

**Saint Helens
School District 502**

Code: **GBE-AR**
Adopted: 2/28/00
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Orig. Code(s): GBE-AR

Staff Health and Safety - Safety Rules

Employees shall conduct their work in compliance with the safety rules of the district such as:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative.
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause any employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Respiratory Protective Program

General

The intent of this written program is to define the district use of respirators for personal protection against airborne contaminants. The regulations contained herein are not optional for the employee. To comply with the Occupational Health Regulations of the Oregon Safe Employment Act, the district considers this policy mandatory and a condition of employment for affected individuals.

Availability of Respirators

Each employee that requires a respirator will be issued one at the district's expense with replacement parts, cartridges and filters upon request.

Use of Respirators

Each employee that is required to use a respirator will wear an approved respirator, properly fitted, at all times while performing an operation defined as hazardous, or in the immediate area (within 10 feet) for an extended period of time (more than five minutes) where another employee is performing a hazardous operation.

Selection of Respirators

Only NIOSH/MESA approved respirators will be chosen for use in the program. The choice between respirators is dependent upon the airborne contaminant present, the hazardous operation performed, and on the basis of comfort and ease of obtaining a proper individual fit. The district will provide these respirators. The useful life of each respirator will depend mainly on the employee's job duties and the actual time the unit is in use.

Training of Employees

Each respirator user will be shown and trained how to use and maintain the respirator based on this respirator use and maintenance program. This training will be given by the district appointed safety officer.

A record will be kept of those employees who have been trained (see Attachment "A"). Each user must have understood and be able to apply the contents of this respirator program in the daily use, care and safekeeping of the respirators.

To insure the availability of this respirator program at all times, copies of the same shall be distributed as follows:

1. On the district shop bulletin board;
2. In the district office file;
3. Given to respirator user(s) as requested.

Fitting of Respirators

Proper fitting of respirators is essential if employees are to receive the protection for which this program is designed. Air which passes around the edges of the respirator, rather than through it, is not filtered air. In order to ensure a good face seal, the following rules must be observed:

1. The respirator and straps must be in place and worn in the appropriate position. To adjust head bands, pull the free ends tight until a comfortable fit is obtained. All straps shall be secure.
2. To adjust face piece properly, simply position chin firmly in the chin cup and manually shift rubber mask until the most comfortable position is located. Make final adjustments in the head band and do not break the nasal seal. Modification to the respirator or straps shall not be made.
3. Proper fit must be checked each time the respirator is worn according to the manufacturer's instructions. Respirators shall not be worn when projections under the face piece prevents a good face seal. Note: Such conditions may be a growth of beard, sideburns, temple pieces on glasses or skull cap that projects under the face piece.
4. The fitted respirator must be tested using the appropriate qualitative fit tests. For example, isoamyl acetate should be used to check respirator fit when using organic vapor respirators by determining if the wearer can detect the "banana oil" odor. Irritant fume tests can be used with particulate respirators to ensure proper fit.

In the event an employee is unable to obtain a satisfactory fit with the type of respirator furnished, the employer must make efforts to correct the problem.

Maintenance of Respirators

Respirators should be cleaned after each day's use and placed in a plastic bag and stored in the container provided for this purpose. (Zip-Lock bags or clean coffee can) Respirators shall not be hung on nails on the wall. When in continual use, respirators should be completely cleaned and disinfected as needed by carrying out the following procedures:

1. Remove the air-purifying elements from the respirator. Air purifying elements must never be washed and disinfected.
2. Immerse the respirator in a warm (1401-1601 F) aqueous solution of a germicidal detergent. The respirator face piece and parts may be scrubbed gently with a cloth or soft brush. Make sure that all foreign matter is removed from all surfaces of the rubber exhalation valve flap and plastic exhalation valve seats.
3. After washing and disinfecting the respirator, rinse the same with clean, warm (1401-1600 F) water and then allow the respirator to dry.
4. After the respirator is dry, attach the air-purifying elements.
5. Store the respirator in the container provided for the purpose.

Any malfunction on the respirator shall be reported to supervisor of maintenance/custodians and replacement parts will be available in the district shop.

After inspection, cleaning and necessary repair, or after each day's use, the respirator shall be stored in the plastic bag and in the container provided for the purpose. In storing the respirator, the face piece and exhalation must be in a normal position so as to prevent the abnormal set of elastomer parts during storage.

Each worker assigned to use a respirator shall maintain and routinely inspect it before and after each use.

Respirators will be inspected monthly by supervisor of maintenance/custodians to assure that it is kept clean and in satisfactory working condition. Respirator inspection shall include:

1. Tightness of connections;
2. Conditions of face piece;
3. Condition of head bands;
4. Conditions of cartridges;
5. Condition of valves;
6. Rubber or elastomer for pliability;
7. Rubber or elastomer for deterioration.

Note: Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.

Worn out parts will be replaced immediately.

The district will monitor the effectiveness of this program by:

1. Frequent unscheduled observation of employee activities to confirm proper respirator use.
2. Observation of and discussion with new employees to confirm proper training has been carried out.
3. Periodic discussion with supervisor of maintenance/custodians and general maintenance personnel during appropriate scheduled meetings.

Attachment A - Respirator Training Record

Employee Name

Social Security Number

I have received training for the following respirator protection devices:

Resp. Brand	Model	Type (Dust/Vapor/SCBZ/Etc.)	Field Test Used

The training included: Respiratory hazards, respirator selection, use limitations, maintenance and cleaning. I wore the respirators briefly and learned to check the fit.

Employee Signature

Date

Trainer Signature

Date

Refresher Training Conducted:

Date	Type (Dust/Vapor/SCBZ/Etc.)	Employee Initials	Trainer Signature

Attachment B - Respirator Evaluation

Employee Signature

Date: _____

Employee Name

Social Security Number

has been examined by me on the above date. Examination and diagnostic test results indicate no apparent disjunction or medical condition which would render the employee unfit to wear a respiratory protection device, of the filter type or air supplied type, in the course of his employment.

Print Physician's Name

Physician's Signature

Asbestos Maintenance Program

Scope and Intention:

This asbestos maintenance program complies with the requirements of OAR 437 Division 83 and Appendix 83-G. District maintenance employees shall only engage in small-scale, short duration asbestos removal. All large scale asbestos removal or encapsulation projects in the district shall be contracted by outside vendors specializing in asbestos abatement.

Selection of Employees:

1. The small-scale removal or repair of asbestos shall be carried out by appropriately trained and certified district maintenance staff employees.
2. Type of employee:
 - a. Non-Smoker;
 - b. No suspected breathing problems.

Employee Training:

1. Employees selected for small-scale asbestos removal or repair shall be trained and certified in all aspects of asbestos removal and repair.
2. Employees selected shall be trained in:
 - a. The types of asbestos material in buildings;
 - b. Health hazards associated with asbestos exposure;
 - c. The relationship between asbestos and smoking in producing lung cancer.
 - d. The types of work that could result in exposure to asbestos and the steps required to minimize that exposure and prohibited activities as per OAR 437-83, Appendix G.
 - e. The purpose, proper use, fitting instructions and limitations of respirators and the storage, handling and usage of respirators per OAR 437-83 Appendix C.
3. The district appointed safety officer shall keep a list of all employees and the date trained and all training materials (slides, videotapes, written materials, etc.) will be available upon request for employees ongoing use.
4. A respirator program shall be maintained by the district appointed safety officer.
5. Employees will be familiar with OAR 437-83 and all appendices as they relate to asbestos.
6. Employees who are not trained in asbestos removal. Procedures will not be permitted to work on asbestos-containing materials.

Minor Patching/Repair and Removal: (patching torn areas, holes, rips, small scale removal)

The following procedures are based on jobs where the exposure level has not exceeded .1 fibers/cubic cm for an 8-hour TWA as verified by personal sampling.

This would include areas where there is no evidence of released asbestos material on floors or surrounding areas. If the particular type of repair job being performed has not been evaluated in the past for asbestos exposure level by personal sampling, the worker shall be sampled during the job.

1. Required equipment:
 - a. An airless sprayer containing amended water for keeping the asbestos containing material wet during repair work.
 - b. Disposable towels and rags for wiping down areas to be patched or repaired both before and following repair procedures.
 - c. Impermeable plastic bags affixed with a pre-labeled "asbestos" warning which states: "Caution: Asbestos Fibers. Avoid creating dust. Breathing asbestos dust may cause serious bodily harm.
 - d. Glove bags.
 - e. A half-face or PAPR respirators with HEPA cartridges.
 - f. Wide adhesive tape to tape off cuffs on sleeves and to seal glove bags and disposal bags.
 - g. Necessary patching and repair materials.
 - h. An HEPA filter-equipped vacuum.

2. Work Procedures:
 - a. Demarcate the work area as appropriate to ensure that no unauthorized person can enter.
 - b. Don respirator disposable coveralls, gloves, and other protective equipment.
 - c. Put on respirator.
 - d. Prepare work areas as follows for minor repair and patching projects:

Place necessary tools, repair or patching materials, an airless sprayer containing amended water, bridging encapsulant to seal any open edges of any asbestos-containing materials, and a damp rag into a glove bag or near the glove bag so that the tools can be reached readily. The glove bag should have a port through which tools can be placed during the repair project. This port should be sealed with tape during times when tools are not entering or leaving the glove bag.
 - e. Prepare work area as follows for minor removal projects:
 - (1) Place all necessary tools into glove bag including a sharp knife or razor to cut insulation, an airless sprayer containing amended water, a wet rag, bridging encapsulant to seal edges of any exposed asbestos, and a wire brush or place the tools near the bag so they can be easily reached and placed into the bag for use through a port in the glove bag. This port should be sealed with tape when it is not in use for the entrance or exit of tools.
 - (2) Attach glove bag to area where asbestos is to be removed taking care to apply duct tape or a strong adhesive tape over all seams. Fold the open edges of the glove bag together and securely seal the edges to the area where work is to be done by using tape.
 - (3) Remove asbestos by cutting it into small removable portions applying water to keep the material wet during the removal process.

- (4) After removal of the asbestos layer, the surface should be cleaned using a wire brush to insure that all remaining asbestos material is removed. The surface is then wiped clean with the damp rag.
 - (5) Any exposed edges of asbestos-containing material must be sealed using a bridging encapsulant.
- f. Following asbestos removal or repair, a vacuum hose from a HEPA filtered vacuum is inserted into the glove bag through the port and air in the bag is evacuated. The bag is squeezed tightly and is sealed closed with adhesive tape.
 - g. Place the sealed glove bag into a plastic bag for disposal. The plastic disposal bag should be marked with the asbestos cautionary label described above.
 - h. Remove the respirator and place the disposable HEPA cartridges into the plastic disposal bag. Remove tape from cuffs and place tape in plastic disposal bag.
 - i. Thoroughly seal the plastic disposal bag with adhesive tape.
 - j. Thoroughly wash hands and face.
 - k. Notify DEQ and the appropriate landfill prior to removal and disposal of asbestos.

Work Areas:

1. Work areas will be wiped down with wet rags following patching and repair/removal procedures and wet rags will be properly disposed.
2. Demarcate work area and restrict access. Warning signs must be posted if asbestos air level exceed 0.1 f/cc.
3. All pipes and duct works which contain asbestos insulation are to be marked with an asbestos warning as prescribed in Division 153 of OAR 437.
4. Caution signs are to be posted in areas where asbestos fiber count in the air exceeds .1 fiber/cc³ as determined by a comprehensive building asbestos survey.
5. Clearance air samples will be taken at the end of maintenance work whenever possible.

Monitoring

1. Air samples will be taken on each type of maintenance job to establish a database for determining the safety from asbestos exposure for each type of job.
2. If air samples determine that fiber count does not exceed .1 fibers/cc³, follow maintenance procedures outlined in IV-B above.
3. If it is suspected that the airborne concentration of asbestos fibers will at any time exceed .1 fibers/cc³ on an eight hour time weighted average, the job will be put out to bid to an independent contractor.
4. Air samples will be taken every six months in areas or on types of work where levels may be expected to exceed .1 fiber/cc³.

Medical Examinations:

1. Medical examinations will be required for employees exposed to asbestos levels of .1 fiber/cc3 for an eight hour time weighted average or if required to wear a respirator by provisions of OAR 437-83.
2. Medical examinations on the employees selected to perform asbestos maintenance work will include:
 - a. Chest roentgenogram;
 - b. Questionnaire to elicit symptomatology of respiratory disease as per 437-83, Appendix D;
 - c. Pulmonary functions test to include forced vital capacity and forced expiratory volume at one second.
3. Medical exams will be performed annually on the employees selected to perform asbestos maintenance work and will be required upon termination of employment of the selected employee. Employees will have baseline medical exams prior to any maintenance activities involving asbestos.
4. Doctor will be furnished a copy of OAR 437-83.

Record keeping

1. All records relating to asbestos air samples will be kept a minimum of 30 years.
2. Medical exams on the employees selected for asbestos maintenance work will be kept for 30 years.

Inventory Procedures to Determine Asbestos Containing Material (ACM)

1. An accredited inspector will perform a preliminary walk-through of each building in the district to:
 - a. Identify the existence and approximate locations of all suspect ACM;
 - b. Determine the different Unified Sampling Areas in each building;
 - c. Determine the friability of materials;
 - d. Determine materials to be sampled and analyzed;
 - e. Determine materials to be assumed ABCM and not analyzed.
2. Inspection will be in accordance with 40 CFR 763.85 -40CFR 763.87.
3. Sampling Procedures
 - a. All sampling will be in accordance with 40 CFR 763.86.
 - b. All analysis will be done by laboratories accredited by the National Bureau of Standards.
4. Inventories will be maintained through periodic inspection in accordance with 40 CFR 763.92(b).

Periodic Surveillance

1. On a semi-annual basis a walk-through inspection of each building that contains ACBM or assumed ACBM will be conducted.
 - a. The inspection will be performed by members of each building's custodial staff and/or district maintenance staff.
 - b. The inspection will consist of a visual inspection of all materials in all areas of the building that are identified as ACBM or Assumed ACBM.
 - c. Whenever a difference is observed to exist, it shall be recorded on the report form. Note will also be made of any conditions observed that may have an effect on the ACBM in the future.
 - d. A permanent record will be kept of all forms completed during the inspection. These records will include the date of inspection, name and position of individuals conducting the inspection and a summary of all changes in conditions of ACBM made during the inspection.
2. Dates for conducting each semi-annual inspection shall be during the spring but no later than July 31 and the second semi-annual inspection during the fall but no later than December 31 of each year.

Emergency Response

1. In the event of the occurrence of an asbestos related emergency in any building in the district, the following procedures will be employed:
 - a. Immediately upon notice of the emergency, the party involved will vacate the area of involvement and immediately contact the LEA Coordinator and/or his designee at the facility.
 - b. If the person(s) observing the incident is trained to handle ACM activities, that person(s) will take action to immediately isolate the area of involvement from the rest of the building by evacuating any unnecessary personnel from the area, turning off or isolating all air-moving equipment in the area, isolating the area by closing all entryways, and posting warning signs indicating the presence of a hazardous area.
 - c. If the person(s) observing the incident is not trained to handle ACM activities, that person will immediately contact a member of the staff who has the appropriate training and alert that person to the problem. The trained staff member will then proceed to take the actions indicated in 2.
 - d. If the occurrence is of such a size that a response action must be designed by an accredited designer, no further work will be done and the area will remain isolated as in 2 until the appropriate response action can be determined.

Pesticide Application Procedures

To insure that pesticides used in school and on school properties are selected, stored, and used in a manner which prevents dangerous exposures of persons applying chemicals, students, staff persons or members of the public, the following procedures will be followed:

1. Selection of Pesticides. Insecticides, herbicides and other pesticides shall be chosen for low toxicity. the least toxic formulations and safest application techniques shall be selected whenever there is a choice of products with comparable effectiveness. Nonchemical controls shall be used wherever possible.

2. **Storage and Handling of Pesticides.** Stored products must be kept at a minimum. Only enough product for a given job should be purchased to avoid storage. Many pesticides alter chemically with age and are not useful after storage. Where storage instructions are given on the product label, the instructions must be followed carefully. Pesticides and application equipment must be stored in separate facilities from other activities and especially separated from food products or occupied rooms. The storage facility shall be clearly marked as containing pesticides.
3. **Technical Data.** For every pesticide product kept or used the school must have complete label instructions on the container, and material safety data sheets (MSDS's) on file and immediately available to any staff member who must handle or be exposed to the product. (Manufacturers are required by law to supply this material on request.)
4. **Application Method and Formulations.** Every pesticide application made must be in compliance with label instructions; and product concentrations may not exceed those specified by the product label. Combining two or more pesticide products should never be done unless it is specifically authorized on the labels.
5. **Records.** Written records of every application of pesticide must be made within 14 hours of application.
6. **Application Time Selection.** Pesticides should be applied as far away from people as possible. Indoor applications should be made on weekends or during vacation periods to reduce human exposure. Application in the presence of persons is to be avoided even when the pesticide has low toxicity. If the label specifies minimum re-entry periods, they must be carefully observed. Ventilate indoor areas treated with pesticides prior to re-entry by students or staff.
7. **Professional Pesticide Services.** Applications of pesticide by licensed pest control operators are subject to this policy.
8. **Pesticide Accidents and Pesticide Related Illnesses.** Persons exposed to pesticides, or suffering symptoms thought to be pesticide related, shall receive immediate medical attention. All accidents and/or illnesses must be reported to the State Health Division, Noncommunicable Disease Section (220-5792).
9. **Consultation and Assistance**
 - a. For assistance in pesticide selection contact your County Extension Service Office.
 - b. For human toxicity information on any specific pesticide or for first aid information in case of accidents call the Oregon Poison Center (1-800-452-7169).
 - c. For state registration information on any pesticide sold or used in Oregon call Plant Division, Department of Agriculture (378-3776).
 - d. For reporting of accidents, human exposures, or illness call Oregon Health Division, Noncommunicable Disease Section (229-5792).