help shape a new employee's perspective on safety. In addition to standard orientation subject matter, departments are responsible for conducting safety training for new employees and job transfers. Do not assume a new employee knows how to perform a job safely because of prior work experience. Treat each new employee as if he or she knows nothing about safety on the job.

New employee orientation, at minimum should include our safety policy, accident reporting, general safe work practices and your department's safety programs and job-specific safe work procedures. Each supervisor should have a procedure for educating employees in their area. Cross training is recommended if your employees are temporarily transferred to other jobs often.

7. *Supervisor Safety Meetings:*

Supervisors must conduct short safety meetings or "tool box talks" at least monthly with their employees. These meetings must also be used as time to give employees the chance to voice opinions, talk about recent situations and ask questions. Safety meetings may cover many topics, from fire safety to off-the-job safety. Departments should create a training schedule for each year, planning out the various topics to be discussed. Contact the Risk Manager and or the Environmental Specialist and or the Safety Committee to assist you in selecting meeting topics.

8. *Refreshers:*

Refresher training will be necessary on at least an annual basis for major safety programs. In this type of training, the main points of a subject, such as lockout tagout, personal protective equipment, hazardous chemicals, confined space entry, forklift safety, bloodborne pathogens, and electrical safety should be covered.

Documentation Required:

Departments must keep records of all safety and health training conducted. Records must include dates, subjects covered and names/signatures of attendees and be retained for at least (5) five years.

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

Evacuating Personnel with Impairments:

Each department must have a plan to evacuate employees with physical/mental impairments and designate a sufficient number of escorts for each of these individuals. This plan involves designating escorts for employees that require assistance leaving the building during an emergency, and establishing a meeting location so that these employees can be accounted for.

Pre-Evacuation Responsibilities:

- Assign one escort and one alternate to each employee that is visually, mentally or hearing impaired.
- Assign at least four escorts and four alternatives to each employee using a wheelchair.
- Assign two escorts and two alternatives to each employee having other mobility impairments (crutches, walkers, canes, etc.)
- Directors should encourage the use of the “buddy system”.

Visually Impaired:

- Describe the nature of the emergency to the person.
- Offer to guide the person and ask if he/she prefers to take your elbow.
- Advise the person of the evacuation route.
- Take the person to your designated assembly area.

Hearing Impaired:

- Never assume a hearing impaired person can read lips.
- If the person did not hear the warning or alarm, write down the nature of the emergency.
- Offer to walk the person to the exit.
- Take the person to your designated assembly area.

Persons using Crutches, Canes or Walkers:

- Describe the nature of the emergency.
- Offer to guide the person and ask if he/she prefers to take your elbow.
- Advise the person of the evacuation route.
- Take the person to your designed assembly area.

Persons Using Wheelchairs:

- Describe the nature of the emergency.
- Ask the person how you can help him/her exit the building.
- Always follow the instructions of the wheelchair user.
- Do not remove a person from their wheelchair unless he/she agrees to such a procedure.
- Some electric wheelchairs weigh up to 400 pounds. Four injury-free, able employees are needed to lift the wheelchair without the battery. Even in an emergency, remember that correct lifting techniques must be used to avoid injury.

- Take extra precautions for wheelchair users attached to a respirator. Detach and test the portable respirator until prior to disconnecting a battery-operated respirator.

Unconscious Person:

- Call 911
- Give your name, location and phone number.
- Describe the situation and where you will meet emergency personnel.
- If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.
- If immediate evacuation is required, do what is required to exit the building safely.
- Follow all instructions from the emergency dispatcher.

Mental Impairments:

- Describe the nature of the emergency to the person.
- Ask the person to take your arm so you can safely escort him or her out of the building.

Fire Emergencies:

All fires that occur within a Pittsburgh Public School facility, regardless of size, must be reported immediately by activating the fire alarm pull station, calling 911, notifying the administrator in the building, whether or not that person is your immediate supervisor. Never assume that a fire is not serious, even if you are able to extinguish it yourself. Never assume that you will be disciplined or criticized for reporting unusual smells or the presence of smoke by reporting them as a fire. Never shout the word "fire" or act in a manner that could cause others to panic.

Time is very critical in responding to a fire. Fires can spread in minutes, even seconds in a very short period of time. The earlier a fire is detected and actions are taken to control its spread, the more likely it is that serious damage or personal injury can be avoided.

The fire plan is activated by your facility's fire alarm system. Certain doors in corridors should automatically close to isolate areas and control the possible spread of smoke. For this reason, it is critical that stairwell doors never be propped open. The fire plan will remain in effect until Building Security gives the "all clear" signal. While the fire plan is in effect, do not open doors without first checking for smoke beyond the door.

Do not go to fire area unless you are assigned to do so. Unless you are actively engaged in your routinely assigned fire responses, moving from your regularly assigned area into the fire area will only make your whereabouts unknown to those who may need you before the end of the alarm, and may further complicate emergency fire operations. It is critical that all steps outlined by the acronym R.A.C.E. be followed in the event of a fire. This is particularly true with respect to activating the fire alarm system.

RESCUE – Remove persons requiring assistance from immediate, life threatening danger.

ALARM – Locate and activate the nearest manual fire alarm pull station. Contact building security to report the exact fire location.

CONTAIN – Close doors and windows to contain the spread of smoke and fire to as limited of an area as possible.

EXTINGUISH – If the fire is small, attempt to extinguish it with a fire extinguisher. **DO NOT** attempt this alone or prior to completing all of the above steps. Make sure to keep your back towards the exit while making this attempt to extinguish the small fire.

In some buildings the alarm system can detect the presence of smoke, heat or the discharge flow from fire sprinkler heads automatically, and initiate the above actions without human interventions, but manual activation could buy additional time.

Fire Drills:

Fire drills are an important part of any fire plan and should be conducted on a regular basis. All drills should be treated as if they were the real thing and should be used as an opportunity for you to review proper fire procedures.

How to Evacuate During a Fire:

1. Stay close to the floor until you are sure there is no smoke. Smoke contains hot and toxic gases.
2. Check each door for heat before opening it. Open the door slowly and check for smoke.
3. Shut your room or office door and all fire doors between you and the fire. This will help prevent smoke and fire from spreading. Do not lock doors, as this will slow the work of firefighters and rescuers.
4. Only take essential personal belongings and medicine **if there is time**. Attempting to move equipment or other items wastes time and makes evacuating more difficult.
5. Go to the nearest exit. If blocked, proceed to your secondary exit.
6. Use the stairs. Do not use elevators. Power may fail causing elevators to stop between floors and elevator doors may open onto the fire floor. Most elevators become inoperable during a fire, so do not waste time waiting for one.
7. When outside, move away from the building and go to your designated meeting place.
8. Observe all instructions from fire or police authorities.

If You Can't Evacuate:

1. Move to a safe location. In case of fire, try to find a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone or notify authorities of your whereabouts and how to locate you. Also, turn on lights and hang a towel or other materials outside a window to mark your location. Try to stay near fresh air.
3. Wet towels or other materials and place them at the bottom of doors to keep fire and smoke out.

Pre-Fire Responsibilities:

Be alert of signs of fire. If you see or smell smoke, report it immediately by pulling the nearest fire alarm station and contact building security. Early detection means prompt fire control. Form habits of watchful care and be alert at night. Memorize the location of the fire alarm pull stations, fire extinguishers and exits. Never tamper with any fire or emergency warning devices. When needed, you'll want them to work properly. Immediately report deficiencies to facilities management. Know the fire procedures and remember that fire prevention is your responsibility, not only as an employee but also more importantly, as a trustee of human life.

The acronym P.A.S.S. will work for most extinguishers. You can operate most fire extinguishers following four simple steps:

Pull – Stand back and pull the pin.

Aim – Aim the nozzle at the base of the fire.

Squeeze – Squeeze the handle.

Sweep – Sweep the nozzle from side to side at the base of the flames.

Become familiar with all fire extinguishers in your work area. Know where they are located and what type they are (Class A, B, C or multipurpose). Use common sense. Sometimes a small fire-in a corridor trash can, for example-can be put out simply by pouring a glass of water on it or covering it with a blanket. Only attempt to extinguish a fire after instructing another staff member to report it by notifying building security. A fire department representative will determine that it is completely extinguished. Never leave a smoldering fire.

Medical Emergencies:

It is the Pittsburgh Public Schools' policy for employees to call 911 and contact building security when medical emergencies occur. In order to minimize confusion and panic, employees must be made aware of critical information before an emergency occurs, such as who to call and how to care for a victim until professional help arrives.

Due to the close proximity of emergency medical services, most facilities do not have on-site emergency response teams to respond to medical emergencies.

Several facilities are now equipped with Automatic External Defibrillators (AED). An AED is a hand-held device that weighs about six pounds. In the event of a cardiac or respiratory arrest, AEDs can be used by non-medical personnel in conjunction with cardio-pulmonary resuscitation (CPR). If your facility has these devices, an education program and communication system must exist to inform people in the building that these devices are available.

Weather Emergencies:

When weather conditions warrant, a radio in the office area will be tuned to a local weather station to monitor the situation. If a severe weather warning is issued, the Superintendent will evaluate operations to determine if the operation should be canceled, until the threatening weather has passed. Whenever a tornado watch is issued, the radio will be turned on and monitored. If a tornado warning is issued, all operations will be shut down immediately and employees shall go to the nearest tornado shelter.

Employees shall remain in the shelter area until told to return to work by their supervisor. In the event of a tornado without adequate warning, employees must take cover wherever possible, preferably in interior rooms or under heavy equipment. After the tornado has passed, all employees report to the assembly area and the supervisor will take a head count. If the building is damaged, designated maintenance personnel will shut down electricity and gas. EMS and/or the fire department will be notified immediately in case of injury or failure to locate all personnel and visitors.

Threats To Personnel:

Pittsburgh Public Schools will not tolerate any threat of physical violence to another person. If there is the threat of physical violence to an employee or visitor, then that threat must be reported to district management. If the threat is determined to be valid, then management will take whatever steps are necessary to ensure that the person issuing the threat is denied access to the building. Management will notify the proper authorities of the threat immediately. If it is another employee who issues the threat, then disciplinary action will be taken. If a violent individual is in the facility, employees should attempt to cooperate with the individual until the police arrive.

Bomb Threats:

Recently, much more attention has been paid to biological agents such as Anthrax. If you receive a suspicious package or letter or open a package containing a strange substance, the following action should be taken:

- Immediately put down the package/letter and notify your supervisor. Do not handle, smell or further inspect the package/letter. Wash your hands, or any other part of your body that came into contact with the package/letter immediately.
- The supervisor will evacuate all employees in the area and contact the Police.
- Make a list of all the people that were in the area when the package/letter was received.
- If it is determined that there was an exposure to Anthrax or any other biological agent, arrangements will be made for testing, treatment, etc.

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of operations which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Employee Safety Suggestion Program	Policy No. 8
Prepared by:	Joint Safety Committee	Date: July 2003
Applies to:	All Locations	Page 1 of 3

Policy:

The School District of Pittsburgh's employees have the opportunity to participate in our safety and health program through our Safety Suggestion Program.

Attachment 1 is the form that employees should complete (anonymously if preferred) and return to their supervisors. Departments must have a process in place to make these forms readily available to employees and for regular supervisory review and follow-up on the suggestions. If a decision cannot be reached on the applicability or feasibility of a safety suggestion, the Safety Department should be consulted.

Attachment 2 is the Health and Safety Action Needed Form. This form must also be made available to all employees so that unsafe conditions may be reported promptly to the Risk Manager and or Environmental Specialist or the Employee Joint Safety Committee.

Attachment #2
School District of Pittsburgh
HEALTH AND SAFETY ACTION NEEDED REPORT

Originator to complete sections 1-4 and then forward this form by e-mail or inter-office mail to the Risk Manager 341 South Bellefield Ave. Pgh. Pa. 15213, or to the Environmental specialist at 12th at Muriel Streets Pgh Pa 15203. Use additional sheets if necessary and include any additional information that might help define the hazard or solution. This form does not replace the work request form DBA-200.

SUBMITTED BY _____	PHONE NUMBER _____	DATE _____
LOCATION _____	DEPARTMENT _____	

1-DESCRIPTION OF HAZARD	_____

2-EFFECTS OF HAZARD	_____

3-CAUSE OF HAZARD	_____

4-SUGGESTED CORRECTIVE ACTION	_____

INVESTIGATION STAGE

ASSIGNED TO	DUE DATE	REASSIGNED TO	DUE DATE
RECOMMENDATION			

CORRECTIVE ACTION AND RECOMMENDATION STAGE

CORRECTIVE ACTIONS NECESSARY	ASSIGNED TO	DUE DATE	STATUS

anr6/98

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Safety Committees (Employee Involvement) **Policy No. 9**

Prepared By: Joint Safety Committee **Date:** July 2003

Applies to: All Locations **Page 1 of 2**

Definition:

Safety Committees act to bring labor and management together on a regular basis in a non-adversarial, cooperative effort to study, examine or research a particular problem or problems and recommend one or more courses of action based on their findings. Committees serve as a valuable forum to gain input from all levels of employees.

Policy:

Safety Committees are a key component of our overall efforts to maintain a safe and healthy workplace. The Safety Committee will focus on identifying workplace hazards and making suggestions for change or improvement.

Actions Required:

- (1) Many factors can contribute to the success of the Safety Committee. Listed below are those that should be incorporated into the committee.
 - The purpose, objectives and goals of the committee should be clearly defined.
 - There should be a joint commitment between management and labor to achieve accident prevention.
 - Mutual trust, support and respect needs established.
 - Establish effective communications.
 - Establish an effective problem solving system.
 - Establish a conflict resolution system, which is non-adversarial.
 - Involve all member resources in the decision making process.

- (2) The Safety Committee, at a minimum, should:
 - Be composed of an equal number of management and labor representatives unless each side agrees differently.
 - All committee decisions should be made by majority vote.
 - The Joint Committee should meet at least once every six months. The Sub Committees should meet once per month.
 - A written agenda should be prepared for each committee meeting.
 - Minutes should be taken, posted and maintained for each committee meeting.
 - Promote safety and health activities.

- Monitor compliance activities.
- Review all lost time accidents for causes and remedial steps.
- Recognize outstanding safety and health performances.
- Conduct periodic self-audits to determine committee effectiveness.

Documentation Required:

The following documentation must be maintained at each facility and made available for review upon request.

- Safety Committee meeting agendas for the past year.
- Safety Committee meeting minutes for the past year.
- Copies of self-audits.
- Copies of committee inspection reports.
- Copies of correspondence between the committee and plant management in regard to committee suggestions for improvement.

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Safety Rules and Enforcement Procedures **Policy No. 10**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

Safety rules are issued to help standardize safe performance on the job and to alert employees to related hazards and exposures. Non-compliance with district safety rules is not acceptable and will lead to progressive discipline procedures.

Policy:

0. It is the responsibility of each Principal or Administrator with budgetary authority to require that these safety rules be communicated to employees.
1. Each employee shall be given a copy of the general safety rules and enforcement procedures by his or her supervisor and be made familiar with all other policies and procedures applicable to his or her work situation.
2. All supervisory personnel are required to observe the rules set forth and enforce compliance with these policies and procedures by their employees.
3. Each employee, whether elected, appointed, permanent, temporary or seasonal is required and expected to follow these safety policies and procedures.
4. Employees who violate a safety policy/procedure, or knowingly permit violation, are subject to progressive disciplinary action.
5. If there is a difference of opinion as to the interpretation or applicability of any safety policy/procedure, the supervisor will make the decision. Appeal of a supervisor's decision may be made to the department head through normal channels. If the department head is unable to resolve the problem, he or she may refer it to the Risk Manager and or Environmental Specialist and or Safety Committee for analysis.
6. Employees must use safe work methods in the handling, storing and transporting of materials, equipment and tools.
7. Employees who engage in horseplay are subject to progressive disciplinary action.
8. Employees are required to promptly report any emergency or unsafe situation to their supervisor.

9. If an employee feels unable to safely complete his/her assigned work duties, the employee must report this information to his/her immediate supervisor.

Actions Required:

Clothing and Protective Equipment:

0. Employees are required to wear appropriate safe work shoes, according to their departmental guidelines.
1. Employees must wear suitable clothing to avoid danger from live electrical equipment, moving machinery, open flames.
2. Jewelry, neckties, long hair, loose shirtsleeves, gloves, etc. are not permitted around moving part and machinery.
3. Departments will provide personal protective equipment when appropriate to prevent employee injury. This equipment includes but is not limited to: eye and face protection, head protection, hand protection, protective clothing, respiratory protection, hearing protection, personal fall protection and signs and barriers.
4. Employees are responsible for the inspection, care and proper use of any personal protective equipment assigned to them.
5. Eye protection must be worn during any job duty that could be hazardous to the eyes, such as jobs involving flying particles, splashing liquids, hazardous light and infectious materials.
6. Eye protection must be ANSI Z87 approved. Prescription safety glasses must be approved and offer side protection.

Smoking:

0. Employees will observe all "No Smoking" signs and facility no smoking rules.
1. Smoking is not permitted in areas where flammable/combustible materials are used or stored.
2. Designated smoking areas must be free of, and be at least 30 feet away, from flammable/combustible materials.
3. Appropriate receptacles for waste material must be provided in designated smoking areas.
4. Matches, cigarette and cigar butts and pipe ashes shall be discarded into an appropriate receptacle and not be placed in a receptacle while still burning.

Housekeeping Policy:

0. A neat and orderly workplace is safer for employees. Employees must practice good housekeeping while performing work.

1. Liquid spills must be cleaned up immediately, to prevent injury of an employee or visitor to one of our schools.
2. Aisles, walkways, electrical panels and emergency exits must be kept free of obstructions, debris and materials that create a hazard.

Reporting Unsafe Conditions and Defective Equipment:

0. Employees must promptly report unsafe conditions, defective equipment or any other situation they judge to be unsafe to their supervisor.
1. The supervisor will investigate these situations and take corrective action if necessary.
2. If the supervisor cannot complete the necessary corrective action unassisted, he or she must go through the proper channels to complete the corrective action.
4. All employees must have access to the Health and Safety Action Needed Report. This form will be used if all other attempts of a resolution to a safety related problem have failed.

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Accident Investigation and Reporting	Policy No. 11
Prepared By:	Joint Safety Committee	Date: July 2003
Applies to:	All Locations	Page 1 of 5

Definition:

When a work-related accident occurs at your site, it is district policy that The Risk Manager, Environmental Specialist or Supervisor conduct an accident investigation. The main purpose of an accident investigation is to collect facts. Based on the information collected, the investigators should draw conclusions to identify the causes of accidents and provide corrective action to prevent future accidents. Attachment 3 displays the School District's Accident Investigation Form.

Policy:

Fact-Finding:

It cannot be stressed enough that accident investigation is the process of fact-finding and not faultfinding. Avoid general statements such as "employee was careless" or "employee should be more careful". These types of statements do not help prevent accidents and may be offensive and unfair to an injured employee. These terms lack definition and will not give much insight on how to prevent future accidents.

Reporting vs. Investigating:

There is a difference between simply reporting accidents and investigating accidents. To report an accident, one must collect information such as the injured employee's name, date and time of injury, department, the employee's address, social security number, and date of birth. To investigate an accident, the investigator must obtain more detailed information, including a description of the accident and its potential causes, and analyze all causes contributing to the accident. In other words, an accident investigation should answer the following questions: WHO, WHAT, WHERE, WHY AND HOW.

Causal Factors:

To find out why and how and why an accident may have occurred, one should consider the task being performed, the equipment used, the surrounding environment, experience of the employee, and management policies that exist. Focusing on these areas helps investigators to resist the temptation to place blame on an injured employee.

Task performed at time of accident:

- Ergonomics Controls in place (or not in place)
- Safe Work Procedures in place (or not in place)
- Condition Changes
- Tools/Materials Used
- Safety Devices used (or needed)

Material:

- Presence of and Equipment Failure
- Machinery Design Flaws
- Hazardous Substances
- Substandard Material

Environment:

- Weather Conditions/Temperature
- Housekeeping
- Noise Levels
- Lighting
- Air Contaminants Present
- Personal Protective Equipment Provided/in Use

Human Factors:

- Level of Experience
- Level of Training
- Length of Work Shift

Management Policies:

- Safety Policies in place (or not in place)
- Enforcement of Safety Policies (adequate or inadequate)
- Supervision (adequate or inadequate)
- Knowledge of Hazards

Investigation reports should include photographs, sketches or other information to help clarify the circumstances of the accident. Reports should also contain statements from witnesses and detailed descriptions of how the accident occurred.

Plan of Action:

The final step in an accident investigation is developing a plan of action. This section should contain the investigator's recommendations to management and the Joint Safety Committee on how the accident could have been prevented. Risk Manager and or Environmental Specialist and or Safety committee should be consulted when making these determinations.

About 95% of accidents are preventable, so there should almost always be a plan of action written. Sometimes a corrective plan of action requires some thought by the investigator and may not be obvious. When recommending corrective action, resist the temptation to generalize. Statements such as "Be more careful" are too general and not acceptable corrective plans of action. For assistance, contact the Risk Manager and or the Environmental Specialist and or the Safety Committee.

Accident Reporting Procedures:

The district's guidelines for reporting accidents must be followed not only to help employees receive treatment in a timely manner, but also to control Workers' Compensation costs.

Responsibilities:

Employees

- Report accidents to his/her supervisor promptly.
- After accident is reported:
- Complete the Employee Accident Report. Unless it is an emergency, contact one of the physicians listed on the posted Panel to schedule an appointment.

Supervisors

- If emergency medical treatment is required, arrange transportation to nearest ER.
- Make sure the employee completes the accident report and signs the appropriate forms. Complete section 2 of the accident report, and call the appropriate posted telephone number. (must be with 24 hours) to report the occurrence.
- Instruct the employee of obligation to treat with a Designated Health Care Provider (Panel Physician) for 90 days.
- If the injury results in medical treatment and/or lost time the supervisor must conduct an accident investigation. (Sometimes, it may take a few days to complete an investigation.)
- If there were any witnesses, attempt to get a written statement.

Workers' Compensation Contact Person

- Review all accident reports for completeness and forward a copy to the Workers' Compensation office.

Required Postings:

Workers' Compensation Rights and Responsibilities and the districts Designated Health Care Providers List should be posted in common areas for employee review.

Responsibilities and Accountabilities:

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Attachment 3
The School District of Pittsburgh
Joint Safety Committee
Accident Investigation Report

Division or Department	Date of Accident	Time	<u>Date Accident Reported</u>
Person Injured	Job Title	Nature of Injury	
Part of Body Injured	Type of Accident	Equipment, Object, or Substance causing injury	

1) Description

Describe how the accident occurred (use a diagram if necessary)

2) Analysis

a. Describe unsafe acts:

b. Describe hazardous conditions:

Could the accident recur? Often Occasionally Rarely

Would the recurrence be: Very Severe Serious Minor

3) Corrective Action

a. Action to Be Taken:

b. Action Already Taken:

Person Completing the report	Date	Reviewed By	Date

Please check all that Apply:

Nature of Injury:

- | | | | |
|-------------------------------------|---------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Abrasions | <input type="checkbox"/> Cut | <input type="checkbox"/> Fracture | <input type="checkbox"/> Puncture |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Ganglion | <input type="checkbox"/> Strain or Sprain |
| <input type="checkbox"/> Burns | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Hernia | <input type="checkbox"/> Other _____ |

Body Part:

- | | | | |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Head and Neck | <input type="checkbox"/> Upper Extremities | <input type="checkbox"/> Body | <input type="checkbox"/> Lower Extremities |
| <input type="checkbox"/> Scalp | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Back | <input type="checkbox"/> Hips |
| <input type="checkbox"/> Ears | <input type="checkbox"/> Upper arms | <input type="checkbox"/> Chest | <input type="checkbox"/> Thigh |
| <input type="checkbox"/> Eyes | <input type="checkbox"/> Elbow | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Legs |
| <input type="checkbox"/> Face | <input type="checkbox"/> Forearm | <input type="checkbox"/> Groin | <input type="checkbox"/> Knee |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Wrist | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Ankle |
| <input type="checkbox"/> Skull | <input type="checkbox"/> Hand | | <input type="checkbox"/> Feet |
| <input type="checkbox"/> Mouth | <input type="checkbox"/> Finger | | <input type="checkbox"/> Toes |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ |

Type of Accident:

- | | | |
|---|---|--|
| <input type="checkbox"/> Overexertion (resulting in strain, hernia, etc.) | <input type="checkbox"/> Struck against (rough or sharp object or surfaces) | <input type="checkbox"/> Struck by sliding, falling, or other moving objects |
| <input type="checkbox"/> Fall on same level | <input type="checkbox"/> Struck by flying object | <input type="checkbox"/> Inhalation, absorption, ingestion |
| <input type="checkbox"/> Fall to different level | <input type="checkbox"/> Caught in, on or between | <input type="checkbox"/> Contact with electric current |
| <input type="checkbox"/> Slip (no fall) | <input type="checkbox"/> Contact with temperature extremes, burns | <input type="checkbox"/> Others _____ |

Unsafe Act:

- | | | |
|--|--|---|
| <input type="checkbox"/> No unsafe acts | <input type="checkbox"/> Poor housekeeping | <input type="checkbox"/> Failure to warn or secure |
| <input type="checkbox"/> Unsafe lifting and carrying | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Making safety devices or guards |
| <input type="checkbox"/> Unsafe loading, placing, or mixing | <input type="checkbox"/> Machinery in motion, jams, cleaning | <input type="checkbox"/> Using defective equipment, materials, tools, or vehicles |
| <input type="checkbox"/> Failure to use personal protective equipment | <input type="checkbox"/> Operating without authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Failure to use equipment provided (except personal protective equip.) | <input type="checkbox"/> Operating at an unsafe speed | |

Hazardous Conditions:

- | | | |
|--|--|--|
| <input type="checkbox"/> No unsafe conditions | <input type="checkbox"/> Improper illumination | <input type="checkbox"/> Improper dress |
| <input type="checkbox"/> Unguarded machinery | <input type="checkbox"/> Hazardous arrangement | <input type="checkbox"/> Poor housekeeping |
| <input type="checkbox"/> Improperly guarded machinery | <input type="checkbox"/> Improper ventilation | <input type="checkbox"/> Congested area |
| <input type="checkbox"/> Defective tools, equipment, or substances | <input type="checkbox"/> Unsafe design or construction | <input type="checkbox"/> Other _____ |

Contributing Factors:

- | | | |
|--|--|--|
| <input type="checkbox"/> No contributing factors | <input type="checkbox"/> Act of other than injured | <input type="checkbox"/> Failure to report to medical dept |
| <input type="checkbox"/> Lack of knowledge | <input type="checkbox"/> Disregard of instructions | <input type="checkbox"/> Bodily Defects |
| | | <input type="checkbox"/> Others _____ |

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: First Aid and CPR **Policy No. 12**
Prepared by: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 2**

Definition:

There are two kinds of first aid treatment. One is emergency treatment and the other is medical treatment only.

First aid is the immediate or temporary treatment given in the case of accident or sudden illness before the services of trained medical personnel can be secured.

Policy:

The School District of Pittsburgh require that all employees report for treatment immediately upon being injured, regardless of the extent of the injury, in order to receive proper medical care. We will ensure that trained first aid responders will be available in all major buildings during normal hours of operation.

Actions Required:

The School District of Pittsburgh's First Aid Program will include:

1. An adequate First Aid Kit.
2. A First Aid Manual.
3. Posted instructions for calling a physician or notifying the hospital that the patient is in route.
4. Posted instructions for transporting ill or injured employees and instructions for calling an ambulance.
5. An adequate first aid record system.

The First Aid Kits available in the workplace will consist of at least the following:

- Absorbent compress
- Adhesive bandage
- Adhesive tape
- Antiseptic
- Burn treatment
- Sterile pad
- Triangular bandage
- Protective disposable glove

Training:

Employees who are asked or volunteer to be first aid/CPR responders will receive training from the American Red Cross, American Heart Association or local fire departments.

Training guidelines will include the following elements:

- Principals of responding to a health emergency
- Methods of servicing the scene and victim
- Basic adult CPR training
- Basic first aid intervention
- Universal precautions
- First aid supplies
- Methods to contact medical professionals

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Program Evaluation and Analysis **Policy No. 13**
Prepared by: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 1**

Policy:

At least annually, the Risk Manager shall complete a safety and health report and an injury and illness trends analysis. These reports are distributed to The Superintendent, Board of Directors, Safety committees along with Principals and Administrators with budgetary authority. These reports are used to evaluate the overall effectiveness of the District's safety and health program. Departments should use these reports to measure the effectiveness of their safety programs. The safety and health report may include the following department specific information:

- Number of injury reports, including lost time, medical treatment and report only.
- Total incurred costs for each injury that occurred in the present quarter.
- Body part, cause of injury and type of injury.
- Number of lost and restricted workdays.
- A description of each accident.
- Injury trends and recommendations for future injury prevention.

Other methods that may be used to measure the effectiveness of our safety and health program include:

- Contracted Safety Consultation Services
- Employee Safety Suggestions
- Safety Committee Review of Safety Policies and Procedures

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Program Goals & Objectives	Policy No. 14
Prepared by:	Joint Safety Committee	Date: July 2003
Applies to:	All Locations	Page 1 of 1

Definition:

To be most successful, every management function – to include safety – must have established goals. The related objectives and activities must also be developed, implemented and monitored to help ensure that established goals are obtained.

Policy:

The School District of Pittsburgh will develop annual safety and health program goals as agreed upon by the Risk Manager in conjunction with the various Safety Committees. These goals can either be results oriented, activity oriented or a combination of both. The goals should be attainable, measurable and managed effectively.

Goals need to be effectively communicated to those who will have input into attaining them.

Results also need to be shared with all appropriate parties so that any deficiencies can be identified and corrected.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Respiratory Protection Program **Policy No. 15**
Prepared by: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

Respiratory protection programs involve practices and procedures where respirators are necessary to protect employees from overexposure to air contaminants.

Policy:

Respiratory protection programs will be implemented to protect employees from overexposure to air contaminants where other control techniques are not technologically or economically feasible or have not proven effective. Where respiratory protection programs are established at district facilities to prevent employee overexposures, all applicable American National Standards Institute (ANSI) minimum standards will be met.

Actions Required:

- A hazard analysis of the work area must be conducted before selecting respirators. This analysis must consider inhalation hazards under routine and foreseeable emergency conditions. Other factors to consider when choosing respirators include:
 - skin and eye exposure
 - effects of heat and cold
 - use of protective clothing
 - employee conditioning
 - workload
 - employee symptoms (irritation, odor)
 - notice of visible emissions (fumes, dusts, aerosols)
- Hazard analysis data can be obtained by:
 - personal monitoring of employees
 - industry or laboratory study results as long as they apply to similar tasks or conditions at the worksite
 - professional judgment of a Certified Industrial Hygienist or safety professional
- A written program must be developed and implemented addressing the particular respiratory protection needs. The following elements must be included in any written program:
 - selection of respirators
 - employee medical evaluations

- fit testing procedures for tight fitting respirators
- use of respirators in routine and emergency situations
- maintenance and care of respirators
- breathing air quality and use for atmosphere supplying respirators
- employee training
- program evaluation

The assigned health care provider must also be supplied a copy of this written program.

- A medical evaluation is required to be performed to determine the ability of the employee to wear a respirator prior to fit testing and use. Follow-up medical exams are only required if the health care professional determines that an employee's health status or lifestyle could increase the burden of wearing a respirator. A copy of this medical evaluation must be kept on file and provided to the employee as well.
- Fit testing of respirators is required to reduce facial leakage. These include qualitative and quantitative fit tests, seal checks, and the availability of different types of respirators to assure a proper fit and ensure adequate protection. A fit test is required prior to each use of a tight fitting respirator if the seal is affected by facial hair, corrective glasses or dental changes. No one respirator will fit everyone.
 - A qualitative test involves introducing a harmless odorous or irritating substance into the breathing zone around the respirator being worn. If no odor or irritation is detected by the wearer, a proper fit is indicated.
 - A quantitative test is a more accurate test and involves introducing a harmless aerosol to the wearer while in a test chamber. The wearer then performs exercises that could induce facepiece leakage and the air inside and outside the facepiece is measured for the presence of the aerosol to determine any leakage into the respirator.
- Employee training to ensure that employees understand the hazards associated with respirators and how to use and care for their respirators is required every 12 months. Re-training must occur sooner if work hazards change that require a different type of respirator. Re-training is also required if employees demonstrate they do not understand how to properly use and care for their respirator. Employees who voluntarily use a respirator in working environments where none is required must also be annually trained on the use and limitations of respirators.

Training must include an explanation of the following:

- Nature of the respiratory hazard and what may happen if the respirator is not used properly,
- Engineering and administrative controls being used and the need for the respirator as added protection,
- Reason(s) for the selection of a particular type of respirator,
- Limitations of the selected respirator,
- Methods of donning the respirator and checking its fit and operation,
- Proper wear of the respirator,
- Respirator maintenance and storage, and
- Proper method for handling emergency situations.

Users should know that improper respirator use or maintenance may cause overexposure. They should know that continued use of poorly fitted and maintained respirators can also cause chronic disease or death from overexposure to air contaminants.

- The employer is also required to designate program administrators to manage the program and ensure its integrity via continuous oversight and evaluations of program effectiveness.

Documentation Required:

- Written respiratory protection program
- Records of employee training on respirators
- Records of fit-testing results
- Results of medical evaluations
- Emergency-use respirator inspection records

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Electrical and Machine Guarding **Policy No. 16**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 4**

Policy:

Employees working on equipment with moving parts, pinch points or nip points are not permitted to reach past a guard for any reason without shutting down the machine and locking/tagging out the main power source. This policy must be enforced by departmental supervision.

Actions Required:

Types of Machine Guarding:

- Fixed Guards – machine guards that are fixed to the machine. All fixed guards that are removed during equipment maintenance must be put back on the machine as soon as maintenance is finished. Fixed machine guards are usually used for compressors, flywheels, rotating blades, motors, and part or full revolution equipment.
- Safety Interlocks – interlocking device will automatically shut off machine when the guard door is opened. Employees are not permitted to tape down an interlocking device, and “trick” the machine into thinking the guard door is closed.
- Double Palm Buttons – operator must depress both palm buttons at the same time to activate machine cycle, so that neither hand can enter the point of operation. Double palm buttons are a sufficient guarding system for part-revolution machines and equipment, meaning that the equipment will not finish its cycle when the palm buttons are released (full revolution means that the equipment will go through one full cycle upon activation of the controls). Employees are not permitted to tape down palm controls to free one or both hands of the operator. If other employees are in close proximity to the equipment, a second form of guarding must be used, such as a fixed guard, interlock or light beam.
- Light Beam – machine will automatically stop its cycle when anything crosses the light beam barrier. This form of guarding is acceptable for part-revolution machinery.

Safe Work Practices:

1. Employees must never remove guards unless granted permission by a supervisor, a person is trained in the procedure, or adjusting machinery is a normal part of her or her job.
2. Do not start machinery unless guards are in place and in good condition.

3. Report missing guards immediately to your supervisor.
4. When removing guards for repair or adjustment turn off the power and lock and tag the main switch.
5. If maintenance is performed, guards must be returned before power is restored to the machine and lockout/tagout devices are removed.
6. Do not permit employees to work on or around equipment while wearing loose clothing, jewelry or long hair that is not tied back.
7. Instruct machine operators in safe work practices.
8. If material must be placed in a machine's point of operation to alter or re-work it, a tool should be used instead of your hands when possible.
9. Each machine should have a power control device at the point of operation.
10. If guards are frequently removed review their operability to see if a better guard can be designed.

Electrical Safety

As part of their everyday activities, almost all School District of Pittsburgh employees are exposed to electrical hazards to some degree on a regular basis. Employees must respect the potential hazards of electricity, by following the safe work practices listed below when using or working around electrical equipment. Only authorized, trained employees are permitted to work on live electrical equipment.

Basic Principals of Electricity

Electrical equipment is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. Electricity travels through electrical conductor that may be in the form of wires or parts of the human body. Most metals and moist skin offer very little resistance to the flow of electrical current and can easily conduct electricity. Other substances such as dry wood, porcelain, or pottery offer a high resistance and can be used to prevent the flow of electrical current. If a part of the body comes in contact with the electrical circuit, a shock will occur.

The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death. Factors influencing the effects of electrical shock include the type of current, voltage, resistance, amperage, pathway through body, and the duration of contact.

The longer the current flows through the body, the more serious the injury. Injuries are less severe when the current does not pass on or near nerve centers and vital organs. Electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment on the part of workers.

Electrical Hazards:

- **Ungrounded Equipment** – Grounding is a method of protecting employees from electric shock. By grounding an electrical system, a low-resistance path to earth through a ground connection is intentionally created. When properly done, this path offers sufficiently low resistance and has

sufficient current-carrying capacity to prevent the build-up of hazardous voltages. Most fixed equipment such as large, stationary machines must be grounded. Cord and plug connected equipment must be grounded if it is located in hazardous or wet locations, if operated at more than 150 volts to ground, or if it is of a certain type of equipment. Smaller office equipment, such as typewriters and coffee pots, would generally not fall into these categories and therefore would not have to be grounded. In such cases, the equipment must be used in accordance with the manufacturer's instructions. Never remove the third (grounding) prong from any three-prong piece of equipment.

- Overloaded Outlets – Insufficient or overloading of electrical outlets is not allowed. A sufficient number of outlets will eliminate the need for extension cords. Overloading electrical circuits and extension cords can result in a fire. Floor mounted outlets must be carefully placed to prevent tripping hazards.
- Unsafe/Non-Approved Equipment – The use of poorly maintained or unsafe, poor quality, non-approved equipment, including office equipment and appliances (often provided by or used by employees) is not allowed. Such equipment can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and a qualified individual should make repairs.
- Defective, frayed or improperly installed cords – When the outer jacket of a cord is damaged, the cord may no longer be water-resistant. The insulation can absorb moisture, which may then result in a short circuit or excessive current leakage to ground. If wires are exposed, they may cause a shock to a worker who contacts them. These cords must be repaired or replaced. Electric Cords should be examined on a routine basis for fraying and exposed wiring. Damaged cords must be reported to the supervisor, put out of use and repaired/replaced.
- Improper Placement of Cords – A cord cannot be pulled or dragged over nails, hooks, or other sharp objects that may cause cuts in the insulation. In addition, cords should never be placed on radiators, steam pipes, walls, and windows. Particular attention must be placed on connections behind furniture, since files and bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug.
- Electrical Cords across Walkways and Work Areas – An adequate number of outlet sockets should be provided. Extension cords should only be used in situations where fixed wiring is not feasible. However, if it is necessary to use an extension cord, never run it across walkways or aisles due to the potential tripping hazard. If you must run a cord across a walkway, either tape it down or purchase a cord runner.
- Live Parts Unguarded – Wall receptacles should be designed and installed so that no current-carrying parts will be exposed, and outlet plates should be kept tight to eliminate the possibility of shock.
- Pulling of Plugs to Shut Off Power – Switches to turn on and off equipment should be provided, either in the equipment or in the cords, so that it is not necessary to pull the plugs to shut off the power. To remove a plug from an outlet, take a firm grip on and pull the plug itself. Never pull a plug out by the cord.
- Working on “Live Equipment” – Disconnect electrical machines before cleaning, adjusting, or applying flammable solutions. For equipment other than cord and plug, lockout tagout practices must

be used. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the machine to service.

- Blocking Electrical Panel Doors – If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors should always be kept closed, to prevent “electrical flashover” in the event of an electrical malfunction.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Personal Protective Equipment **Policy No. 17**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

General industry safety standards exist which address the use of personal protective equipment (PPE). Those standards include those containing general requirements for all PPE as well as standards that set design, selection and use requirements for specific types of PPE.

Policy:

Application and use of PPE is applicable to all locations. This section is meant to offer a procedure to assist departments and locations with choosing and utilizing the right PPE.

It is important to remember that compliance with use of PPE does not minimize our obligation or be a substitute for engineering, work practices or other administrative controls that provide a more permanent solution to employee safety hazards or exposures in the workplace. PPE should be used in conjunction with these controls to be most effective.

Our safety management program for PPE should consist of a in-depth evaluation of the PPE needed to protect against hazards in the workplace. The results of the evaluation should lead to establishing a standard operating procedure for use of PPE, training employees on the protective limitations of PPE as well as use and maintenance.

Actions Required:

- PPE is to be provided, used and maintained in sanitary and reliable condition as necessary, to protect employees from workplace hazards.
 - All PPE must be of safe design and construction for work to be performed.
 - A workplace hazard assessment is to be completed to determine the hazards that exist or are likely to exist, that require the use of appropriate PPE. This assessment may be accomplished in a variety of ways, including the completion of a detailed Job Safety and Health Analysis that address PPE needs.
- ⇒ Documentation is required to substantiate that a hazard assessment has been completed. This certification must identify:
- ◆ the workplace evaluated,
 - ◆ the person certifying that the evaluation has been performed, and

- ◆ the date(s) of the hazard assessment and which identifies the document as a certification of hazard assessment.
- ⇒ If the assessment identifies hazards necessitating the use of PPE, we must select and have each affected employee use the PPE, communicate the selection decisions to each affected employee, and select PPE that properly fits each affected employee.
- ⇒ Defective and Damaged PPE used by employees must be repaired or replaced as necessary for the protection of each affected employee. Visible defects or damage, as well as performance test results or employee complaints after use, must be addressed.
- ⇒ Training or retraining of each employee required to use PPE, should consist of at least the following:
 - ◆ When PPE is necessary,
 - ◆ What PPE is necessary,
 - ◆ How to properly don, adjust and wear PPE,
 - ◆ The limitations of PPE, and
 - ◆ The proper care, maintenance, useful life and disposal of the PPE.
- ⇒ Measurable training objectives must be determined and employees should be able to demonstrate that they have reached those objectives by showing that they understand the information provided and that they can use the PPE properly. One method might be through testing or recorded observations. Evidence that each affected employee has received and understood the required training is necessary. This can be accomplished by means of a written certification record that must identify each employee trained, the date(s) of the training and identifies the document as a certification of training in the use of PPE.
- ⇒ We have a responsibility to maintain employee proficiency in the use and care of PPE. Retraining is therefore necessary when:
 - ◆ Changes in the workplace conditions occur,
 - ◆ Changes in types of PPE to be used render previous training obsolete, or
 - ◆ Employees have not retained initial level of skill or understanding.
- ⇒ Training objectives and requirements may be accomplished through existing “Job Specific Hazard Analysis”, hazard communication, respirator, or confined space entry training. Also, safety contacts, observations, and monthly safety meetings may be utilized to fulfill PPE training requirements.
- ⇒ Periodic audits of PPE practices to assure that PPE use is appropriate for the hazards identified should be completed annually.

Other Considerations:

- Limitations
 - ⇒ Limitations of PPE must be determined. Refer to applicable safety policies and procedures and equipment literature to determine limitations of specific PPE.

- Inspection/Maintenance

⇒ PPE should be inspected and maintained at regular intervals so that the PPE provides the requisite protection. Examples include:

- ◆ Earmuffs with cracked, cut or missing gaskets may reduce protection.
- ◆ Dirty or scratched eyewear could limit vision.
- ◆ Periodically, the suspension of hard hats should be checked. Look for loose rivets, broken sewing lines or other defects.
- ◆ Replace hard hats as necessary, or after a major impact.

- Care and Storage

⇒ PPE should be decontaminated or disposed of in a manner that protects employees from exposure to hazards.

- ◆ PPE must be maintained in a sanitary condition.
- ◆ Employees should be instructed on how to clean and sanitize their equipment and proper storage procedures.
- ◆ If equipment is damaged, it should be repaired or replaced.

Documentation Required:

- Workplace hazard assessments.
- Records of employee training and certification on PPE.
- Progressive disciplinary procedures for failing to wear PPE.

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of operations which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

- Train employees annually on hearing conservation. Training should include:
 - ⇒ The reasons for the HCP, and how noise affects hearing
 - ⇒ How audiometric tests are conducted and what they show
 - ⇒ The purpose, advantages, disadvantages and a attenuation of the hearing protection devices offered
 - ⇒ The fitting and use of hearing protection devices
 - ⇒ The care and maintenance of hearing protection devices
- Perform follow-up activities for employees showing standard threshold shifts

Documentation Required:

- Noise survey and employee exposure results
- Audiograms
- Notification to employee(s) of Standard Threshold Shifts
- Documentation of yearly training
- Documentation of follow-up activities on Standard Threshold Shifts

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Vision Conservation Program	Policy No. 19
Prepared by:	Joint Safety Committee	Date: July 2003
Applies to:	All Locations	Page 1 of 1

Definition:

Vision conservation or eye protection, is part of our overall program for personal protective equipment. It is our continuing effort to identify hazards or exposures to employees' eyes and then make appropriate engineering changes or provide adequate eye protection equipment.

Policy:

Eye protection equipment shall be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary by reasons of hazards, processes, environment, chemical hazards, or other exposures known to cause eye injuries.

Actions Required:

School district labor and management will ensure that each affected employee uses appropriate eye protection when exposed to hazards from flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or any potential light radiation.

Employees must use eye protection provided with side shields whenever there is a hazard from flying objects.

The school district's labor and management will ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in the design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

As appropriate, goggles can be utilized to provide effective eye protection. This is often the best choice to wear over prescription glasses as they can provide better ventilation.

A full-face shield is most appropriate for use around potential chemical splashes. Face shields are available to fit over a hardhat or to wear directly on the head. A face shield should always be used with other eye protection such as goggles or glasses.

Providing emergency eyewash stations is important, as the first fifteen seconds after an eye injury can be critical. Eyewash stations can include eyewash fountains, drench showers, handheld drench hoses on emergency bottles.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Lockout/Tagout **Policy No. 20**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

The lockout/tagout standard establishes minimum performance requirements for the control of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy so that the unexpected energization or release of any stored energy cannot cause injury to employees.

This applies to the control of energy during servicing and/or maintenance of machines and equipment. Examples include lubrication, cleaning, unjamming, making adjustments, inspecting and installing.

Policy:

All locations will establish safety requirements for the control of hazardous energy sources by means of lockout and tagout (LOTO) procedures to disable machinery or equipment during maintenance and servicing. An active program will include preparation for shutdown, equipment isolation, LOTO application, release of stored energy, verification of isolation, and training for authorized and affected employees.

Actions Required:

- Develop an energy control program
- Use locks when equipment can be locked out.
- Ensure that new equipment or overhauled equipment can accommodate locks.
- Employ additional means to ensure safety when tags rather than locks are used by using an effective tagout program.
- Identify and implement specific procedures (in writing) for the control of hazardous energy including preparation for shutdown, shutdown, equipment isolation, lockout/tagout application, release of stored energy, and verification of isolation.
- Institute procedures for release of lockout/tagout including machining inspection, notification and safe positioning of employees, and removal of the lockout/tagout device.
- Obtain standardized locks and tags, which indicate the identity of the employee using them, and which are of sufficient quality and durability to ensure their effectiveness.

- Require that each lockout/tagout device be removed by the employee who applied the device.
- Conduct inspections of energy control procedures at least annually.
- Train employees in the specific energy control procedures with training reminders as part of the annual inspections of the control procedures.
- Adopt procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.

Training Requirements:

- Organized training is necessary 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, usage, and removal of the energy controls are acquired by employees. The training shall include the following for **each authorized employee**:
 - ⇒ The recognition of applicable hazardous energy sources.
 - ⇒ The type and magnitude of the energy available in the workplace.
 - ⇒ The method and means necessary for energy isolation and control.
- Each **affected employee** shall be:
 - ⇒ Instructed in the purpose and use of the energy control procedure.
- **All other employees** whose work operations are or may be in an area where energy control procedures may be utilized shall be:
 - ⇒ Instructed about the procedure. The prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- **When tagout systems are used, employees shall also be trained in the following limitations of tags**:
 - ⇒ 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;
 - ⇒ When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for the tag, and it is never to be bypassed, ignored, or otherwise defeated;
 - ⇒ Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective;
 - ⇒ Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace;

- ⇒ Tags may evoke a false sense of security, and their meaning need to be understood as part of the overall energy control program;
- ⇒ Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

- **Retraining shall be provided for all authorized and affected employees whenever:**

- ⇒ There is a change in their job assignments;
- ⇒ A change in machine, equipment or processes that present a new hazard;
- ⇒ When there is a change in the energy control procedures;
- ⇒ Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever there is reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control techniques.
- ⇒ Retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures as necessary;
- ⇒ We 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.** *(A record of material covered is also recommended).*

Documentation Required:

- Written energy control procedures
- Documentation of yearly training
- Documentation of follow-up re-training
- Sample locks and/or tags being utilized

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Hazard Communication Program **Policy No. 21**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

The Hazard Communication Program is designed to inform employees of potential health hazards associated with hazardous substances being either used or produced at a facility. This policy is in compliance with the Pennsylvania Right To Know Act that requires employers to establish a Hazard Communication Program wherever employers produce, or have employees who work with, hazardous substances.

Policy:

All School District of Pittsburgh facilities will fully comply with the requirements of the Pennsylvania Right To Know Act by establishing and maintaining a Hazard Communication Program.

Actions Required:

- (1) Develop and maintain a written Hazard Communication Program at each workplace to include the following:
 - The written program must describe how the criteria for labels, other forms of warning, material safety data sheets, and employee information and training will be met
 - The written program must describe how employees will be informed of the hazards of any non-routine tasks and the hazards associated with any chemicals contained in unlabeled pipes in their work areas
 - The written program must describe the methods to be used to inform employees of other employers (i.e., contractor on site) of access to material safety data sheets for each hazardous substance these employees may be exposed to while working.
 - The written program must describe the methods used to inform other employers of any precautionary measures to be taken to protect their employees during normal workplace operating conditions, foreseeable emergencies and the labeling system used in the workplace
- (2) Develop and maintain Material Safety Data Sheets for all hazardous materials
- (3) Submit Material Safety Data Sheets with any products to customers of these products
- (4) Develop and maintain an inventory of Material Safety Data Sheets for all hazardous substances used or stored at our facilities

- (5) Develop and maintain inventory and Material Safety Data Sheets for all hazardous substances to which employees within a department may be exposed
- (6) Properly label all containers of hazardous substances within the department
 - Stationary container labeling may use signs, placards, process sheets or other operating procedures in lieu of affixing labels as long as the alternative method chosen identifies the containers to which it is applicable and conveys the necessary information.
 - Labeling of portable containers into which hazardous substances are transferred from labeled containers and are intended only for the immediate use of the employee who performs the transfer is not required.
- (7) Train employees on the Right To Know Standard and on the potential hazards of chemicals to which they have potential exposure
- (8) Notify all contractors of potentially hazardous chemicals within the department

Documentation Required:

The following documentation must be maintained at each facility and made available to review upon request

- A. Inventory of hazardous substances used in the facility and departments
- B. Material Safety Data Sheets for all hazardous substances to which employees have potential exposure
- C. Material Safety Data Sheets for all products used or stored at a district facility
- D. Records to support Right To Know training given to employees
- E. Copy of written Hazard Communication Program

Training Required

Employee information and training on hazardous substances in their work area must be provided at the time of their initial assignment and whenever a new hazardous substance is introduced into their work area.

Employee training must include at least:

- A discussion of the Right To Know Standard
- Information on the location and availability of the written hazard communication program
- Explain methods and observations that may be used to detect the presence and/or release of a hazardous substance in the work area (testing, visual, odor)
- The physical and health hazards of the hazardous substances in the work area
- The measures employees can take to protect themselves from these hazards (appropriate work practices, emergency procedures, and use of PPE)

- Explanation of the labeling system and the material safety data sheet and how employees can obtain and use appropriate hazard information

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Confined Spaces **Policy No. 22**
Prepared By: Joint Committee **Date: July 2003**
Applies to: Locations Having Confined Spaces **Page 1 of 5**

Definition:

Confined spaces are enclosed areas or containers that employees may be required to enter to perform work. Common examples of confined spaces are fuel storage tanks, silos, furnaces, manholes, pits, vaults, tunnels, boilers, sewers, gas line trenches, scrubbers.

A confined space exists if the answers to any of the following questions are yes:

- (1) Does the size and shape of the space allow a person to enter and perform assigned work?
- (2) Are there limited or restricted openings that make entry or exit difficult?
- (3) Is the space not designed for continuous worker occupancy?

Confined spaces with serious safety or health hazards are referred to as "permit required confined spaces." This means that a written permit system must be implemented that allows employees to enter confined spaces to perform specified work tasks. A permit system must explain the hazards in the space and how the hazards will be controlled. A permit space is defined as a confined space that:

- contains or has the potential to contain, a hazardous atmosphere,
- contains material with the potential for engulfing an entrant,
- has a shape or an internal configuration that could trap or asphyxiate an entrant,
- contains any other serious safety or health hazard.

Policy:

- A. A confined space entry program will be established when employees are required to enter potentially hazardous confined spaces. A potentially hazardous confined space is a space which, because of its limited access (i.e., limited openings for entry and exit), meets one or both of the following two conditions:
- 1) The space has inadequate natural ventilation and could contain or produce hazardous atmospheres such as:
 - Hazardous levels of air contaminants, or

- Oxygen deficiencies or excesses.
- 2) The space could produce a safety hazard such as:
- Activation of electrical or mechanical equipment, or
 - Introduction of liquids or solids.
- B. Confined Space Entry Programs will utilize established, written procedures, or Confined Space Entry Permits (or a combination of these), to assure employee safety and health.
- C. Every effort must be made to restrict employees from entering a confined space. Controls can include locking, covering, use of guardrails, fences and warning signs. A warning sign should read: "Danger Permit Required Confined Space, Do Not Enter".
- D. Written procedures must be established for employees to follow when entering confined spaces in the course of routine work. These procedures should be reviewed annually, or when there is a change in work procedures or when injuries or illnesses indicate a revision is necessary. Routine entry procedures must include descriptions of:
- personnel and their responsibilities
 - the permitting process
 - equipment to be used for monitoring and ventilating the space
 - personal protection equipment required
 - communication systems
 - instructions for summoning emergency assistance

Action Required:

1. Survey departments to identify potentially hazardous confined spaces.

This survey should be conducted with the assistance of knowledgeable personnel who can help identify potential safety and health hazards associated with the confined space.

2. Post signs or otherwise identify potentially hazardous confined spaces.

These should be posted with a sign to prevent unauthorized entry. The sign can read: **Danger! Confined Space, Entry Restricted.**

3. Establish written procedures and precautions for entering confined spaces that address potential hazards.

In choosing written procedures, confined spaces can be categorized into classes according to their hazard potential. These classes can be high hazard or low hazard and are defined as follows:

- High-Hazard Confined Space - Confined spaces which are expected to contain hazardous conditions or have a high potential of hazardous conditions developing.
- Low-Hazard Confined Space - Confined spaces which have never been shown to contain hazardous conditions and do not have a high potential of hazardous conditions developing.

Entry into a high-hazard confined space shall be controlled by a written Confined Space Entry Permit.

Regardless of the type of written procedure used, the following precautions must be addressed:

- Mechanical and electrical lockout,
 - Mechanical ventilation,
 - Pre-entry atmospheric testing,
 - Continuous atmospheric testing,
 - Protective clothing and equipment (including respirators),
 - Standby personnel, and
 - Emergency rescue equipment.
4. Employees involved in following confined space entry procedures **must receive periodic training**. This training should include reviews of established procedures or Confined Space Entry Permit designed to address the proper entry into the confined space along with additional training which include the following:
- A. Emergency entry and exit procedures.
 - B. First-Aid and Cardio-Pulmonary Resuscitation (CPR).
 - C. Use of applicable respiratory equipment (hands-on training of self-contained breathing apparatus).
 - D. Lockout procedures.
 - E. Safety equipment use (i.e., lifelines, safety belts, wristlets, and hoists).
 - F. Rescue drills.
 - G. Fire protection and precautions (use of non-spark producing tools and communication devices in flammable or combustible atmospheres and electrical bonding and grounding techniques).
 - H. Communications procedure used between the standby person and the person in the confined space.
 - I. Air monitoring equipment used prior to and during, entry (i.e., calibration, use and care of instruments along with the meaning of the sample results).

Note: The supervisor who has employees entering confined spaces must assure employee training is provided covering the above items. This should consist of classroom sessions, on-the-job training, or simulated conditions.

Descriptions of Safety & Health Hazards Found in Confined Spaces

A. Oxygen Deficiency

If the oxygen concentration is below 19.5%, serious health effects can result. These effects vary with the concentration and duration of exposure. For example, at 15-19% oxygen level, impairment of coordination, perception, and judgment occurs along with increased stress on the heart and lungs. At approximately 10% oxygen levels or under, death can occur.

Oxygen deficiency in a confined space can be the result of either consumption or displacement of the oxygen. Consumption of oxygen occurs during combustion processes such as welding, cutting, or brazing. Oxygen can also be consumed during bacterial action, fermentation, or chemical reactions such as the formation of rust or a reaction of chemicals present in the space. Also, the presence of employees and their physical activity can result in oxygen consumption.

Oxygen displacement is also a problem in confined spaces. Oxygen can be displaced by heavier gasses such as carbon dioxide and argon which can be used for purging operations.

B. Excessive Concentrations of Hazardous Chemicals

Excessive concentrations of hazardous chemicals can include many different types of gases, vapors, and particulates. These can result from the following:

- 1) The material present in the confined space such as acids, gases, etc., or by a reaction of material left in the space.
- 2) The by-products produced by manufacturing processes that occurred in the confined space.
- 3) The production of air contaminants by operations performed in the confined space (welding or cleaning operations may produce fumes, vapors, or gases).

C. Excessive Concentrations of Flammable gasses and Vapors and Combustible Dusts

Flammable or combustible atmospheres in confined spaces also present a problem due to the possibility of an explosion and fire.

- 1) Flammable atmospheres usually occur from the evaporation of flammable liquids or the presence of flammable gases. These liquids and gases might be present as ingredients, by-products or cleaning agents. Flammable atmospheres can consist of methane (i.e., natural gas), gasoline, toluene, carbon monoxide, hydrogen or any other flammable gas or liquid.
- 2) Combustible atmospheres can consist of high concentrations of combustible dusts such as magnesium, aluminum, coal dust, grain dust or other combustible materials in a dust form.
- 3) The presence of an enriched oxygen atmosphere can also present a problem since this extends the flammability and combustibility limits of vapors, gases and dusts.

Normally, if the employee allowable exposure limits are not exceeded, the atmosphere inside the confined space will be below the flammable limits. However, there might be isolated pockets within the confined space that can contain flammable levels of gases or vapors. Ignition could

result despite the lack of high concentrations of these gases or vapors in the employee's breathing zone.

D. Introduction of Liquids or Gases During Employee Occupancy

Confined spaces can present a danger when liquids or gases are inadvertently introduced into the space while employees are present. The employees might be unable to escape the space in time to avoid overexposure to toxic chemicals, explosions, displacement of oxygen or possible drowning.

E. Activation of Electrical or Mechanical Equipment During Occupancy

Injuries and fatalities have resulted when electrical or mechanical equipment was inadvertently activated in confined spaces. This can occur when agitators or other moving parts are activated by a person who is unaware of another.

Documentation Required:

- Written confined space program
- Records of employee training on confined spaces
- Work site analysis and assessment reports
- Confined Space Entry permits

Responsibilities and Accountabilities:

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School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Fire Protection **Policy No. 23**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 2**

Definition:

The Pennsylvania Department of Labor & Industry regulations on fire protection can have a considerable effect on the way in which we protect our employees and our plant's property. Fire brigades, portable fire extinguishers, standpipe and hose systems, automatic sprinkler systems, fixed extinguishing systems and other fire protection systems are all dealt with in detail.

Policy:

Next to our people, our property is our most important asset. Conservation of our property will not only save money, but it will also protect the livelihood of our employees. All facilities will implement and manage a fire protection plan that complies with any local regulations in order to keep our schools and facilities fit and able to cope with any emergencies that may arise.

Actions Required:

- Constantly review your fire protection exposures and hazards and review and implement the control procedures that best meet your fire protection needs.
- Factors to consider when evaluating the need for a fire brigade to fight incipient stage fires as opposed to interior structural fires include:
 - the severity of the facilities fire hazards,
 - the presence of unusual structural configurations which might limit access to buildings, and
 - the proximity and caliber of the public fire department.
- With reference to fire emergency, the first decision to be made is whether to fight the fire at all. Although you have the option of evacuating all your employees and leaving the fire fighting to the public fire department, it is recommended that you educate or train your personnel to take appropriate action to minimize the spread of fire when it first starts. Once you have elected to fight the fire, you must make a second decision as to who you want to do the job.
- Approved portable fire extinguishers that are fully charged, operational and kept in their designated places will be used by only designated employees to fight incipient stage fires only. All other nonessential personnel will be evacuated from the facility.

- Standpipe and hoses (less than 2½" in diameter), reels and cabinets, hose outlets and connections to include nozzles must be installed and maintained in accordance with the National Fire Protection Code (NFPA) #14.
- All or any automatic sprinkler systems must be designed, maintained and tested in accordance with NFPA Code #13.
- All or any fixed extinguishing systems must be designed and approved for use on the specific fire hazards they are expected to control or extinguish. Trained and qualified personnel must properly correct any defects or impairments.
- Appropriate employee alarm systems must be used for all types of employee emergencies. The method of transmitting the alarm should reflect the situation found at the workplace.

Documentation Required:

- Copies of Fire Protection Inspections.
- Copies of Fire Protection Maintenance Records.
- Copies of written Fire Emergency Plans.
- Any other pertinent written correspondence.

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of operations which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Bloodborne Pathogen Exposure Control **Policy No. 24**
Prepared By: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

An infection control plan must be prepared for all employees who handle, store, use, process or dispose of any type of human body fluid. As contact with body fluids and other potentially infectious materials (OPIM) can lead to serious disease, all efforts must be made to identify and control this exposure.

Policy:

It is the policy of the district for employees to treat all human fluids that they may by chance come in contact with as potentially infected. These procedures are known as Universal Precautions and include the following:

- Wearing protective equipment such as gloves, barrier mask, etc. when handling contaminated materials or administering emergency care.
- Regular hand washing after handling any materials contaminated with human fluids or other potential infectious materials.

Blood borne Pathogens are organisms transferred through body fluids and (OPIM) that can cause disease in people. Examples of these diseases are HIV and Hepatitis B and C.

Actions Required:

At-Risk Job Tasks:

There are job tasks within our workplace where employees are at risk of exposure to bloodborne pathogens and "OPIM".

These jobs include:

- Nurse/Nurses' Aides
 - a. wounds, burns, abrasions, cleansing and preparation
 - b. examination and procedures involving the eyes
 - c. handling specimen bottles for urine analysis and drug screening
 - d. handling and disposing of sharps
 - e. starting IV or taking any blood samples
 - f. cleaning up of blood or body fluids

- Custodial Personnel
 - a. cleaning restroom
 - b. cleaning up blood or body fluids
 - c. emptying trash containers
- Maintenance Personnel – repairing broken plumbing
- Designated Emergency Personnel

Anytime there is blood-to-blood contact with infected blood or body fluids or OPIM there is a slight potential for transmission. Unbroken skin forms an impervious barrier against bloodborne pathogens.

Infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any sort of damaged or broken skin such as sunburn or blisters

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

Clean-Up Procedures:

Clean up is a top priority and should begin as soon as possible after the incident. Universal Precautions must be followed at all times to prevent contact with blood and bodily fluids.

2. Don protective gloves and other equipment.
3. Pick up any broken glass with a dustpan and brush, tongs, ext. not by hand.
4. Do not use a mop and bucket unless specifically directed to do so. This can spread the contamination.
5. Clean soiled area.
6. Use scoop to pick up any contaminated material.
7. Disinfect the area using a fresh mixture of an appropriate germicidal cleaner.
8. Place soiled disposable towels and disposable contaminated equipment in closed bag.
9. Sanitize hands each time gloves are removed. Scrub exposed skin thoroughly with soap and water and change soiled clothing before returning to work.
10. Contaminated instruments that are not thrown away must be disinfected and washed with soap and water.

Disposal of Contaminated Items:

1. Non-sharps waste (bandages, swabs, dressings) that does not meet the criteria of regulated wastes will be disposed of into domestic waste.
2. Non-sharps waste considered regulated waste is placed in red biohazard bags.
3. Place contaminated laundry in bags and mark as biohazard. Do not presoak or wash laundry by hand.

Exposure Procedures:

If you are exposed to human fluids or other potentially infectious materials, take the following actions:

- Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.
- If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
- Report the exposure to your supervisor promptly. The Supervisor should complete an Employee Accident Report.

Past Exposure Procedures:

- Document the route of exposure and exposure event circumstances.
- Identify and document the source individual.
- Contact the source individual. His/her blood must be tested for HBV and HIV immediately.
- Send exposed employee to have his/her blood tested.

Training:

Each department should identify the existence of at-risk job tasks within their department, and conduct bloodborne pathogen training for each affected employee. Training must review universal precautions, protective equipment, and cleaning procedures.

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of operations, which makes compliance with this policy a management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of management doing what is necessary for our policies and procedures to be effective and rewarding.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Pre-Operational Process Review	Policy No. 25
Prepared by:	Joint Safety Committee	Date: July 2003
Applies to:	All Locations	Page 1 of 1

Definition:

The purpose of the Pre-Operational Process Review Policy is to prevent future safety and health problems before major purchases and equipment installations are completed.

Policy:

Before major equipment purchases and/or process/equipment installation, the Risk Manager, Environmental Specialist and Joint Safety Committee should be consulted to identify applicable safety requirements and equipment specifications. Management should consult with the employees who must do the job or use the equipment when making purchases or implementing change.

When new equipment or products are purchased where safety and health issues are involved, the Purchasing Department should consult with the Risk Manager, Environmental Specialist and or the Joint Safety Committee to review applicable safety requirements. The Safety Committee will also analyze potential safety problems that could arise from a new process or piece of equipment.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Substance Abuse and Awareness	Policy No. 26
Prepared by:	Joint Safety Committee	Date: July 2003
Applies to:	All Employees	Page 1 of 4

ADDENDUM TO SECTION 1

The Policy relating to the continued maintenance of an alcohol and drug-free workplace

Whereas, The Board of Public Education of the School District of Pittsburgh, hereinafter referred to as the "Board" has always been of the collective opinion that the workplace must be free, at all times, of both alcohol and drugs; and

Whereas, The Congress of the United States adopted the Drug-Free workplace Act of 1988, which was amended in 1989 by adoption of the Drug-Free schools and community Act Amendment of 1989, to require all recipients of federal funds to certify that those recipients maintain a workplace that is alcohol and drug free; and

Whereas, the Board now wishes to adopt the following policy to memorialize their collective opinion, to comply with the requirements of both the Drug-Free Workplace Act of 1988 and the Drug-Free schools and Community act Amendment of 1989, and to replace with this policy the one that was adopted by the Board at its legislative meeting of May 24, 1989.

NOW, THEREFORE, BE IT RESOLVED, That the Board adopts the following policy relating to the continued maintenance of a workplace that is both alcohol and drug free.

1. Each employee of the Board and every independent contractor who is employed by the Board for any purpose shall not manufacture, distribute, dispense, possess, or use either alcohol or drugs in the workplace. For purposes of this policy, the workplace is all property owned by, leased by, or under the control of the Board.
2. The Chief Human resources Officer or his or her designee shall be responsible for the implementation of this policy in strict accord with the requirements of both the Drug-Free workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989, and shall continue to implement the existing alcohol and drug-free awareness program through the Employee Assistance Program to educate all new and current employees about the dangers of alcohol and drug abuse and to make them aware of available alcohol and drug counseling programs, as well as this alcohol and drug-free workplace policy and the penalties that may be imposed for violation of this policy.
3. Every person employed by the Board from and after the effective date of this policy shall be advised by the relevant member of the Office of Human resources that as a condition of employment, the employee must abide by this policy and must notify the relevant member of the Office of Human Resources of the Board with five (5) days of any conviction involving a controlled substance in the workplace.
4. Any employee who is aware that a fellow employee is using either alcohol or a controlled substance in the workplace shall immediately notify the employer of that use.
5. This policy shall become effective on the 23rd day of March 1994, and shall remain in full force and effect thereafter until modified by a subsequent action of the Board. This policy in no way

affects the Board's existing policy that the use of illegal drugs outside of the workplace is also cause for discipline and/or discharge, and nothing in this policy is intended to limit that already existing policy.

Procedures for implementation of Substance Abuse Policy

Purpose

The purpose of these Procedures is to specify to whom the Substance Abuse Policy of the School District of Pittsburgh applies and to ensure that the Substance Abuse Policy is implemented and enforced in a uniform manner throughout the School District of Pittsburgh.

Applicability

The Substance Abuse Policy of the District applies to Construction Contractors and other Independent Contractors and their employees whose work with the District will include tasks that are considered high risk or safety sensitive or includes tasks that genuinely implicate public safety.

Definitions

Alcohol Test – a “for cause” only test for alcohol performed according to the National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984 (and any amendments thereto). For purposes of these procedures, the cut off level for alcohol shall be .04%.

Appropriate Drug Test – a test for drugs that is performed according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988 (and any amendments thereto).

Certificate of Compliance – a notarized Certificate executed by the Contractor and submitted to the School District's Compliance Officer declaring that the Contractor has read and understands the Substance Abuse Policy of the District and will allow only those employees who have passed an appropriate drug test to work on District projects.

Contractor – a Construction Contractor or an Independent Contractor.

Contractor's Substance Abuse Testing Program – the Pre-Access Testing Program and/or “for cause” testing program established, administered and enforced by the Contractor pursuant to Paragraphs 2 & 3 of the District's Substance Abuse Policy. Such a program may include a rehabilitation component through a facility that has been accredited through the Joint Committee on Accreditation of Health Care Organizations.

Employee – a Subcontractor or an employee of a Construction Contractor or an Independent contractor.

High Risk or Safety Sensitive Tasks – functions that include, but are not limited to:

1. Duties related to construction on District property, including tasks performed by ironworkers, plumbers, electricians, roofers, painters and

those engaged in HVAC (heating, ventilation, and air conditioning) work.

1. Tasks that include the operation of all kinds of equipment and machinery.
2. The operation of vehicles that require the operator to hold a CDL (Commercial Driver's License)
3. Any type of work that requires an individual to climb or use any type of scaffolding, lifts, or ladders or work require an individual to work at a substantial height.

Pre- Access Testing Program – the portion of the Contractor's Substance Abuse Testing Program that requires a drug test to be performed on an employee and passed prior to allowing an employee access to District workplaces.

Random testing – a drug testing program implemented and managed by a Third Party Administrator, at a cost to the Contractor, whereby participants are selected by social security number from the total program participation. Participants are selected by utilizing a computer with a number generating software program. Twenty-five percent (25%) of the total program participation will be randomly tested. A participant may be tested more than once.

Substance Abuse – the use of drugs and alcohol at the workplace.

Testing "for cause" – alcohol testing necessitated by observed behavior indicating that the employee may be under the influence of drugs or alcohol and/or the involvement by the employee in, or cause of an accident which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to the District's property.

Third Party Administrator – the entity that will validate Contractor's Substance Abuse Testing Program and will implement and manage a random testing program and develop and maintain a database for the District.

Procedures:

1. It is the policy of the School District of Pittsburgh, consistent with applicable laws and regulation to prohibit the use of illegal drugs and the use of alcohol at the workplace and to require that all Construction Contractors and other Independent Contractors certify that their employees engaged in the type of work covered by this policy have passed an appropriate drug.
2. Prior to the bidding process for each contract subject to this policy, it shall be the duty of the Director of the Division or Administrator soliciting the bid to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must include the School District of Pittsburgh's Substance Abuse Policy and Certification Form in the Bid Documents.
3. During the negotiation process for each personal services contract subject to this Policy, it shall be the duty of the Director of the Division or Administrator to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must provide the School District of Pittsburgh's Substance Abuse and Certification Form to the individual who will execute the contract.

4. The list of high risk or safety sensitive task or tasks that genuinely implicate public safety are listed in the definition of the policy however, the list is not exclusive. Such list shall be reviewed by the Chief of Operations and/or his designee prior to the commencement of the policy.
Such list shall be periodically reviewed in order to determine if additional tasks should be added to the list.
5. Certificates of Compliance shall be directed to the District's Compliance Officer. Such certificates will be maintained on file for one year beyond job completion in the office of the Compliance Officer. Certificates of Compliance will be required for each contract with the School district of Pittsburgh to which these guidelines apply.
6. Any construction Contractor, Independent Contractor or employee of same who observes behavior indicating that another person to whom this policy applies may be under the influence of drugs or alcohol shall immediately report such behavior to the District's Compliance Officer or the Office of the Chief of Staff.
7. Any Construction Contractor or Independent Contractor who violates this policy or its reporting requirements shall cause its contract with the District to be immediately terminated, and any employee who violates same shall immediately be removed from such project.
8. The School District of Pittsburgh and/or its designees maintains the absolute right to examine and review from time to time, any and all records related to the Contractor's Substance Abuse Program.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Fall Protection Program **Policy No. 27**
Prepared by: Joint Safety Committee **Date: July 2003**
Applies to: All Locations **Page 1 of 3**

Definition:

Fall protection is designed to prevent employees from falling off, onto, or through working levels and to also protect employees from being struck by falling objects. When District employees are exposed to the hazard of falling, a fall protection program must be implemented to identify, manage and control the fall hazards by eliminating them with fall prevention methods which are compatible with the work being performed.

Policy:

Fall protection programs will be implemented to protect employees where the possibility of an employee falling from a height of four feet or more above a lower level exists. Protection must also be provided for employees who are exposed to falling on or into dangerous equipment.

Fall protection measures can be provided through the use of guardrail systems, safety net systems, personal fall arrest systems, positioning device systems or warning line systems. It is important to note that effective January 1, 1998, OSHA no longer permits body belts to be utilized under personal fall arrest systems. Only body harnesses are now allowed.

To determine if a falling hazard exists, a hazard assessment of the working area must be conducted. This assessment must determine if the walking/working surfaces on which employees are to work have the strength and integrity to support these employees. Once the working surface is determined to be safe for workers and if a fall hazard is present, the appropriate fall protection option must be selected and implemented.

Actions Required:

- When fall protection has been determined to be required, the appropriate fall protection system must be chosen and implemented.
- Use proper and accepted means to construct and install the fall protection system.
- Follow all safe work procedures.
- Supervise employees properly.
- Train employees in the proper use and maintenance of the fall protection measures being utilized. The training program should enable each employee to recognize the hazards of falling and also the procedures to follow in order to minimize those hazards. Employees must be trained in the following areas:

1. Training in the selection and use of personal fall arrest systems, including:
 - a. application limits,
 - b. proper anchoring and tie-off techniques,
 - c. estimating free fall distance,
 - d. determining deceleration distance,
 - e. determining total fall distance especially with shock-absorbing lanyards,
 - f. methods and use of all fall protection systems,
 - g. inspection of system, and
 - h. storage & maintenance of the equipment.
2. Training in the safe use of all fall protection systems.
3. The limitations of all fall protection systems in use.
4. Rescue procedures in the event an individual falls.

Certification of Training

The training of employees must be documented/certified, and a written record of this training must be maintained at the job. This documentation must contain the following:

1. The name of the employee trained.
2. The date or dates of the training.
3. The signature of the person who conducted the training or the signature of the employer.

Note: If relying on training that was completed by the employees previous employer, then our training documentation must show the date that they determined the prior training was adequate rather than the date of actual training.

Retraining Requirements

Retraining may be required when we have reason to believe that any employee who has already been trained does not understand the training, hazards or corrective measures. If this becomes the case, we must re-train the effected employee(s).

Circumstances where retraining is required include, but are not limited to situations where:

1. Changes in the workplace render previous training obsolete or inadequate.
2. Changes in the type of fall protection systems or equipment being used that was not covered in the initial training.
3. Inadequacies in the employees' knowledge or use of fall protection systems or equipment indicate that the employee has not retained the appropriate understanding or skill.

Documentation Required:

- Written fall protection program
- Records of employee training on fall protection
- Work site analysis and assessment reports

Responsibilities and Accountabilities:

The School District of Pittsburgh believes that safety and health is an integral part of production which makes compliance with this policy a labor/management responsibility at all levels. Organized safety programs require a teamwork approach. No single level of labor/management can do the job alone. Our teamwork approach means a proper division of responsibilities with every level of labor and management doing what is necessary for our policies and procedures to be effective and rewarding.

School District of Pittsburgh

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Integrated Pest Management Policy

Policy No. 28

Prepared by: Joint Safety Committee

Date: July 2003

Applies to: All Locations

Page 1 of 3

Philosophy:

The Board of Public Education of the Pittsburgh School District (Board) believes in maintaining and improving its Integrated Pest Management (IPM) program to minimize pest problems while providing a healthy environment for students, employees and other users of the facilities within its urban area which has a diverse high-density population.

The Board realizes that pests can pose a significant health problem for students and other users of the facilities. The Board also realizes the importance of minimizing the use of pesticides within its IPM program. Therefore, the applications of pesticides are to be performed only after alternative methods have been exhausted. In addition when the pesticides are needed they will be used in the safest manner possible with Federal and State Laws.

The Board has provided ongoing pest control training for 65 employees to qualify and obtain and maintain pest control applicator's licenses from the Pennsylvania Department of Agriculture. The Board also acquired a Pest Control Business License in 1987 to operate its In-House Pest Control program.

The Board recognizes that there is evidence from the Environmental Protection Agency (EPA) that children are more vulnerable than adults to chemicals in their environment, that the long-term exposure effect is largely unknown, and that some chemicals, such as those used in pesticides, can have detrimental effects on a child's immature physiology.

The School District of Pittsburgh shall continue improving its Pest Control education program with more-thorough usage of preventive measures and strategic application of limited quantities of pesticide products approved for usage in school facilities within the bounds of State and Federal Laws.

School Pest Management Policy

- A. All Administrators and other Board employees are required to support the "IPM" program policies, including taking the necessary actions to ensure harborage corrections through structural modification of facilities and elimination of conditions that result in food and a water supply for pests or other conditions conducive for pest infestations. Pesticides will only be used when other preventative measures are not sufficient to reduce pests to manageable levels.
- A. Structural and landscape pests can pose significant problems to people, property and the environment. Pesticides can also pose risks to people, property and the environment. It is therefore the policy of this School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

- C. The School District of Pittsburgh will continue to intensify efforts to improve the Integrated Pest Management (IPM) Program, which use chemical controls only when other preventive measure are not sufficient to reduce pests to manageable levels.

Pests

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

Integrated Pest Management (IPM)

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. The decision –making process includes pest identification, monitoring of pest populations and measures. IPM programs take advantage of all pest management options possible including, but not limited to, the judicious use of pesticides.

Pesticide

The word pesticide is an umbrella tem for all the sub categories of materials used to suppress pests. These include Insecticides, Rodenticides, Fungicides and Herbicides.

Pest Management

Approved pest management plans will be developed for the site and will include any proposed pest management measures.

Pest will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- Enhance the quality of life for students, staff, and others.

Integrated Pest Management Procedures

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

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of this School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, and all other measures have failed, the most appropriate pesticide may be applied in a school building or on the grounds. The pesticide application will occur when students are not expected for normal academic instruction or organized extracurricular activities for at least 24 hours following the application of pesticide, except for very limited usage of pesticide in an emergency. The authority will be vested in the principal of each school to consult with the pest control applicator of the Board about pest problems and declare an emergency if deemed necessary. The main emphasis will always be to direct the pesticide into the harborage area or areas to minimize or eliminate the spread of any residue to other non-target areas.

IPM techniques will be adjusted to meet conditions as they arise or as new techniques are developed. The District will support the IPM program by:

- Providing staff development programs for all employees regarding storage of food, perishable instructional materials, cleaning techniques, and the operation of traps.

The IPM program will be administered to control pests in a sufficient manner to assure a safe and healthy environment for students to learn and grow.

Education

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Record Keeping

Records of pesticide use shall be maintained on a designated site to meet the requirements of the state regulatory agency (Department of Agriculture) and the School Board. Records must be current and accurate if IPM is to work. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations are to be maintained to verify the need for treatments.

Annual Report

Annual report will be produced that will include data on schools/sites with pest problems, and type of procedures utilized, such as structural modification, sanitary improvements and the application of pesticides. Successes and failures will be compiled for each procedure by location.

Notification

In accordance with the recommendation of Department of Education, the following guidelines on notification will be applied:

1. The District will utilize existing communication mechanism already established, e.g. medical testing, early dismissal, school insurance, etc.

Parents/ guardians shall be notified by the principal of the school or his/her designee 72 hours prior to pesticide application, except in emergencies. The principal of each school must maintain a record with the names of any students who are listed in the Pesticide Hyper-Sensitivity Registry of the Pennsylvania Department of Agriculture and always notify these individuals and or their parent/ guardians whenever pesticide application is made.