



Environmental Health & Safety Plan

**Yukon Public Schools
2026 - 2027 School Year**

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Safety and Health Policy

The Yukon Public Schools, as a public employer, believes in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of occupational injuries and illnesses is of such consequence to this belief that it will be given a top priority at all times.

We will establish and require an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of managers, supervisors, and employees who will seek to obtain the lowest possible industrial accident rates. Safety orientation for new and transferred employees, timely and appropriate training, a management/employee safety committee, an active self-inspection program, proper mechanical guards and personal protective equipment will be some of the tools used to reduce work hazards.

Keith Sinor
Superintendent

James Edwards
Chief Operations Officer

Mike Workman
Director of Maintenance

Yukon Public Schools

Employee Safety Assurance Program (ESAP) Policy

1. Summary

This document established the Employee Safety Assurance Program requirements for each site of Yukon Public Schools.

2. Policy

It is the policy of Yukon Public Schools to comply with the applicable regulations governing the safety of our employees and the protection of the environment. The minimum requirements for Yukon Public Schools are set forth in Section IV. In addition, each site will develop such specific policies and procedures as may be necessary for the safety and environmental hazards present in their facilities.

3. Responsibility

It will be the responsibility of the Site Manager/Supervisor of each site to establish and maintain the appropriate procedures and practices to achieve and maintain compliance. Each site will work with the District Safety Coordinator to ensure compliance.

4. Minimum Requirements

a. Employee Safety Assurance Program Training

Each site will be responsible for conducting training to a level necessary to satisfy legal requirements and to provide a safe environment for their employees. The District Safety Coordinator will facilitate this training. The records of such training will include as a minimum:

- i. Date and time of training
- ii. Names of trainees
- iii. Name of Trainer
- iv. Outline of training content

b. First Responder Safety Teams

Each site will establish First Responder Safety Teams to provide for the following conditions:

- i. Incipient fire response
- ii. Major fire response
- iii. Evacuation to the outside
- iv. Evacuation to designated shelter areas
- v. First Aid
- vi. Hazardous Material incidents

A sufficient number of employees will be trained to ensure coverage times of building occupancy.

c. Evacuation

Each site will establish procedures for safe and orderly evacuation in the event of a hazardous situation.

- i. Emergency exit routes must be identified.
- ii. Training on the procedures must be conducted and documented
- iii. Practice drills must be conducted at least annually.

Special procedures will be established for the needs of employees with mobility, visual, hearing impairment, or other special needs for movement to emergency shelter areas.

d. Emergency Shelter

Each site will establish procedures to ensure the safety of its employees in the event of such occurrences as severe weather or other natural disaster.

- i. Emergency shelter areas must be identified.
- ii. Training on the procedures must be conducted and documented.
- iii. Practice drills must be conducted at least annually.

Special procedures will be established for the needs of employees with mobility, visual, hearing impairment, or other special needs for movement to emergency shelter areas.

e. Material Safety Data Sheets and Chemical Inventory Lists

Each site will have Material Safety Data Sheets (MSDS) and Chemical Inventory Lists (CIL) for all materials used in its facility. Employees will be required to read the MSDS for any materials required for their jobs. Sufficient sets of MSDS sheets will be maintained in an accessible location to allow their use as necessary. The CIL is a listing of chemicals found in the MSDS book. The list should be alphabetized and new chemicals added as they are introduced to a worksite.

Minimum Equipment Lists

Each site will have an equipment list for the items required to respond to any hazards or incidents which may reasonably be anticipated in their workplace.

f. Protective Equipment

Where protective equipment is found to be required to ensure employee safety, the use of the equipment will be mandatory as a condition of employment. Proper training will be provided and documented. Such equipment will be maintained in good condition and inspected on a regular basis. Any applicable OSHA requirements for such equipment will be followed.

g. Safety Auditing

Each site will establish audit procedures to monitor the conditions of the workplace, equipment and compliance with their established procedures. Findings and corrective action will be documented. Checklists will be developed to facilitate these audits. Such audits will be accomplished as needed or required by law and/or policy.

h. Accident Investigation

Each accident resulting in an injury or hazardous condition will be analyzed to determine the root cause and action will be taken to prevent reoccurrence. This analysis and action will be documented. See Forms in Appendix D.

i. Government Agencies

It is the policy of Yukon Public Schools to cooperate fully with any audits or investigations by governmental authorities.

j. Unsafe Condition Reporting Process

If any employee believes an unsafe condition is present, they should first report the condition to their supervisor. If they believe the condition persists, they may report the concern to the

District Safety Coordinator. If, after a review by the district Safety Committee, the employee believes an unsafe condition persists, they shall have the right to report their concern to their Department Manager and/or Director. This action will be without prejudice to the employee.

Employee Acknowledgement of ESAP Policy

I acknowledge that I have received and become familiar with Yukon Public Schools' Employee Safety Assurance Program policy. I further acknowledge that maintaining a safe work environment is as much my obligation as it is that of Yukon Public Schools and that in fulfilling my responsibility as an employee, it is my duty to work in a safe manner and to bring to the attention of my management, practices and conditions which may not be safe. I understand that the terms and conditions set forth in the Yukon Public Schools ESAP policy are guidelines only which may be changed at any time with or without notice and does not constitute a contract between Yukon Public Schools and myself.

Signature

Date

Print Name

Department/School

Witness

Assignment of Responsibility

I. Safety Organization

A. District Safety Coordinator:

The District Safety Coordinator interprets, applies, and enforces Occupational Safety and Health Standards (OSHA) for all district personnel under authorization from the Superintendent and the Board of Education for Yukon Public Schools. The District Safety Coordinator acts in a supervisory capacity to help administer policy, to provide technical information, to help train and supply program material to Site Administrators, Directors, Supervisors and Employees. In addition, responsibilities include making regular inspections of all facilities and providing documentation to Site Administrators, Directors, and Supervisors applicable to assure compliance to District, State, and Federal Mandates and programs.

All safety violations, unsafe equipment, unsafe conditions and conditions of housekeeping are recorded and made available to the District Safety Coordinator who in turn reviews existing violations with Site Administrators, Directors and Departmental Supervisors to expedite the prompt correction of the unsafe condition.

B. Safety Committee:

The Safety Committee includes the District Safety Coordinator, and designated staff from within the district. The Committee makes recommendations to the district, based on analysis of information received. Recommendations are proposed to appropriate Site Administrators or Directors for possible implementation on equipment or procedure changes. Agendas are filed for reference and copies distributed to applicable department heads.

C. Departmental Administrators:

Each site Administrator, Director and Supervisor is responsible for the safety of his/her department. Their responsibility requires that they continuously observe their department or site since conditions change and unsafe conditions can arise at any time. The Site Administrator, Director and Supervisor are responsible for good housekeeping and the enforcing of safety rules and regulations.

D. First Line Supervisors:

Department Heads and/or Lead Personnel are First Line Supervisors. Because they spend practically all their time working with employees, they can be one of the most important individuals to discover or identify unsafe conditions, equipment, or practices before they cause an accident to an employee. They are responsible to report such conditions to their Site Administrator, Director or Supervisor as soon as possible.

E. Staff Personnel:

Alert employees can help prevent accidents. The safety conscious employee will always look for conditions that may cause an injury to themselves or others. Each employee should inspect his/her workplace each day and report any hazardous conditions to their Site Administrator, Director or Supervisor.

When an individual becomes an employee of Yukon Public Schools, his or her safety is

paramount. Safety will take precedence over expediency and shortcuts. The individual has a right to expect that he/she will be provided a safe environment so he/she will be able to devote his or her energies to his/her work without possible harm to his/her life and health. Only under such circumstances can the relationship between employer and employee be mutually profitable and harmonious. It is Yukon Public Schools' desire to provide a safe workplace, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times.

II. Training and Education

Yukon Public Schools is committed to ensuring a safe and healthy environment. Research and implementing the latest developments and most effective techniques in safety education will be a priority. In addition to quarterly and annual training, employees will receive periodic training on safety issues.

Training for employees will include:

- A. Developing and maintaining employee awareness and motivation.
- B. Departmental Safety meetings.
- C. Procedures outlined under identifying and Controlling Hazards, and other **safety procedures** that are **applicable** to each job classification.

III. Hazard Analysis

All accidents and injuries are to be investigated.

Supervisors are responsible for the primary investigation of all accidents and injuries occurring in their departments.

The District Safety Coordinator will make follow-up investigations or assist the Supervisor with primary investigations at their request.

Accidents and injuries will be periodically analyzed to identify trends or specific areas of concern.

Identifying and Controlling Hazards

Personal Protective Equipment:

There are three basic considerations in the area of Personal Protective Equipment (PPE):

1. Determine the need
2. Proper selection of equipment
3. Proper care and use of equipment

Items 1 and 2 are determined by Federal and State Regulations and standards and approval of Departmental Directors. Item 3 is both supervisory and employee responsibility.

PPE is required where administrative controls cannot be used or where and when engineering controls are not feasible.

Whenever it is necessary for reasons of hazards, PPE shall be provided or made available. It will be used and maintained in a sanitary and reliable condition.

Each employee is responsible for his or her PPE. When any PPE is lost, misplaced, or willfully damaged or abused by the employee, it will be the responsibility of the employee to compensate the district for the loss of the PPE.

Visitors or any personnel entering areas that could expose them to risk will be provided and required to wear PPE while in these areas. All visitors and unauthorized personnel must seek permission from the Site Administrator, Director, Supervisor, and/or Department Head prior to entering these areas.

Eye Protection:

Safety glasses, safety goggles, or safety face shields will be provided and used by all employees in the following areas:

- The mixing of any hazardous chemicals or substances.
- All work duties that have any possibility of debris or substances coming in contact with the eyes (Examples: changing ceiling tiles, weedeating, mowing, cutting wood or pipe, etc.).
- All persons performing light gas welding operations such as solder or torch brazing are required to wear goggles or spectacles with suitable filter lenses.
- Any employee performing a welding operation out of their workstation must position the portable work screen so as to protect other employees from the arc. The electric weld arc flash can burn the eyes and cause great discomfort.
-
- Safety face shields are provided where eye and face protection are required. A face shield is required when performing grinding operations or working with chemicals that are eye/skin irritants.
- Impact goggles should be worn under helmets to protect welders from flying particles when the hood is raised.
- All filter lenses and plates shall comply with ANSI Z87.1-1989 Practice For Occupational and Educational Eye and Face Protection.

Head Protection:

- Safety helmets or bump hats are required where falling or flying objects menaces a person's head. Safety helmets will be provided and required for employees and all visitors when in these areas.
- American National Standard Z89.1 1986 gives specifications for protective headgear.
- Welding helmets protect the eyes and face against splashes of molten metal and the radiation produced by arc welding. Helmets should have the proper filter glass to keep ultraviolet rays from harming the eyes.

Foot Protection:

- General: Employees will wear appropriate footwear determined by their job description analysis. It will be the responsibility of the employee to have proper footwear when reporting to work.
- Specific: Safety toe footwear shall meet the requirements and specifications. (American National Safety Standards Toe Footwear, ANSI Z41.1).

Hand, Finger, Arm Protection:

Protective equipment for arms, hands, and fingers are generally gloves, wristlets, and arm protectors made of various materials designed to protect these extremities against cuts, scratches, bruises and burns. Supervisors should know which type of glove is best suited for a particular hazard. Gloves should be kept clean and inspected frequently.

- Metal mesh gloves: Protect against cuts or blows from sharp or rough objects.
- Rubber gloves: Used by electricians, they must be tested regularly for dielectric strength.
- Rubber, nitrile, vinyl, and neoprene gloves: Worn when working with chemicals and petroleum products.

Respiratory Equipment:

Each department, site, and/or area where respirators are utilized is required to have a written respiratory program. The respiratory program must include an explanation of why it is essential to wear the respiratory equipment and how it works and proper fitting, usage and maintenance procedures. The Safety Coordinator to each department will provide the respirator program. Department heads will be required to advise the Safety Coordinator where circumstances arise that require alterations, deletions or additions to the respiratory program.

Only respirators and filters approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) are acceptable. A NIOSH-MSHA approved respirator is assigned an approval number prefixed by the letters TC, indicating that it has been tested and certified for the air contaminant at the concentration stated.

Procedures Governing the selection and use of respirators: Supervisors and Workers shall be instructed in the proper selection, use and maintenance of respirators. See Appendix D.

MATERIALS HANDLING AND STORAGE

A. Manual Handling and Lifting of Materials

Accidents that occur while manually handling materials are primarily the result of one of the following:

- Unsafe working habits
- Improper lifting
- Lifting and/or carrying too heavy a load
- Improper grasping
- Bad housekeeping

B. To Prevent Injuries to the Fingers and Hands

- Inspect materials for sharp edges or slippery surfaces.
- Get a firm grip on the object.
- Keep fingers away from pinch points.
- Wear proper gloves as needed.

C. Lifting and Carrying

- Never attempt to lift more than your capacity.
- Always seek assistance when needed.
- Stand close to the load, feet spread for good balance.

- Squat down. Keep head and back inline (supports spine and takes pressure off stomach).
- Grip load with the whole hand, not just fingertips. Now lift with legs. let arms and body support the load.
- Load should be held closely to the body and centered over legs.
- Avoid leaning back, reaching too far, lifting from one side, or twisting with the load.
- Back safety support belts have proven very successful in the reduction of back injuries in certain job classifications. Each department that utilizes the belts is to have specific guidelines describing when and how to wear them and employees will adhere to the specific guidelines stated.

D. Non-Powered Hand Trucks

- Keep the center of gravity of the load as low as possible. Place heavier loads below lighter ones.
- Place the load well forward so the weight will be carried on the axle, not by the handles.
- Position the load so that it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.
- Let the truck carry the load. The operator should only balance and push.
- When going down an incline, keep the truck in front of you. When going up an incline, keep the truck behind you.
- Move the truck at a safe speed. Do not run. Keep the truck under control.

E. Powered Hand Trucks

- Face the direction of travel.
- Never operate the truck faster than normal walking pace.
- Never permit others to ride on a truck.
- Always give pedestrians the right of way.
- Be certain that the truck is put on charger as required.
- Do not indulge in horseplay.

F. Forklifts and Skylifts

- Operators are to be thoroughly trained before using forklifts. This must include documentation. The Director of Maintenance will give clearance for any person operating a forklift or sky lift.
- Battery charging installations must be in special areas, with adequate precautions for handling spilled electrolyte and dealing with fire hazards.
- A forklift should not be used to elevate employees when stacking materials or servicing light fixtures unless a safety platform, meeting OSHA requirements with standard railing and toe boards, is fastened securely to the forks.
- Equipment is to be inspected prior to use. Do not operate unless equipment is in safe condition. Report any unsafe conditions to the supervisor immediately.

G. Hand Tools and Portable Power Tools

- The misuse of hand tools is a major source of injury to employees. These tools include cutting, torsion, shock, and spark-resistant equipment. Supervisors must make certain that employees are trained in the proper selection and use of these tools and that they follow all safety guidelines and procedures.

- Cutting tools include metal and wood equipment, such as chisels, tap and die work, hacksaws, files, tin snips, punches, saws, axes, knives, and miscellaneous tools. All edged tools should be used so that the direction of force is away from the body, and cuts should ground to the proper angle. Saws must be oiled and sharpened regularly to reduce the possibility of sticking in cut.
- Torsion tools are used to grip or fasten materials and include various types of wrenches, tongs, pliers, screwdrivers, Allen wrenches, clamps, vises, etc. These tools must fit the job precisely to prevent slippage. Pressure should be applied away from the body, and applicable protective equipment for face, hands, and arms is to be used.
- Shock tools include regular hammers, sledge hammers, riveting hammers, and claw hammers. All hammers are to have secure handles and properly dressed heads. Employees must be sure to select the proper weight and size hammer to perform their work safely.
- Portable power tools are divided into four groups according to the power source: electric, pneumatic, internal combustion, and explosive. These tools must be carefully handled and stored so that they cannot be activated accidentally. Employees are to be thoroughly trained in prep use as well as the hazards associated with the tool itself. All employees are to wear hearing protection/or eye/face protection when operating power portable tools or when working in close proximity to them.
- Important requirements for safe operation of portable power tools are proper use, frequent inspection, and a rigid maintenance schedule. The manufacturer's recommendation for operation and maintenance must be followed strictly.
- When employees purchase their own tools, supervisors must ensure that such tools meet appropriate standards, are regularly inspected and are repaired or replaced as needed.

H. Power Equipment

- Do not operate any power equipment unless trained to do so. This includes auto scrubbers, buffers, vacuums and grounds equipment such as mowers, weed eaters, edgers, blowers, etc. Always inspect the unit before using and do not operate if the unit is in unsafe condition. Report such conditions to appropriate supervisors immediately.
- Important requirements for safe operation of power equipment are proper use, frequent inspection, and rigid maintenance schedule. The manufacturer's recommendation for operation and maintenance must be followed strictly.
- Personal Protective Equipment must be worn where required by District, Federal, or State Regulations and Programs.

I. Motor Vehicles

- Personnel operating any company-owned vehicles, tractors, and/or other motor equipment are to have a current and applicable license in their possession.
- State and District laws and/or policies pertained to motor vehicles are to be strictly followed.
- Golf Carts should only be operated by those that are trained and have authorization.

J. Electrical Safety

- The four basic rules of electrical action are (1) electricity isn't "live" until current flows, (2) current won't flow until there is a complete loop out from and back to the power source, (3) current always returns to its source, and (4) when current flows, work measured in watts is performed. Knowing these four rules helps analyze and prevent electrical hazards at both home and in the work environment.
- The keys to preventing electrical shock hazards are: (1) Train employees thoroughly in safe work practices; (2) Wire, insulate, and ground all electrical equipment properly so there are no ground loops between any electrical tool or machine and the worker; and (3) Routinely inspect, maintain, and replace defective equipment, along with cords, outlets, plugs, attachments and power sources.
- Electrical Safety Policy
 - Plug power equipment into wall receptacles with power switches in the "OFF" position.
 - Unplug electrical equipment by grasping the plug and pulling. Do not pull or jerk the plug to unplug the equipment.
 - Do not drape power cords over hot pipes, radiators, or sharp objects.
 - Check the receptacle for missing or damaged parts. Do not plug equipment into defective receptacles.
 - Check for frayed, cracked, or exposed wiring. Also check for defective cord at locations where the power cord enters the equipment or the attachment plug.
 - Extension cord use will be limited to maintenance personnel, unless authorization is received from the direct supervisor.
 - "Cheater Plugs", extension cords with junction box receptacle ends, or other jury-rigged equipment should not be used.
 - Electrical equipment is not to be used unless properly grounded.
 - Personnel should know the location of electrical circuit breaker panels that control equipment and lighting in their respective areas. Circuits and equipment disconnects must be identified.
 - Temporary or permanent storage should not be allowed within three feet of any electrical equipment.
 - When personnel identify defective electrical equipment, it should be tagged immediately and removed from service for repair or replacement.
 - Any electrical equipment causing shocks or with leakage potential must be tagged with a Danger: Do Not Use label or equivalent.

K. Machine Safeguarding

Safeguards are of primary importance in eliminating machine accidents, but they are not enough. Employees who work around mechanical equipment or operate machinery must have both respect and knowledge for safeguards. Before being permitted to run a piece of equipment, operators should be instructed in the practices required for safe operation of the machine. Refresher training on hazards and precautions to be taken should be given. Employees who do not themselves operate machinery, but who work in the machine area, should also receive training in

basic safety practices. Positive procedures should be established to prevent employees from misunderstanding instructions.

The following rules apply:

- No guard, barrier, or enclosure should be adjusted or removed for any reason by anyone without authorized permission.
- Before safeguards or other guarding devices are removed for adjustments or service, the power for the equipment must be turned off and the main switch locked out and tagged.
- No machine should be started unless safeguards are in place and in good condition.
- Defective or missing safeguards are to be reported immediately to the immediate supervisor.

L. Lockout/Tagout Procedures

Lockout/Tagout procedures are designed to isolate or shut off machines and equipment from their power source prior to employees performing any servicing or maintenance work.

OSHA has put into effect a rule for installation of locks to guarantee that power to machinery is cut off during maintenance and repair. It also requires training and annual retraining for all workers, plus an annual training for workers exposed to moving machinery. The proper supervisors shall implement and update the written Lockout/Tagout program.

A typical routine for maintenance and repair is:

- Notify the operator that repair or service work is to be done on a machine or piece of equipment.
- Make sure the machine cannot be set in motion or operation.
- Place your lock on the power disconnect, even if another lock is already on it and blocks the mechanism.
- Place a Machine Under Repair sign at the control and block the mechanism. Make sure that neither the sign nor the block can be removed easily.
- When the job is complete or the shift has finished, remove your own lock and blocking. Never let another person remove it for you. Make sure that you will not expose others to danger by removing your block or sign.
- If the key to a lock is lost, it must be reported to your immediate supervisor at once, and a new one should be issued.

M. Fire Safety

The primary requirements for a successful fire prevention program include continuous training in fire-safe work practices, regular inspection of facilities and close supervision of employee performance.

The main cause of fires include faulty electrical equipment, friction, flammable gasses, flammable liquids, explosive dust, plastics, and ordinary combustibles such as paper or wood. Electrical equipment should be properly grounded, insulated and maintained. All flammable or combustible materials are to be properly stored, ventilated and contained.

Other causes of fires include operations such as welding, grinding, cutting, open flames,

spontaneous combustions, and static electricity. Stringent safe work practices and housekeeping measures can reduce the possibility of fire from these causes.

Fire Fighting Procedures: Remember the acronym: R.A.C.E

Rescue any victims.

Alarm the fire department and Site Administrator, Director or Supervisor.

Contain the fire to a small area that is not spreading beyond the immediate area.

Evacuate the building. (Always be certain you have an unobstructed escape route to which the fire will not spread.)

Fire extinguishers: Make sure you have read the instructions and that you know how to use a fire extinguisher. It is reckless to fight a fire under any other circumstances. Instead, leave immediately and close off the area.

Fire Extinguisher Types:

Type A- ordinary combustibles such as wood, cloth, paper, rubber, and plastics.

Type B- Flammable liquids for use on oil, grease, oil-based paint, tar, etc.

Type C- Electrical equipment such as wiring; fuse boxes circuit breakers, etc.

Type D- For fires that occur in combustible metals such as magnesium, sodium, etc.

Type K- kitchen, grease fires

Type ABE and **Type BC** are multi-purpose fire extinguishers that can be used for more than one type of fire.

Fire Extinguishers must meet the following requirements:

- Be kept fully charged and in designated places.
- Not be obstructed or obscured from view.
- Not be mounted higher than 5 ft. to the top of the extinguisher if they weigh 40 lbs. or more. There must be at least 4 inches from the bottom of the fire extinguisher to the floor.
- Be located along normal paths of travel where practical.
- Be inspected, at least monthly, to make sure they are in their designated places, have not been tampered with or activated, and do not have corrosion or other impairments.
- Be examined at least annually, and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and the initials of the person performing the service.
- Be hydrostatically tested. Extinguisher service agencies are to be contracted to perform this service at appropriate intervals.
- Be selected on the basis of type of hazard, degree of hazard, degree of hazard, and area to be protected.

Fire Extinguisher Operations- Remember the acronym: P.A.S.S.

Pull the pin: This allows you to unlock the operating lever and discharge the extinguisher.

Aim: Point the extinguisher nozzle (horn or hose) at the base of the fire.

Squeeze: Squeeze or press the handle. This discharges the extinguisher contents. Releasing the lever will stop the discharge.

Sweep: Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the fire extinguisher.

N. Emergency Situations

- a. **Fire-** The following standard fire drill procedures are to be used in the event of a fire or other emergencies requiring evacuation:
 - When a fire is observed, immediately notify the central office by using the room intercom to report the location of the fire. The central office should then notify the Superintendent and Assistant Superintendent, who will notify the Supervisor of Buildings and Grounds and the maintenance department personnel.
 - If it can be determined that the fire is of a minor nature, obtain the nearest fire extinguisher and extinguish the fire.
 - Evacuation takes precedence over extinguishing operations, so leave the building immediately by following the primary or alternate route shown on the emergency evacuation plan or go to the nearest exit as denoted by a lighted exit sign.
 - All personnel assigned to specific duties during an evacuation must report to their supervisor or proceed with their assignment.
 - All night shift personnel must follow the above listed procedures and the shift supervisor must notify the Superintendent or Assistant Superintendent and assigned maintenance staff.
 - The Supervisor of Buildings and Grounds shall have all fire extinguishers and fire alarm systems in all buildings checked regularly by qualified personnel.
 - A back up alarm of whistles or similar devices is to be provided in each building for use when the regular alarm fails to work.
 - The building administrator or designee shall:
 - Ascertain daily that all exits are open and usable and all fire extinguishers are readily accessible.
 - Instruct all personnel in fire emergency procedures for his/her particular building.
 - Make provisions for all personnel to have specific responsibilities for orderly evacuation of the building.
 - Post directions for emergency exits in every room.
 - Plan alternate routes and exits.
 - Students, teachers, and other employees know what the back up alarm system is so they can act accordingly.
 - Teachers shall evaluate pupils under their supervision according to posed directions.
 - Custodians shall:
 - Check all offices, restrooms and classrooms to be sure that all persons have

been evacuated.

- Close all windows and doors.
- Shut down the boiler or other source of heat.
- Turn off gas and electricity.
- Use school fire-fighting equipment to contain the fire until the fire department arrives.
- The school nurse shall render emergency medical treatment.
- Each faculty member is required to carry an attendance register or class record and check student's' presence at evacuation assembly point.
- The principal or his/her designee will prevent unauthorized persons from re-entering the building.
- If children cannot return to the building because of fire damage or danger, the principal shall notify the Superintendent of Schools and follow procedures for early dismissal.
- The teacher aides and/or attendants for the disabled are to provide assistance to the disabled persons in case of evacuation.
- Large crowds using the school building for assemblies, indoor games or social events, etc., will follow fire emergency procedures for that particular building.
- Teachers who are not using regular rooms or do not have a class are to report to the principal immediately for assignment of duties.

b. Tornadoes or Natural Disasters- When a tornado warning is received, post a lookout.

Employees should move quickly to the section of the facility offering the greatest protection, in accordance with advanced plans:

- Whenever possible move, to an interior hallway on the lowest floor or to an area that is marked as Shelter.
- Stay away from windows.
- Avoid auditoriums and gymnasiums or other structures with wide free-span roofs.
- If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch and lay flat.

c. Lightning

- When thunderstorms threaten, seek shelter immediately.
- Do not use the telephone except for emergencies.
- If in open, get away from open water, metal equipment, wire fences, metal pipes, etc. Seek ravines or low areas.
- If caught in the open, far from shelter, and you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands over your head and neck area.

d. Earthquake- Federal, State and local emergency management experts and other official preparedness organizations all agree that Drop, Cover and Hold on is the appropriate action to reduce injury and protect yourself during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

- **Drop** to the ground (before the earthquake drops you!)

- Take **Cover** by getting under a sturdy desk or table, and
- **Hold On** to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of the big one and that's why you should always Drop, Cover, and Hold On immediately.

e. **Bomb Threat-** A bomb threat telephone call, whether hoax or serious, must be handled promptly and efficiently. The receiver should signal other employees of the call. The following procedures are to be used:

- Keep the caller on the line as long as possible.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller to provide this information.
- The caller should be informed that the building is occupied and
- that detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to any strange or peculiar background noises, such as motors running, music, type of music, and any other noises, which might give a remote clue as to the place from which the call is being made.
- Listen closely to the voice (male, female), voice quality, accents and speech patterns.
- Just as soon as possible after the call is received, alert the principal or his/her designated representative.
- Immediately notify the Superintendent, who will call the Police
- Department.
- The Principal or designee will determine whether or not the building will be evacuated.
- Those responsible for the bomb search will be provided with a schematic drawing of the building that indicates the location of the following:
 - Sprinkler shut off valves
 - Main shut offs for all utilities
- Do not touch light switches in any location. Turning lights off can set off a bomb.
- All teachers should scan their room visually before leaving. Any unusual objects or other suspicious materials should be reported to the Principal immediately. Teachers are not to investigate. The Principal will relay this information to the police officer in charge.
- The custodian shall turn off gas and electricity upon direction from the principal, in cooperation with the police officer in charge.
- In inclement weather, a portion of the building will be isolated,
- e.g., multi purpose room or cafeteria, and the principal, after

- checking with the police officer in charge, will direct the teachers to bring the students into that area until the rest of the building is searched. If students are evacuated, they should be 1000 yards away from the building.
- After the emergency is over, the principal should check the absentee list for students out of class during the time of the bomb threat. If a pattern suggests that individuals are suspects, the principal will notify the proper authorities.
- If calls are persistent, arrangements should be made through the police department to have the telephone monitored in order to apprehend the guilty party.

O. Blizzard, Snow, Ice

- By order of the Superintendent of Schools, early dismissal may be called because of blizzards, snowstorms, or formation of ice on roads.
- By order of the Superintendent of Schools, schools may have a delayed opening because of blizzards, snowstorms, or formation of ice on roads.
- Notification to parents of delayed openings or early dismissals will be made available to all media outlets including television stations 4, 5, and 9 in advance. School Messenger, School Connect, Social Media applications and the District's web page may also be used to communicate if deemed appropriate to do so. Only the Superintendent or his designee may make announcements of a school closing, late opening or early dismissal.
- If hazardous conditions prevail, bus drivers are instructed to notify the Transportation Coordinator of alternate routes previously selected.
- The maintenance and custodial staff will conduct the snow-clearing operation. Maintenance will clear driveways and parking areas with a tractor and the custodians will clear entrances and sidewalks with a snow shovel, and spread ice-melt where appropriate.

P. First-Aid/Emergency

- All facilities are to have first-aid supplies readily available for all employees.
- Maps of facility and/or written location of first-aid stations/supplies must be given to all employees.
- The contents of first-aid kits are to be replenished as needed and a consulting physician may approve all contents.
- The telephone numbers of Police, Fire Department, Ambulances, and appropriate management is to be conspicuously posted.
- Emergency Procedures Checklist:
 - **Call Ambulance:** Give clear, accurate directions; assign a competent person to meet the ambulance at entrance.
 - **Notify** appropriate management
 - **Call** Police and/or Fire Department
 - **Call** Utilities when applicable (Electric, Water, Gas)
 - **Restrict** the immediate area of the accident scene to Authorized Personnel Only
 - **Clear** the area if further danger exists.
- **First-aid Procedures-** Providing care to an ill or injured person can put you at risk of acquiring an infectious disease such as AIDS, hepatitis, or meningitis. Protective measures must be taken to avoid coming in contact with any of the victim's body fluids (blood, sputum, urine, secretions, etc.). Always call/send for medical assistance prior to administering aid and utilize the procedures outlined in the Bloodborne Pathogens Program. First -aid should always be administered by qualified people. Untrained assistance could very easily cause more harm

than good.

- Never move a victim unless he/she is in a life-threatening place. Moving the victim could cause spinal injury or death.
- **Choking** (adults unable to cough/speak)
 - Stand behind the victim, put both arms around his/her waist, leaning them forward.
 - Make a fist with one hand and grab with your other hand, placing the thumb side of the fisted hand against their abdomen in the midline slightly above the naval.
 - Thrust fists sharply inward and upward. Repeat until the object has been dislodged.
 - Even after an object is dislodged, always seek medical attention.
- **Severe Bleeding- Always follow Bloodborne Pathogens Program**
 - Firmly but gently apply direct pressure to the injured area with a clean cloth or bandage. Always utilize the universal precautions when handling bodily fluids.
 - If bleeding soaks through bandages, do not remove the bandages. Apply more bandages and pressure. Repeat as needed.
- **Electric Shock**
 - Do not touch the victim if he or she is still in contact with the power source.
 - If you cannot turn off the power at its source and it's not a high-voltage utility wire, disconnect the victim from the source of shock with a long non conductive object such as a broom or fiberglass pole. A rope could also be used.
 - If a high-voltage wire is involved, call the utility company. Do not attempt to remove it yourself.
- **Burns- Always follow Bloodborne Pathogens Program**
 - **Chemical burns in eyes:** The flow of water should be from the inner area of the nose to the outer area to avoid contamination of the other eye.
 - **Chemical burns on the body** require removal of contaminated clothing and flushing of the exposed area with warm water until the chemical is washed away completely.
 - **Heat Burns** (caused by flame/heat)
 1. Remove any clothing that could continue to burn/smolder.
 2. Remove any jewelry where swelling later could cut off circulation.
 - **Treatment of burns**
 1. **First-degree:** (redness of skin, mild swelling, pain). Immerse the affected area in cool water or apply wet compress.

2. **Second-degree:** (deep redness of skin, skin loss, and/or blistering.) Immerse the affected area in cool water or apply wet compresses. Do not break blisters. Professional medical treatment is necessary.
3. **Third-degree:** (deep burning of all skin layers. Possible charring and/or nerve damage). Cover burns lightly with sterile non-adhesive dressing. If possible, keep the burned area higher than the heart. Keep the victim warm and comfortable. Medical attention required immediately.

Q. Automatic External Defibrillator (AED)

An AED, or automated external defibrillator, is a cardio machine used for stabilizing cardiac arrest or irregular heart rhythms. Cardiac arrest occurs when a patient's heart suddenly stops beating. Because blood is no longer being pumped throughout the body, damage to the brain and other vital organs can occur as a result of oxygen deprivation. The AED machine will give you the directions on how to use it. The AED will come with a built-in voice proctor that tells the operator when to deliver shocks to the heart. AED machines are computers that are battery operated, lightweight, and portable. They are equipped with adhesive electrodes, or AED pads that attach to the chest of a person experiencing cardiac arrest.

Directions for use of the AED

- If you find a person unconscious, or see a person suddenly collapse and lose consciousness, they may have gone into cardiac arrest. Lack of pulse or an irregular pulse are major signs that the person has gone into cardiac arrest.
- Call 911
- Prepare to use the AED machine. Know the location of the machine in your building. If no machine is available, prepare to conduct CPR.
- Place the electrodes on the person's chest, following the directions on the machine.
- Only deliver a shock if the AED machine instructs you to do so.
- Continue CPR when no shock is being administered to the patient.

R. Occupational Noise Exposure

Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Short-term exposure to loud noise can also cause a temporary change in hearing (your ears may feel stuffed up) or a ringing in your ears (tinnitus). These short-term problems may go away within a few minutes or hours after leaving the noisy area. However, repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.

OSHA sets limits on noise exposure in the workplace. These limits are based on a worker's time weighted average over an 8-hour day. With noise, OSHA's permissible exposure limit is 85 dBA for all workers for an 8-hour day. Hearing Conservation Programs require employers to measure noise levels, provide free annual hearing exams and free hearing protection, provide training and conduct evaluations of the adequacy of the hearing protectors in use unless changes to tools, equipment and schedules are made to that they are less noisy and worker exposure to noise is less than the 85 dBA.

S. Bloodborne Pathogens (See Appendix A)

Personal Protective Equipment is to be worn and procedures followed as outlined in the Yukon Public Schools Bloodborne Pathogens Program. Copies of the program are available from all

facilities, on the District's employee intranet, or through the Safety Officer for the District. Employee training will be conducted prior to job assignment and at least annually thereafter. Documentation of training will be kept on file and updated as needed.

T. Hazard Communication Program (See Appendix B)

Appropriate supervisors shall plan and implement an employee training and education program designed to communicate information to employee(s) about hazardous substances to which they could be exposed. This training and education shall be provided prior to job assignment and at least annually. It shall include, but not be limited to, the nature of the hazards, appropriate work practices, protective measures, and emergency procedures. Such information shall be consistent with that contained in the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) – formerly MSDS, which shall be used as a basis for the training and education program.

Additional instruction shall be provided whenever the employees may be routinely exposed to additional hazardous substances, substances that require special precautions, or whenever the employee's potential exposure is increased due to changes in work practices, or through the introduction of new hazardous or toxic substances or equipment.

U. AHERA (Asbestos Hazard Emergency Response Act)

The law requires the Environmental Protection Agency (EPA) to issue regulations requiring all private and public elementary and secondary schools to be inspected for asbestos, to take action in the event that any asbestos-containing material is determined to be a possible hazard, and to develop a management plan for each school which will be publicly available and which contains detailed results of the inspection and records of any actions taken by the school with respect to asbestos.

AHERA regulations include the following:

- All schools must be inspected for both friable (easily crumbled) and non-friable asbestos-containing building materials (ACBM).
- All schools must develop Asbestos Management Plans and have them available.
- All asbestos-related work in schools (including inspections, development of management plans, and designing and carrying out of abatement projects) must be performed by accredited persons. The only exception is that a school's maintenance staff may perform small-scale maintenance and repair projects, if they are properly trained.
- All maintenance/custodial staff in schools with ACM must receive two hours of asbestos awareness training; moreover, 14 additional hours of training is required for any maintenance personnel who may disturb ACBM in the course of their work or who will be involved in O&M or repair of ACM.
- Schools are required to take action if friable ACBM is found anywhere in the school. The regulation dictates what response actions are appropriate for different kinds of ACM according to the severity of the damage or the potential for damage.
- School districts must designate one person to be in charge of the asbestos program and must ensure that the person is properly trained to carry out the required duties.

V. Local Education Agency Responsibilities Under AHERA

Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), each management plan must contain a true and correct statement, signed by the LEA designated person, that certifies that the general LEA responsibilities have been met. The LEA designated person is the Asbestos Abatement Specialist housed at Maintenance.

W. Ergonomics

Ergonomics is the study of interactions between people and their total working environment, plus stresses related to such environmental elements as atmosphere, light, and sound, as well as all tools and equipment of the workplace.

Ergonomics Problems: Physical stress may arise when workstations, equipment or tools do not fit the worker properly. These stresses can cause immediate or long-term damage to muscles, nerves and joints. Most illnesses due to ergonomic causes occur because of forceful or repetitive work activities, or because the workers are required to assume awkward postures over a period of time.

Back, shoulder and neck strains and sprains can all be the result of exposure to ergonomic stresses. These, as well as hand, wrist, and arm symptoms, are often referred to as cumulative trauma disorders (CTDs). These are also known as “repetitive strain injuries.”

Ergonomic Solutions:

- According to ergonomic principles, work tasks should be designed to match the employee's physical capacity for the job.
- Ergonomic principles can be applied to materials handling to eliminate or reduce stress-related injuries. Employees should be taught the correct ways to lift, push, or pull objects, to use mechanical means whenever feasible and to ask for assistance when needed.
- Workstations should be flexible to allow for varying body characteristics. Furnishings and equipment should keep the body in a neutral position as much as possible.

X. Heat and Cold Stress

- Both very cold and very hot temperatures could be dangerous to your health. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress. Employees working out in the elements should dress appropriately to protect themselves from extreme conditions.
- In a very hot environment, the most serious concern is heat stroke. If you suspect heat stroke, contact medical services immediately. Heat stroke can be fatal. Heat exhaustion, and fainting are less serious types of illnesses, which are not fatal but interfere with a person's ability to work.

Warning Signs of heat stroke:

- Sudden and severe fatigue
- Nausea
- Dizziness
- Lightheadedness
- May or may not include sweating
- If a co-worker appears to be disoriented or confused or has unaccountable irritability, the worker should be moved to a cool location and seek medical advice.

At very cold temperatures, the most serious concern is the risk of hypothermia or dangerous overcooling of the body. Another serious effect of cold exposure is frostbite or freezing of the exposed extremities such as fingers, toes, nose and ear lobes. Hypothermia could be fatal in the absence of immediate medical attention.

Warning Signs of hypothermia:

- Nausea
- Fatigue
- Dizziness
- Pain in the extremities (hands, feet, ears)
- Severe shivering
- Disoriented
- Workers should be moved to a heated shelter and seek medical advice when appropriate.

SAFETY RULES AND REGULATIONS

- All procedures as outlined in “Identifying and Controlling Hazards” of this Employee Safety Assurance Program (ESAP) will be strictly adhered to. These include, but are not limited to, those listed under:

Personal Protective Equipment

Eye Protection

Head Protection

Foot Protection

Hand, Finger, Arm Protection

Respiratory Equipment

Materials Handling and Storage

Forklifts

Hand tools and Portable Power tools

Power Equipment

Motor Vehicles

Electrical Safety

Machine Safeguarding

Lockout/Tagout

Fire Safety

Emergency Situations

Injuries and Reports Bloodborne Pathogens

Hazard Communication

Heat and Cold Stress

AHERA Management

Ergonomics

Noise Reduction

Heat and Cold Exposure

- All injuries, regardless of severity, must be reported.
- Proper housekeeping is essential and must be maintained at all times.
- All employees are required to know the location of emergency equipment and emergency exits for all of the facilities in which they may be assigned.
- Operation of any machinery or equipment is strictly prohibited unless proper training has been received and proper authorization given.
- Employees whose work requires them to go to other departments must familiarize and follow safety rules governing those departments.
- Visiting and/or wandering around unauthorized areas is prohibited.
- Climbing or standing on machinery is prohibited unless permission is obtained.
- All safety guards must be in place prior to the machine being operated unless specific authorization is received.
- Unauthorized changing or removal of safety guards is prohibited.
- Operation of any equipment having “Danger- Do Not Operate” tags is prohibited.
- Running on school property is prohibited except in emergency or authorized recreation.
- All safety signs, including traffic signs, are for the employee’s protection. Employees will be expected to be governed by the directions given.
- As per OSHA mandate, (Section 5(b) General Duty Clause): Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the Occupational Safety and Health Act which are applicable to their own actions or conduct.

Exposure Control Plan

Bloodborne Pathogens

I. PURPOSE

The Occupational Safety and Health Administration of the Department of Labor has written a standard to protect employees from contact with blood borne diseases which are carried in the blood and certain other body fluids of infected persons. This standard has become necessary due to the increase in cases of hepatitis B and acquired immune deficiency syndrome (AIDS) and the number of these infections that are yet undiagnosed.

The purpose of this plan is to eliminate or minimize district employee exposure to bloodborne pathogens, especially hepatitis B virus (HBV) and human immunodeficiency virus (HIV). We recognize that in a school setting these fluids must be treated as if they are potentially infectious. This plan has been written to comply with OSHA's Code 29 of the Federal regulations (CFR) 1910.1030.

II. DEFINITIONS

- a. BLOOD- Human blood, human blood components, and products made from human blood.
- b. BLOODBORNE PATHOGENS- Pathogenic organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- c. CONTAMINATED LAUNDRY- Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- d. CONTAMINATED SHARPS- Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- e. DECONTAMINATION- The physical or chemical removal, inactivation, or destruction of blood borne pathogens on a surface.
- f. ENGINEERING CONTROLS- Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
- g. EXPOSURE INCIDENT- A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- h. HANDWASHING FACILITIES- A facility providing an adequate supply of running potable water, soap and single use towels or air drying machines.
- i. HBV- Hepatitis B virus
- j. HIV- Human immunodeficiency virus.
- k. LICENSED HEALTHCARE PROFESSIONAL- A person whose legally permitted scope of activities allows him or her to independently perform permitted scope of activities allows him or her to

independently perform the activities required by paragraph (f) of the standard, Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

- l. OCCUPATIONAL EXPOSURE- Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- m. PERSONAL PROTECTIVE EQUIPMENT- Specialized clothing or equipment worn by an employee for protection against a hazard.
- n. POTENTIALLY INFECTIOUS MATERIALS- Contaminated body fluids including semen, blood, feces, urine, vomitus, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, impossible to differentiate between body fluids.
- o. REGULATED WASTE- Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- p. SOURCE INDIVIDUAL- Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- q. UNIVERSAL PRECAUTIONS- An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- r. WORK PRACTICE CONTROLS- Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

III. GENERAL PROGRAM MANAGEMENT

a. Responsible Persons

There are three categories of responsibility central to the effective development and implementation of the Exposure Control Plan: 1) Safety Officer and District Safety Committee; 2) Supervisors; 3) Employees. The following sections define the roles played by each of these groups in carrying out the plan. Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons a new employee is assigned any of these responsibilities, the District Safety Officer is notified of the change, so that he/she can update records.

b. District Safety Officer

The Safety Officer is responsible for overall management and support of the District's bloodborne pathogens exposure control program. Responsibilities typically include, but are not limited to:

1. Overall responsibility for implementing the Exposure Control Plan for all facilities, including planning for the provision of staff training.
2. Working with administrators and other employees to develop and administer any

additional blood borne pathogen related policies and practices needed to support the effective implementation of this plan.

3. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
4. Collecting and maintaining a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
5. Knowing current legal requirements concerning blood borne pathogens.
6. Acting as facility liaison during OSHA inspections.
7. Conducting periodic site audits to maintain an up-to-date Exposure Control Plan.

c. District Level Safety Committee

The District Level Safety Committee will assist the Safety Officer in carrying out the mandated duties for exposure control.

d. Supervisors

Supervisors are responsible for exposure control in their respective areas. They work directly with the Safety Officer and employees to ensure that proper exposure control procedures are followed.

e. Employees

Employees have first line responsibility for the Exposure Control Plan. Their duties include:

1. Attend the bloodborne pathogens training sessions.
2. Plan and conduct all operations in accordance with approved work practice controls.
3. Develop good personal hygiene habits.

f. Availability of the Exposure Control Plan

To assist employees with their efforts, the District's Exposure Control Plan is available to employees at any time in each building's administration office. The Exposure Control Plan will also be shared on the District's intranet. Employees are advised of this availability during their education/training sessions.

g. Review and Update of the Plan

It is important to keep the Exposure Control Plan up to date. To ensure this, the plan will be reviewed and updated under the following circumstances:

1. Annually before each school year
2. When new or modified tasks and procedures are implemented which affect occupational exposure of employees
3. When jobs are revised in ways that may create new instances of occupational exposure.

4. When new positions are established that may involve exposure to bloodborne pathogens.

IV. EXPOSURE DETERMINATION

Yukon Public Schools have determined exposure in two categories.

Category A: Employees reasonably assumed to have occupational exposure according to their job descriptions and regularly assigned duties are subject to all provisions of the Exposure Control Plan, including receiving hepatitis B immunizations.

The employees identified as:

- School nurse
- Athletic Trainer
- Teacher/Assistants/Paraprofessionals of moderately mentally disabled students.
- Teachers/Assistants/Paraprofessionals of students with multiple disabilities.
- Teachers/Assistants/Paraprofessionals preschool students with disabilities
- Teachers/Assistants/Paraprofessionals of students who are seriously emotionally disturbed (identified at risk)
- Bus driver/Assistants on special education buses
- Speech Pathologies serving students with multiple disabilities or preschool disabilities
- Physical and occupational therapists and assistants
- Elementary Secretaries, High School Front office secretaries (2), Middle School Front office secretaries (3)

Category B: Employees who are not exposed to blood and body fluids in the routine performance of their duties are subject to the requirements of the standard except that HBV immunizations will not be given within ten (10) days of employment.

The employees are identified as:

- School principals/assistants
- School secretaries
- Coaches, physical education teachers
- Custodians
- Classroom teachers
- Paraprofessionals and teacher assistants
- Classroom volunteers
- Bus drivers and bus monitors
- Speech pathologists
- Counselors
- Central office staff
- Staff in buildings not attended by students
- Cafeteria personnel and hostesses
- Food Services personnel
- Athletic director and staff
- Media Specialist/assistants
- Playground supervisors

Employees in Category B may request and receive free of charge the full series of HBV vaccinations when a suspected exposure incident occurs, provided a Communicable Disease Risk Exposure Report

is completed. The inoculations will be given without delay regardless of the health care professional's determination following an investigation of the incident. In the event that the health care professional determines that an exposure incident has occurred, the employee will be offered the inoculation whether or not it is requested.

The following tasks can be expected to place employees in contact with blood or body fluids:

- Administering first aid or performing certain medical procedures
- Cleaning up spills involving blood or other body fluids and decontamination of area of spill
- Waste disposal
- Handling sharps
- Working with students who frequently bite, fight, or whose body fluids require contact by a teacher or assistant.

V. PROCEDURES FOR HANDLING BODY FLUIDS

A. General

Universal Precautions

A general rule requires the treatment of all bodily fluids and waste products as if they were known to be infectious for any blood borne pathogen. In order to protect themselves, all staff members will comply with the following universal precautions at all times while on the job:

1. Handle the blood and body substances of all people as potentially infectious.
2. Wash hands thoroughly with soap and running water after handling body fluids and contaminated articles even when gloves are used.
3. Wear disposable gloves for all potential contacts with blood and body substance. Discard gloves immediately after each use.
4. Wear disposable gloves when changing diapers. Discard gloves immediately after use. Wash hands with warm, soapy water.
5. Remove jewelry before using disposable gloves.
6. Wear protective eyewear and mask if suctioning a tracheostomy or when doing nasopharyngeal suctioning.
7. Place used syringes immediately in a nearby impermeable container. Do not recap or manipulate needles in any way.
8. Treat all linen soiled with blood or body fluid as infectious.
9. Dispose of all bloody dressings, clean up baggies, and soiled gloves in the biohazard waste container in each school.
10. Change gloves after each contact, as glove integrity cannot be assured with washing and repeated use.
11. Wear waterproof dressing and gloves if you have cuts, abrasions, or other skin lesions.

12. Clean up and disinfect all spills or contamination immediately using the established procedure described in Part D.
13. Follow exposure reporting and follow up procedure as established in this plan.
14. Discard disposable items including tampons, used bandages, and dressings in non-reusable bags, which line plastic containers. Close bags, and discard daily by appropriate disposal procedure. Do not reuse plastic bags.
15. Use general-purpose utility gloves for general cleaning. Utility gloves can be cleaned and reused, but should be discarded if peeling, cracked, discarded, or if they have punctures, tears, or other evidence of deterioration.

Personal Hygiene

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

ENGINEERING AND WORK PRACTICE CONTROLS

SCHEDULED UPDATING

All practices, equipment and supplies will be examined, maintained, and updated as needed on a regular schedule. Information on the use of these procedures will be provided to all employees.

DISPOSAL PROCEDURES

1. Sharps will be placed in approved sharps containers as described in Section D. The container will be placed in the central double bag/box system for appropriate disposal when full. Sharps will not be reused, recapped, bent or removed.
2. Other contaminated disposable items will be placed in the central double bag/box system for appropriate disposal on a regular basis.
3. All central bags/boxes used for disposal will be color coded and marked with the appropriate biohazard symbol. Collection points will be in areas not generally accessible to all building occupants. A double bagging or boxing system will be supplied by the commercial disposal system providing regularly scheduled pick-ups.

HAND WASHING FACILITIES

1. Each site at which exposure can reasonably be expected will have hand washing facilities with soap and running water within easy access.
2. Areas, which have a slight potential for contamination without hand washing facilities, such as buses, will have an ample supply of towelettes, disinfectant, gloves, first aid supplies, etc.
3. Clean up baggies will be available in all schools for use in case of emergencies. These bags should be carried during recess and on field trips.

TOILETING AND DIAPERING

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

EMERGENCY DISPOSABLE CLEAN UP KITS FOR REMOVING BODY FLUIDS

For contamination with larger amounts of bodily fluids such as vomit, blood, etc., kits will be provided for clean up by designated, trained personnel. Kits that jell the liquid will make cleanup possible without any exposure to the cleaning personnel. Training will be provided in the use of kits to bus drivers, custodians, and any other personnel designated as responsible for clean up. Other personnel will be instructed not to clear up any body fluids unless designated as a part of this plan.

EATING AND FOOD STORAGE IN AREAS WHERE CONTAMINATION EXISTS

No eating, drinking, cosmetic application, food storage, etc., will be allowed in areas where contamination might occur. Additionally, no food will be stored in refrigerators, which also contain articles that might be contaminated.

PERSONAL PROTECTIVE EQUIPMENT

GENERAL PROVISIONS

1. The Yukon Public School Board of Education has a written policy that requires all personnel to use gloves when handling any potentially infectious materials, objects, or surfaces.
2. Gloves are available at every school. Additionally, all staff are provided ample supplies. All

supplies are provided at no cost to the employee.

3. Although no activities are performed at most Yukon Public Schools work sites that would reasonably be expected to require any additional types of personal protective equipment for Bloodborne pathogens, appropriate goggles and face masks are provided for personnel who are required to suction tracheostomies and do nasopharyngeal suctioning. Emergency kits with protective equipment enclosed are located in each school.

CLEAN UP BAGS:

Clean up bags shall be available at all work sites. Clean up bags contain the following equipment in a plastic bag.

1. Disposable gloves
2. Towelettes moistened with antiseptic
3. Disposable washcloth

EMERGENCY KITS:

An emergency kit(s) will be available from the designated location at each work site. Each elementary school shall have one kit at all times; each secondary school shall have two kits. Emergency kits contain the following equipment in a plastic bag:

1. CPR mouthpiece
2. Mask
3. Eye protector
4. Gloves
5. Dressings
6. Tape
7. Medical Apron
8. Towelettes
9. Emergency Disposable Clean Up Kit

HOUSEKEEPING

General Provisions

1. All employees must wear disposable gloves before making any contact with body fluids. This includes, but is not limited to, care and first aid treatment of a person as well as cleaning procedures for objects contaminated with body fluids.
2. Use only disposable items provided.
3. Discard disposable articles from each contact or clean up into plastic trash bags. If contaminated with blood or other body fluid, dispose of in a plastic bag and place in a biomedical waste bag.

General Checklist of Housekeeping Supplies

- Water
- Hand Soap
- Trash Cans and Plastic Liners

- Plastic Lined Sanitary Napkin Containers
- Hazardous Waste Disposal Bags/Containers
- Dust Pan/Brush/Broom
- Towelettes
- Clean Up Baggies
- Emergency Disposable Clean Up Kits
- Emergency Kits
- Disposable Gloves
- Utility Gloves
- Disinfectants (See Below)
- Sanitary Absorbing Agent

Disinfectants

1. Phenex 256: This is a hospital grade disinfectant cleaner that is virucidal against HIV-1, tuberculocidal, bactericidal, fungicidal at ½ oz. per gallon.
2. Unipur Q 256: This is a disinfectant cleaner.
3. Hydrogen Peroxide 3%: Used on skin surfaces.
4. Isopropyl Alcohol: To be used on some skin surfaces and for rinsing the hands.
5. Antiseptic towelettes: Used for cleaning hands.

Hand Washing

1. Use soap and running water. Soap helps remove dirt and bacteria.
2. Rub hands together for 15 seconds to work up lather.
3. Scrub between fingers, knuckles, back of hands, and around the nails.
4. Rinse hands under running water.
5. Dry hands with a paper towel.
6. Use a paper towel to turn off water, then discard the towel in trash.

If you are in an area where water is not available, such as on the bus, field trip, etc., use the clean up bag or antiseptic towelettes until you get to running water.

FLOORS, BUS INTERIORS, AND ALL WASHABLE SURFACE (LARGE SPILLS)

Use Emergency Disposable Clean up kits. Follow kit instructions. There are some variations in brands, but the basic principles and steps are the same.

1. Put on disposable gloves
2. Cover the fluid (vomit, blood, or other body fluid) with the absorbent powder. This will absorb 80-90 times its own weight. Allow to congeal. Pick up the congealed waste matter in the cardboard scoops and put into a plastic bag. Put scoops into the bag.
3. Squirt the disinfectant solution evenly over the spill area.
4. Wipe this solution from the spill area with the absorbent towel and place the towel and empty bottles into the plastic bag.
5. Remove gloves and place into a plastic bag.
6. Wash hands.
7. Spray area with disinfectant and allow air to dry.

8. Twist tie around bag and place into biomedical waste bag.
9. Wash hands with soap and running water.

Floors

1. Use a solution of disinfectant mixed according to directions.
2. Dip, wring, and mop area.
3. Dip, wring, and mop once more.
4. Soak mop in the disinfectant solution after use.
5. Dispose of cleaning equipment in a plastic bag, as indicated
6. Rinse non-disposable cleaning equipment (dust pan, buckets) in disinfectant.
7. Dispose disinfectant solution down the drainpipe.
8. Remove gloves, if worn, and discard in the appropriate receptacle.
9. Wash hands.

WASHABLE SURFACES (SMALLER SPILLS)

Walls, Changing tables, Countertops, Desks, etc.

1. Apply disposable gloves
2. Spray area with disinfectant and wipe with a dry towel and place into a plastic-lined trash can.
3. Remove gloves and place them into plastic-line trash can.
4. Wash hands with soap and running water.

Carpet and Upholstery (Large spills)

1. Put on disposable gloves and cover the soiled area with the absorbent powder.
2. Use scoops to pick up congealed material.
3. After the area is cleaned, spray lightly with disinfectant and wipe clean. Let air-dry.
4. Remove gloves and place in a plastic bag with congealed material and scoops.
5. Use towelettes to clean hands and place in a plastic bag.
6. Tie off the bag and place it in a biomedical waste bag.
7. Wash hands with soap and water.
8. Seal off the area to dry.
9. When dry, vacuum area.

Laundry

Laundry includes towels, crib sheets, cot covers, wash clothes, bibs, and other washable materials.

1. Wear disposable gloves while handling. Rinse under cold running water.
2. Place in a plastic bag that can be sealed until the laundry can be put into the washer.
3. Wipe the sink with a paper towel and place it into a plastic-lined trash can.
4. Remove gloves and place into plastic-lined trash can
5. Wash hands.
6. Wear gloves when handling laundry to place in the washer.
7. Follow manufacturer's instructions for laundry detergent.
8. Add ½ cup bleach to the wash cycle if the material is bleachable. Add ½ non-chlorine bleach (Clorox II or Borateem) if the material is not bleachable.
9. Remove gloves and place into a plastic-lined trash can.

10. Wash hands.

Potty Chairs

1. Potty chairs must be emptied after each use into a toilet, cleaned in a utility sink and disinfected after each use.
2. Gloves should be used in wiping a child. Leave gloves on until the cleaning procedure is finished.
3. Staff should sanitize potty chairs; flush toilets and diaper changing areas with household bleach solution or Phenex 256 solution.

Sleeping Equipment

1. Each item should be used by only one child.
2. The sleeping equipment should be cleaned and sanitized prior to assigning to another child.
3. Crib mattresses should be cleaned and sanitized when soiled or wet.
4. Sleeping mats should not be stored so that contact with the surface of another mat occurs.
5. Bedding should be assigned to each child and cleaned when soiled or wet.

Cleaning Schedule

1. Areas in which regular contamination may be expected will be cleaned daily as well as after each known contamination.
2. All other areas will be cleaned following each known contamination.

Broken Glassware

1. Sweep up all the broken glass with a broom and dustpan.
2. Do not pick up any broken glassware with fingers with or without gloves.
3. If contaminated, dispose of as sharps with appropriate procedure.
4. If contaminated, disinfect the dustpan and broom.

Reusable Sharps

1. Knives and other sharps will be immediately disinfected upon contamination.
2. Contaminated reusable sharps will not be stored in containers that require reaching by hand into the container.
3. Disinfecting includes washing with running water, spraying or soaking with disinfectant and air-drying.

Disposable Contaminated Sharps

1. Contaminated sharps will be discarded immediately at the site of use in containers that are closable, puncture resistant, leakproof, and labeled as to use. Secondary containers will be used if the initial container is damaged.
2. Sharps containers are placed so that they are easily accessible to the area of use.
3. Regular inspections will be scheduled to assure replacement of containers before they are over full.

Other Regulated Wastes

1. Other regulated wastes will be disposed of as described above in Disposal Procedures.

VI. Hepatitis B Vaccination; Post Exposure Reporting, Evaluation and Follow Up

A. Hepatitis B Vaccine

Hepatitis B vaccine will be made available at no cost to employees in accordance with the standard. Employees, after Bloodborne pathogens training, will be given a full description of the vaccination series and side effects. The employee will sign a consent/refusal form. Those consenting will be scheduled and given time off for the vaccination series. Records of the vaccination will be maintained. Appropriate follow up boosters will be scheduled as medically prescribed.

Employees not targeted by standard may request and receive free vaccinations when they are subject to a suspected exposure incident, provided the Communicable Disease Risk Exposure Report is completed. The full series of vaccinations will be given, regardless of the findings of the health care professional that investigates the incident.

B. Post Exposure Reporting, Evaluation and Follow Up

1. Yukon Public School employees, regardless of immunization status are required to report to their supervisors all exposures to blood.
2. The employee will take the following steps when exposed to blood:
 - a. Wash exposed body parts except eyes with soap and running water thoroughly. Flush eyes with large amounts of water if needed.
 - b. Notify the supervisor immediately of the incident. Arrangements may need to be made for emergency first aid care or for the employee to go home and change clothes if blood-soaked.
 - c. Supervisor and a witness will interview the employee concerning the incident and determine whether there is a question of an exposure incident. The witness could be a staff member who observed the incident, an assistant principal, a staff member who regularly helps administer first aid, the athletic trainer, and the school nurse.
 - d. Answers to the following questions will determine whether or not an exposure incident has occurred:
 1. Was there a needle stick, puncture, or laceration involving another person's blood?
 2. Did blood come in contact with skin containing breaks, cuts, sores, and rashes? To check, pour alcohol over the same blood covered area and observe the employee's reaction, if there is stinging, skin is not intact.
 3. Did blood make contact with eyes, nose, or mouth?
 - e. If the answer to all of the above questions is no, then we can presume no exposure incident has occurred. All three persons should sign the evaluation form. If there is not complete agreement then an exposure incident form may be filed.
 - f. If the answer to any of the above questions is yes, then we can presume an exposure incident has occurred. The supervisor needs to fill out the



evaluation form and all three persons sign it. The employee needs to fill out the exposure incident form. The supervisor will call the Human Resource Department to report the incident and begin the medical evaluation.

- g. The Human Capital Department will call the employee's doctor and approve workmen's compensation. The supervisor needs to hand carry the incident and evaluation forms to the Assistant Superintendent in charge of Human Capital.
 - h. The employee will make an appointment with their doctor and take the incident form with them. It will need to be filled out and signed by the doctor and brought back to administration.
3. The employee's medical evaluation and follow up will be confidential. The district will only be informed whether or not treatment is necessary. The results of any testing will be strictly confidential and will not be included in the report to the district.
4. A copy of the evaluation form will need to be sent to the person who did the Bloodborne pathogen training for that building. The employee will receive counseling about ways, if any, that the incident could have been prevented. It will also be discussed whether the proper personal protective equipment was accessible so that changes may be made where needed.
5. Bloodborne pathogen training proof, immunization status, exposure evaluation and incident forms will be kept in the employee's files at administration.
6. If there is a defined exposure, the licensed health care professional will immediately provide follow up activities at no cost to the employee including:
 - a. Documentation of the circumstances and routes of exposure.
 - b. Identification and documentation of the source individual.
 - c. Collection and testing of the source individual's blood with consent.
 - d. Establishment that legally required consent cannot be obtained.
 - e. Make available results of these tests to the employee.
 - f. Testing of the employee's blood per U.S. Public Health Services protocol.
 - g. With employee permission, immediately begin the Hepatitis B vaccination series and within 24 hours administer an HBIG inoculation.
 - h. Post-exposure prevention treatment and evaluation of reported illnesses.
 - i. Any other activities deemed appropriate.
 - j. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

C. Information and Training

All employees will be given complete training annually. Employees identified by the standard will be given training within ten (10) days of initial employment. Training records

will be kept for three years for employees identified by the standard. Training will include the following:

1. Bloodborne Pathogens Standard
2. Epidemiology and symptoms of Bloodborne diseases.
3. Modes of transmission of Bloodborne pathogens
4. The District's Exposure Control Plan, and where employees may obtain a copy.
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. A review of the use and limitations of methods that will prevent or reduce exposure including a) engineering controls, b) work practice controls, and c) personal protective equipment.
7. Selection and use of personal protective equipment including a) types available, b) proper use, c) location within the facility, d) removal, e) handling, f) decontamination, and g) disposal.
8. Visual warnings of biohazard within our facilities including labels, signs, and color-coded containers.
9. Information on the hepatitis B vaccine, including a) efficacy, b) safety, c) method of administration, d) benefits of vaccination, e) the District's free vaccination program.
10. Consent form for the hepatitis B vaccine.
11. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
12. The procedure to follow if an exposure incident occurs, including incident reporting.
13. Information on the post-exposure evaluation and follow up, including medical consultation that the District will provide.
14. Time to answer specific questions/concerns of the attendant.

All employees will be given training in avoiding contamination. All training is given at no cost to the employee and is conducted during working hours. Should regulations, procedures, or potential for hazard change, update training will be provided.

VII. Record Keeping

A. Medical Records

1. Records concerning Bloodborne pathogen exposure and follow up will be kept in the

personnel office in the employee's supplementary personnel folder. Records will be kept for 30 years following the end of employment in accordance with 29 CFR 1910.20.

2. Exposure records include:
 - a. Name and social security number
 - b. Copy of employee's hepatitis B vaccination status and record
 - c. Copy of the results of the follow up examination
 - d. The healthcare professional's written opinion
 - e. Copy of the information provided to the health care professional.
3. All records will be strictly confidential. Only the licensed health care professionals, the appropriate personnel staff member, and those listed in 29 CFR 1910 will have access to records.
4. No other disclosure will be made without written consent of the employee.

B. Training Records

1. Training records of employees under the plan will be maintained for at least three years.
2. Records shall include the following:
 - a. Date of training session
 - b. Contents of the session
 - c. Names and job description of persons attending
 - d. Names and qualifications of trainers.

C. Availability

Records are available to the following persons only:

- Appropriate personnel staff
- Appropriate health care professionals
- Those identified in the 29 CFR 1910.20
- The employee upon request
- Anyone with written consent from the employee

Hazardous Communication Plan

Policy Statement

Section I

- Contractors and their employees
- List of Hazardous Materials

Section II

- Responsibilities
 - Supervisors
 - Employees
 - Safety Committee

Section III

- Material Safety Data Sheets (MSDS)- Global Harmonization System

Section IV

- Information
- Training

Section V

- Labels
- Labeling

Policy Statement:

The health and safety of every employee is of great importance to Yukon Public Schools. The organization will make every reasonable effort to identify any hazardous chemical compound used in our operations and to inform all employees who may come in contact with them of the hazard and the means of protecting their health.

James C. Edwards
Chief Operations Officer
District Safety Coordinator

Section I

- All employees of Yukon Public Schools and all contractors and their employees who are working under contracts with Yukon Public Schools and are expected to be working in an area where a hazardous material is stored or used must be given instructions of the procedures used in handling the material and all aspects of proper safety while working in the area.
- List of Materials:
A list of materials used in each establishment is available upon request in the Main Office. Each Material Listing Book will have a Chemical Inventory List that includes all chemicals found in the book.

Section II- Responsibilities

- Site Administrators, Directors, Supervisors
 - To ensure that hazard communication program requirements are being met.
 - To inform responsible persons of any operation change affecting the use of hazardous materials.
 - Provide and document training of employees in all aspects of materials used, use of MSDS's (Global Harmonization System) and all other training.
 - To ensure that adequate protective equipment is available as necessary.
 - Keep up to date files on MSDS's (Global Harmonization System) and ensure proper labeling procedures are being followed.
 - Each MSDS (Global Harmonization System) has a Chemical Inventory List in place at the front of the book.
 - To be alert of all jobs in their work area that require communication hazard training and ensure that safe practices are being followed.
 - Instruct contractors and their employees on hazards.
- Employees
 - Obey all rules.
 - Report any unsafe conditions to your immediate supervisor.
 - Know the location of the MSDS's (Global Harmonization System) and first aid supplies and emergency equipment.
 - Report any container not having a required label.
 - Use the appropriate Personal Protective Equipment when the situation calls for it.
- Safety Committee
 - Maintain compliance with MSDS's (Global Harmonization System).
 - Periodically inspect departments for proper compliance with Safety and Health program.
 - Coordinate training of employees and contractors with the hazard communication program.

Section III- Material Safety Data Sheets (MSDS's) Global Harmonization System

MSDS identifies hazardous materials and outlines the chemicals hazardous characteristics. It also outlines emergency and first aid procedures in case of exposure or spills. The importance of the MSDS

cannot be stressed enough.

Once a product is classified as a hazardous chemical, then the manufacturer must prepare labels and safety data sheets to convey the hazard information to their downstream customers. Beginning in March of 2012, when OSHA updated its Hazard Communication standard to require labels that meet the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), chemical products will now have pictograms indicating the hazard of the product.

All employers with hazardous chemicals in their workplaces must have labels and safety data sheets available, and employees must be trained on how to recognize the hazards and how to handle the chemicals appropriately.

In Plant Operations Will Follow This Guidance:

- Shipping and receiving will ensure that all hazardous incoming material has up to date information (MSDS or GHS).
- If an up to date MSDS (GHS) is not present then the manufacturer must be contacted immediately so that the updated MSDS (GHS) can be obtained.
- Material must be stored with identifying labels affixed.
- A copy of the updated MSDS (GHS) shall be given to the appropriate supervisor for filing and employee training.
- A copy of the updated MSDS (GHS) shall be placed in the department in which the material is used to provide easy access by the employees.
- A copy of each MSDS (GHS) shall be kept in the management section for reference.

Section IV- Information and Training

- Information- In order to have a successful program it is necessary that all employees receive the proper information regarding the following:
 - The requirement of training on the hazard communication program.
 - Hazardous chemicals in their work area.
 - Location and availability of this written hazard communication on the employee intranet or in written form.
 - Location of all MSDS (GHS) in the area the employees are working.
 - Knowledge of the list of hazardous materials.
- Training- It is necessary that all employees receive annual training in the following areas:
 - Hazard Communication Plan
 - How to use the MSDS's (GHS) sheets
 - Physical and health hazards according to the MSDS's (GHS)
 - How to detect the presence of a hazardous chemical (visual appearance, odor, etc.)
 - Types of protection that can be used when handling hazardous materials
 - Precautions to use for safely handling hazardous materials.
 - First aid for each chemical.
 - Symptoms of overexposure to hazardous materials.
 - Protective equipment to be used in handling hazardous materials.
 - How to store chemicals properly

- How to report damaged or leaking containers
- Emergency procedures
- Hazardous or non-routine tasks such as cleaning tanks

Section V- Labels and Labeling

In order to ensure proper safety, it is important that all containers containing hazardous materials will be properly labeled.

The procedures listed below are important to the proper storage of chemicals.

HMIS (Hazardous Materials Identification System) will be used to identify all containers containing hazardous chemicals.

- The manufacturer's label will remain on the container in which it was shipped.

All containers must be labeled and have:

- Existing labels on incoming containers shall remain and not be removed, destroyed or defaced.
- Name and address of the chemical manufacturer must appear on the container. This does not apply to portable containers intended for immediate use.
- Portable containers are not subject to labels if the contents are consumed that shift and used by the employee transferring the chemical.

Yukon Public Schools

Respiratory Protection Plan

Policy Statement

All employees exposed to air contaminants shall be provided with personal respirators, which shall comply with appropriate OSHA standards for the substances to which the employee is exposed. The supervisor will be responsible for ensuring the availability of respiratory equipment and for the enforcement of company policy in regards to the use and maintenance of respirators in the facility

Standards supplied-air impair respirators:

A supplied-air respirator is furnished for use in accordance with 29CFR1910.94 when one or more of the following conditions exist:

- When working inside of blast cleaning rooms, or
- When using, silica sand in manual blasting operations where the nozzle and blast are not physically separated from the operator in an exhaust ventilated enclosure, or
- Where concentrations of toxic dust dispersed by the abrasive blasting may exceed the limits set in 29CFR1910.1000 and the nozzle and blast are not physically separated from the operator in an exhaust-ventilated enclosure.

Identification and Usage Areas:

Respirator cartridges, filters, covers, and rings are color coded for ready identification. It is essential the correct respirator is worn in required areas and it's the responsibility of the Supervisor to ensure employees wear the correct respirator for the contaminants to which employees are being composed.

Inspection:

Supervisor shall inspect respirators in their respective area at the beginning of each shift for appropriate assemblies, fit, cleanliness and defects. In addition, an unscheduled examination of respiratory equipment shall be conducted at least once a week for storage areas, condition and effectiveness. The results of the weekly inspection shall be recorded with any actions taken and this record shall be retained for one year.

The supervisor shall conduct an unscheduled examination of at least twenty-five percent of respirators at least once a month and a record of inspection shall be retained for one year.

Training:

All new employees shall be thoroughly oriented to the use and care of respirators on the first day of their employment. Thereafter, review of respiratory care and use shall be conducted for all employees not less than once each quarter at regularly scheduled safety meetings. Documents demonstrating proper training has taken place will remain on file for five years.

Training shall include but is not restricted to:

- An explanation of the need for respirators
- A review of the company respirator program including:
 - Specific respirators and respirator assemblies for each usage area
 - Care and maintenance of respirators

- Proper use of respiratory equipment and selection
- Each wearer shall receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it and how to determine if it fits properly.
- Each wearer shall be provided an opportunity to handle the respirator, have it fitted properly, test its facepiece-to face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere.
- Each employee must be capable of passing a simple test demonstrating proficiency in these areas at all times.

Care and Maintenance:

All respirators shall be individually assigned. It shall be the responsibility of each employee to care for his/her own respirator. The procedures listed shall be followed for minimal care.

- Cartridges should be replaced according to the time schedule for the job. When Due schedule is provided, cartridges are to be replaced at the first trace of contaminant odor passing through the respirator, but at least once a week.
- Filters should be replaced as soon as breathing becomes difficult.
- Respirators shall be cleaned at the end of each shift during which they were used in the following manner:
 - Disassemble respirator, removing cartridge, filter, and headbands.
 - Cleanse and sanitize masks and parts by immersing in solution and swab or sponge until clean.
 - Rinse in freshwater.
 - Immerse in mild disinfectant and air dry.
- Removal of accumulations of paint or other difficult to remove foreign matter from respirator:
 - Disassemble respirator as above.
 - Immerse face piece and pans into any commercial alkaline detergent stripping agent, using manufacturers instructions on dilutions.
 - Soak until accumulated film lifts, then brush or swab until clean.
 - Rinse in fresh warm water.
 - Immerse in a routine cleaning solution to remove all traces of stripping agent.
 - Rinse in fresh warm water and air dry.
- Respirators shall be stored in a clean, dry and sanitary location when not in use.
- Respirators in need of repair shall be turned into the Supervisor and replaced when they become worn or damaged beyond acceptable repair.
- All employees using respirators shall be made fully aware of and shall observe the following precautions in respirator use:
 - Respirators do not supply oxygen
 - Use respirators in adequately ventilated areas containing sufficient oxygen to support life

- Do not use respirators where concentrations of contaminants are immediately dangerous to life. If an employee suspects contaminants have reached unsafe levels, leave the area immediately, and inform the Supervisor.
- Leave area immediately if:
 - Breathing becomes difficult
 - Dizziness or other distress occurs.
 - Contaminants can be tasted or smelled through the respirator.
- Use respirators strictly in accordance with inspections, labels, and limitations pertaining to appropriate respirators in use.
- An employee should never alter or modify this device, nor shall he/she attempt to repair the device unless he/she is specifically trained to do so.
- Respirators (negative pressure) shall not be worn when conditions such as skull caps/beards prevent a face-to-facepiece seal.

The employer is not limited to compliance methods suggested by OSHA. Methods explained are general and may not be effective in all cases. Other methods of compliance may be equally or more appropriate. Ultimate responsibility for determining the most appropriate compliance methods rests with the employer, giving the employers superior knowledge of the specific conditions at its worksite.

Chemical Inventory List

This list should be placed at the front of the MSDS Book. All chemicals are recorded in the Chemical Inventory List as they are introduced into the building. Update this list as needed when new chemicals are brought into the building.

Employee Accident/Injury Form



SUPERVISOR'S INVESTIGATION OF EMPLOYEE ACCIDENT/INJURY

This report will be provided to the Workers' Compensation Representative/HR within 24 hours of notification of the accident/injury

Employee: _____		Date of Injury: _____	Time of Injury: _____	(Circle) AM PM
Dept/Div: _____		Supervisor: _____	Phone No: _____	
Job Title: _____		Date Notified of Accident: _____	Date of Investigation: _____	
Shift: A ☐ B ☐ C ☐	Start Time of Work Day: _____	(Circle) AM PM	Medical Treatment Provided	(Circle) Y N
Witnesses (attach statement for each)				
Name: _____		Title: _____	Phone Number: _____	
Name: _____		Title: _____	Phone Number: _____	
Name: _____		Title: _____	Phone Number: _____	
Describe the events immediately prior to the injury and the circumstances causing the employees' injury:				

Personal Protection Required (PPE): ☐ Foot Prot. ☐ Face/Eye Prot. ☐ Fall Prot. ☐ Respiratory Prot. ☐ Hand Prot.				
☐ Head Prot. ☐ Lifting Assistance Device ☐ Apron/Chaps ☐ Back Belt ☐ Other: _____				
☐ None Was PPE being used? ☐ Yes ☐ No Was injury caused by failure of the device(s) Yes ☐ No ☐				
Object, equipment, or substance, which caused injury: _____				
Choose factor (s), which directly or indirectly caused the accident to occur:				
☐ Lack of Skill/Abilities	☐ Physical Weakness/Disability	☐ Carelessness	☐ Unsafe Act	
☐ Failure to Use PPE	☐ Failure to Follow Procedures	☐ Unsafe Condition	☐ Undetermined	
☐ Sudden Distraction	☐ Fatigue	☐ Client Assault	☐ Client Caused	
Other-Describe: _____				
Other Factors:		☐ Poor Workplace Design	☐ Broken/Damaged Equipment/Object	
☐ Inadequate Procedures		☐ Inadequate Resources	☐ Actions by Another Person/Employee	
☐ Other-Describe: _____				
Are your findings consistent with employee's description? Yes ☐ No ☐				
Describe accident if different from employee's description: _____				
Describe actions taken to prevent reoccurrence: _____				

Make recommendations to the Safety and Health Director/Committee. Provide additional attachments as required.				
Supervisor's Signature: _____		Title: _____	Date: _____	
Dept. Head/Area Administrator Initials: _____		Date: _____		

Distribution: White: Copy to Administration - Dr. McAdoo

Yellow: Copy to Supervisor

07/2015

OSHA Hazard Communications

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** Z
- **Subpart Title:** Toxic and Hazardous Substances
- **Standard Number:** [1910.1200](#)
- **Title:** Hazard Communication.
- **Appendix:** [A](#) , [B](#) , [C](#) , [D](#) , [E](#) , [F](#)
- **GPO Source:** [e-CFR](#)

Note: The following text for 1910.1200 has been updated to align with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 3, issued in the [Federal Register, March 26, 2012](#). This rule became effective May 25, 2012.

Also, the [Hazard Communication page](#), on OSHA.gov, includes downloadable versions of the revised 1910.1200 Final Rule and appendices, updated to align with the GHS; a comparison of the Hazard Communication Standard, issued in 1994 (HazCom 1994), with the revised Hazard Communication Final Rule issued in 2012 (HazCom 2012); frequently asked questions on the revisions; and new guidance materials on the revisions. The page also contains the full regulatory text and appendices of [HazCom 1994](#).

1910.1200(a)

Purpose.

1910.1200(a)(1)

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training.

1910.1200(a)(2)

This occupational safety and health standard is intended to comprehensively address the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. Under section 18 of the Act, no state or political subdivision of a state may adopt or enforce any requirement relating to the issue addressed by this Federal standard, except pursuant to a Federally-approved state plan.

1910.1200(b)

Scope and application.

1910.1200(b)(1)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires

distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

1910.1200(b)(2)

This section applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

1910.1200(b)(3)

This section applies to laboratories only as follows:

1910.1200(b)(3)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(3)(ii)

Employers shall maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each work shift to laboratory employees when they are in their work areas;

1910.1200(b)(3)(iii)

Employers shall ensure that laboratory employees are provided information and training in accordance with paragraph (h) of this section, except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section; and,

1910.1200(b)(3)(iv)

Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with paragraph (f) of this section, and that a safety data sheet is provided to distributors and other employers in accordance with paragraphs (g)(6) and (g)(7) of this section.

1910.1200(b)(4)

In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

1910.1200(b)(4)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(4)(ii)

Employers shall maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a safety data sheet if an employee requests the safety data sheet, and shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,

1910.1200(b)(4)(iii)

Employers shall ensure that employees are provided with information and training in accordance with paragraph (h) of this section (except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

1910.1200(b)(5)

This section does not require labeling of the following chemicals:

1910.1200(b)(5)(i)

Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(ii)

Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(iii)

Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (*e.g.* flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 *et seq.*), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

1910.1200(b)(5)(iv)

Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such

terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 *et seq.*) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms and Explosives;

1910.1200(b)(5)(v)

Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,

1910.1200(b)(5)(vi)

Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 *et seq.*) and the labeling regulations issued under that Act by the Department of Agriculture.

1910.1200(b)(6)

This section does not apply to:

1910.1200(b)(6)(i)

Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(6)(ii)

Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 *et seq.*) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations.

1910.1200(b)(6)(iii)

Tobacco or tobacco products;

1910.1200(b)(6)(iv)

Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);

1910.1200(b)(6)(v)

Articles (as that term is defined in paragraph (c) of this section);

1910.1200(b)(6)(vi)

Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(vii)

Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*), when it is in solid, final form for direct administration to the patient (*e.g.*, tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (*e.g.*, over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (*e.g.*, first aid supplies);

1910.1200(b)(6)(viii)

Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(ix)

Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

1910.1200(b)(6)(x)

Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;

1910.1200(b)(6)(xi)

Ionizing and nonionizing radiation; and,

1910.1200(b)(6)(xii)

Biological hazards.

1910.1200(c)

Definitions. Article means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in

part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

Assistant Secretary means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical means any substance, or mixture of substances.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Commercial account means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated representative means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

Mixture means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

Pictogram means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a

chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Produce means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Product identifier means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Pyrophoric gas means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety data sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Signal word means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple asphyxiant means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Specific chemical identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Trade secret means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200—Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Work area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.

[1910.1200\(d\)](#)

Hazard classification.

[1910.1200\(d\)\(1\)](#)

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of

each class that apply to the chemical being classified. Employers are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer for the chemical to satisfy this requirement.

[1910.1200\(d\)\(2\)](#)

Chemical manufacturers, importers or employers classifying chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to § 1910.1200 shall be consulted for classification of health hazards, and Appendix B to § 1910.1200 shall be consulted for the classification of physical hazards.

[1910.1200\(d\)\(3\)](#)

Mixtures.

[1910.1200\(d\)\(3\)\(i\)](#)

Chemical manufacturers, importers, or employers evaluating chemicals shall follow the procedures described in Appendices A and B to Sec. 1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

[1910.1200\(d\)\(3\)\(ii\)](#)

When classifying mixtures they produce or import, chemical manufacturers and importers of mixtures may rely on the information provided on the current safety data sheets of the individual ingredients, except where the chemical manufacturer or importer knows, or in the exercise of reasonable diligence should know, that the safety data sheet misstates or omits information required by this section.

[1910.1200\(e\)](#)

Written hazard communication program.

[1910.1200. \(e\)\(1\)](#)

Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

[1910.1200 \(e\)\(1\)\(i\)](#)

A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,

[1910.1200 \(e\)\(1\)\(ii\)](#)

The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

[1910.1200\(e\)\(2\)](#)

Multi-employer workplaces. Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

[1910.1200\(e\)\(2\)\(i\)](#)

The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;

[1910.1200\(e\)\(2\)\(ii\)](#)

The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

[1910.1200\(e\)\(2\)\(iii\)](#)

The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

[1910.1200\(e\)\(3\)](#)

The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).

[1910.1200\(e\)\(4\)](#)

The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e).

[1910.1200\(e\)\(5\)](#)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.

[1910.1200\(f\)](#)

Labels and other forms of warning—

1910.1200(f)(1)

Labels on shipped containers. The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

1910.1200(f)(1)(i)

Product identifier;

1910.1200(f)(1)(ii)

Signal word;

1910.1200(f)(1)(iii)

Hazard statement(s);

1910.1200(f)(1)(iv)

Pictogram(s);

1910.1200(f)(1)(v)

Precautionary statement(s); and,

1910.1200(f)(1)(vi)

Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

1910.1200(f)(2)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(i) through (v) of this section is in accordance with Appendix C to § 1910.1200, for each hazard class and associated hazard category for the hazardous chemical, prominently displayed, and in English (other languages may also be included if appropriate).

1910.1200(f)(3)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(ii) through (iv) of this section is located together on the label, tag, or mark.

1910.1200(f)(4)

Solid materials.

1910.1200(f)(4)(i)

For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes;

1910.1200(f)(4)(ii)

The label may be transmitted with the initial shipment itself, or with the safety data sheet that is to be provided prior to or at the time of the first shipment; and,

1910.1200(f)(4)(iii)

This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

1910.1200(f)(5)

Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation.

1910.1200(f)(6)

Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

1910.1200(f)(6)(i)

The information specified under paragraphs (f)(1)(i) through (v) of this section for labels on shipped containers; or,

1910.1200(f)(6)(ii)

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

1910.1200(f)(7)

The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by paragraph (f)(6) of this section to be on a label. The employer shall ensure the written materials are

readily accessible to the employees in their work area throughout each work shift.

[1910.1200\(f\)\(8\)](#)

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.

[1910.1200\(f\)\(9\)](#)

The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

[1910.1200\(f\)\(10\)](#)

The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

[1910.1200\(f\)\(11\)](#)

Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

[1910.1200\(g\)](#)

Safety data sheets.

[1910.1200\(g\)\(1\)](#)

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

[1910.1200\(g\)\(2\)](#)

The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to § 1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

[1910.1200\(g\)\(2\)\(i\)](#)

Section 1, Identification;

[1910.1200\(g\)\(2\)\(ii\)](#)

Section 2, Hazard(s) identification;

[1910.1200\(g\)\(2\)\(iii\)](#)

Section 3, Composition/information on ingredients;

[1910.1200\(g\)\(2\)\(iv\)](#)

Section 4, First-aid measures;

[1910.1200\(g\)\(2\)\(v\)](#)

Section 5, Fire-fighting measures;

[1910.1200\(g\)\(2\)\(vi\)](#)

Section 6, Accidental release measures;

[1910.1200\(g\)\(2\)\(vii\)](#)

Section 7, Handling and storage;

[1910.1200\(g\)\(2\)\(viii\)](#)

Section 8, Exposure controls/personal protection;

[1910.1200\(g\)\(2\)\(ix\)](#)

Section 9, Physical and chemical properties;

[1910.1200\(g\)\(2\)\(x\)](#)

Section 10, Stability and reactivity;

[1910.1200\(g\)\(2\)\(xi\)](#)

Section 11, Toxicological information;

[1910.1200\(g\)\(2\)\(xii\)](#)

Section 12, Ecological information;

[1910.1200\(g\)\(2\)\(xiii\)](#)

Section 13, Disposal considerations;

[1910.1200\(g\)\(2\)\(xiv\)](#)

Section 14, Transport information;

[1910.1200\(g\)\(2\)\(xv\)](#)

Section 15, Regulatory information; and

[1910.1200\(g\)\(2\)\(xvi\)](#)

Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

[1910.1200\(g\)\(3\)](#)

If no relevant information is found for any subheading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

[1910.1200\(g\)\(4\)](#)

Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

[1910.1200\(g\)\(5\)](#)

The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

[1910.1200\(g\)\(6\)\(i\)](#)

Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

[1910.1200\(g\)\(6\)\(ii\)](#)

The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

[1910.1200\(g\)\(6\)\(iii\)](#)

If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

[1910.1200\(g\)\(6\)\(iv\)](#)

The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

[1910.1200\(g\)\(7\)\(i\)](#)

Distributors shall ensure that safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

[1910.1200\(g\)\(7\)\(ii\)](#)

The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

[1910.1200\(g\)\(7\)\(iii\)](#)

Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a safety data sheet is available;

[1910.1200\(g\)\(7\)\(iv\)](#)

Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a safety data sheet is available;

[1910.1200\(g\)\(7\)\(v\)](#)

If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

[1910.1200\(g\)\(7\)\(vi\)](#)

Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

[1910.1200\(g\)\(7\)\(vii\)](#)

Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial

accounts or open the sealed container to use it in their own workplaces.

[1910.1200\(g\)\(8\)](#)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

[1910.1200\(g\)\(9\)](#)

Where employees must travel between workplaces during a workshift, *i.e.*, their work is carried out at more than one geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

[1910.1200\(g\)\(10\)](#)

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

[1910.1200\(g\)\(11\)](#)

Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of § 1910.1020(e).

[1910.1200\(h\)](#)

Employee information and training.

[1910.1200\(h\)\(1\)](#)

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

[1910.1200\(h\)\(2\)](#)

Information. Employees shall be informed of:

[1910.1200\(h\)\(2\)\(i\)](#)

The requirements of this section;

[1910.1200\(h\)\(2\)\(ii\)](#)

Any operations in their work area where hazardous chemicals are present; and,

[1910.1200\(h\)\(2\)\(iii\)](#)

The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

[1910.1200\(h\)\(3\)](#)

Training. Employee training shall include at least:

[1910.1200\(h\)\(3\)\(i\)](#)

Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

[1910.1200\(h\)\(3\)\(ii\)](#)

The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;

[1910.1200\(h\)\(3\)\(iii\)](#)

The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

[1910.1200\(h\)\(3\)\(iv\)](#)

The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

[1910.1200\(i\)](#)

Trade secrets.

[1910.1200\(i\)\(1\)](#)

The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, other specific identification of a hazardous chemical, or the exact percentage (concentration) of the substance in a mixture, from the safety data sheet, provided that:

[1910.1200\(i\)\(1\)\(i\)](#)

The claim that the information withheld is a trade secret can be supported;

[1910.1200\(i\)\(1\)\(ii\)](#)

Information contained in the safety data sheet concerning the properties and effects of the hazardous chemical is disclosed;

[1910.1200\(i\)\(1\)\(iii\)](#)

The safety data sheet indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret; and,

[1910.1200\(i\)\(1\)\(iv\)](#)

The specific chemical identity and percentage is made available to health professionals, employees, and designated representatives in accordance with the applicable provisions of this paragraph (i).

[1910.1200\(i\)\(2\)](#)

Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity and/or specific percentage of composition of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity or percentage composition of a trade secret chemical to that treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (i)(3) and (4) of this section, as soon as circumstances permit.

[1910.1200\(i\)\(3\)](#)

In non-emergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity or percentage composition, otherwise permitted to be withheld under paragraph (i)(1) of this section, to a health professional (i.e. physician, industrial hygienist, toxicologist, epidemiologist, or occupational health nurse) providing medical or other occupational health services to exposed employee(s), and to employees or designated representatives, if:

[1910.1200\(i\)\(3\)\(i\)](#)

The request is in writing;

[1910.1200\(i\)\(3\)\(ii\)](#)

The request describes with reasonable detail one or more of the following occupational health needs for the information:

[1910.1200\(i\)\(3\)\(ii\)\(A\)](#)

To assess the hazards of the chemicals to which employees will be exposed;

[1910.1200\(i\)\(3\)\(ii\)\(B\)](#)

To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

[1910.1200\(i\)\(3\)\(ii\)\(C\)](#)

To conduct pre-assignment or periodic medical surveillance of exposed employees;

[1910.1200\(i\)\(3\)\(ii\)\(D\)](#)

To provide medical treatment to exposed employees;

[1910.1200\(i\)\(3\)\(ii\)\(E\)](#)

To select or assess appropriate personal protective equipment for exposed employees;

[1910.1200\(i\)\(3\)\(ii\)\(F\)](#)

To design or assess engineering controls or other protective measures for exposed employees; and,

[1910.1200\(i\)\(3\)\(ii\)\(G\)](#)

To conduct studies to determine the health effects of exposure.

[1910.1200\(i\)\(3\)\(iii\)](#)

The request explains in detail why the disclosure of the specific chemical identity or percentage composition is essential and that, in lieu thereof, the disclosure of the following information to the health professional, employee, or designated representative, would not satisfy the purposes described in paragraph (i)(3)(ii) of this section:

[1910.1200\(i\)\(3\)\(iii\)\(A\)](#)

The properties and effects of the chemical;

[1910.1200\(i\)\(3\)\(iii\)\(B\)](#)

Measures for controlling workers' exposure to the chemical;

[1910.1200\(i\)\(3\)\(iii\)\(C\)](#)

Methods of monitoring and analyzing worker exposure to the chemical; and,

[1910.1200\(i\)\(3\)\(iii\)\(D\)](#)

Methods of diagnosing and treating harmful exposures to the chemical;

[1910.1200\(i\)\(3\)\(iv\)](#)

The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and,

[1910.1200\(i\)\(3\)\(v\)](#)

The health professional, and the employer or contractor of the services of the health professional (i.e. downstream employer, labor organization, or individual employee), employee, or designated

representative, agree in a written confidentiality agreement that the health professional, employee, or designated representative, will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (i)(6) of this section, except as authorized by the terms of the agreement or by the chemical manufacturer, importer, or employer.

[1910.1200\(i\)\(4\)](#)

The confidentiality agreement authorized by paragraph (i)(3)(iv) of this section:

[1910.1200\(i\)\(4\)\(i\)](#)

May restrict the use of the information to the health purposes indicated in the written statement of need;

[1910.1200\(i\)\(4\)\(ii\)](#)

May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

[1910.1200\(i\)\(4\)\(iii\)](#)

May not include requirements for the posting of a penalty bond.

[1910.1200\(i\)\(5\)](#)

Nothing in this standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

[1910.1200\(i\)\(6\)](#)

If the health professional, employee, or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the chemical manufacturer, importer, or employer who provided the information shall be informed by the health professional, employee, or designated representative prior to, or at the same time as, such disclosure.

[1910.1200\(i\)\(7\)](#)

If the chemical manufacturer, importer, or employer denies a written request for disclosure of a specific chemical identity or percentage composition, the denial must:

[1910.1200\(i\)\(7\)\(i\)](#)

Be provided to the health professional, employee, or designated representative, within thirty days of the request;

[1910.1200\(i\)\(7\)\(ii\)](#)

Be in writing;

[1910.1200\(i\)\(7\)\(iii\)](#)

Include evidence to support the claim that the specific chemical identity or percent of composition is a trade secret;

[1910.1200\(i\)\(7\)\(iv\)](#)

State the specific reasons why the request is being denied; and,

[1910.1200\(i\)\(7\)\(v\)](#)

Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the trade secret.

[1910.1200\(i\)\(8\)](#)

The health professional, employee, or designated representative whose request for information is denied under paragraph (i)(3) of this section may refer the request and the written denial of the request to OSHA for consideration.

[1910.1200\(i\)\(9\)](#)

When a health professional, employee, or designated representative refers the denial to OSHA under paragraph (i)(8) of this section, OSHA shall consider the evidence to determine if:

[1910.1200\(i\)\(9\)\(i\)](#)

The chemical manufacturer, importer, or employer has supported the claim that the specific chemical identity or percentage composition is a trade secret;

[1910.1200\(i\)\(9\)\(ii\)](#)

The health professional, employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and,

[1910.1200\(i\)\(9\)\(iii\)](#)

The health professional, employee or designated representative has demonstrated adequate means to protect confidentiality.

[1910.1200\(i\)\(10\)\(i\)](#)

If OSHA determines that the specific chemical identity or percentage composition requested under paragraph (i)(3) of this section is not a "bona fide" trade secret, or that it is a trade secret, but the requesting health professional, employee, or designated representative has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means to protect the confidentiality of the information, the chemical manufacturer, importer, or employer will be subject to citation by OSHA.

[1910.1200\(i\)\(10\)\(ii\)](#)

If a chemical manufacturer, importer, or employer demonstrates to OSHA that the execution of a

confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health services are provided without an undue risk of harm to the chemical manufacturer, importer, or employer.

[1910.1200\(i\)\(11\)](#)

If a citation for a failure to release trade secret information is contested by the chemical manufacturer, importer, or employer, the matter will be adjudicated before the Occupational Safety and Health Review Commission in accordance with the Act's enforcement scheme and the applicable Commission rules of procedure. In accordance with the Commission rules, when a chemical manufacturer, importer, or employer continues to withhold the information during the contest, the Administrative Law Judge may review the citation and supporting documentation "in camera" or issue appropriate orders to protect the confidentiality of such matters.

[1910.1200\(i\)\(12\)](#)

Notwithstanding the existence of a trade secret claim, a chemical manufacturer, importer, or employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the chemical manufacturer, importer, or employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

[1910.1200\(i\)\(13\)](#)

Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process information which is a trade secret.

[1910.1200\(j\)](#)

Effective dates.

[1910.1200\(j\)\(1\)](#)

Employers shall train employees regarding the new label elements and safety data sheets format by December 1, 2013.

[1910.1200\(j\)\(2\)](#)

Chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions of this section no later than June 1, 2015, except:

[1910.1200\(j\)\(2\)\(i\)](#)

After December 1, 2015, the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply with paragraph (f)(1) of this section.

[1910.1200\(j\)\(2\)\(ii\)](#)

All employers shall, as necessary, update any alternative workplace labeling used under paragraph (f)(6) of this section, update the hazard communication program required by paragraph (h)(1), and provide any additional employee training in accordance with paragraph (h)(3) for newly identified physical or health hazards no later than June 1, 2016.

[1910.1200\(j\)\(3\)](#)

Chemical manufacturers, importers, distributors, and employers may comply with either § 1910.1200 revised as of October 1, 2011, or the current version of this standard, or both during the transition period. [59 FR 17479, April 13, 1994; 59 FR 65947, Dec. 22, 1994; 61 FR 5507, Feb. 13, 1996; 77 FR 17785, March 26, 2012]

* **Accessibility Assistance:** Contact the OSHA Directorate of Standards and Guidance at 202-693-1950 for assistance accessing PDF materials.

[78 FR 9313, Feb. 8, 2013]

Yukon Public Schools

Automated External Defibrillator Locations

SITE	LOCATION OF AEDs
CENTRAL ELEMENTARY	1. Workroom; south of the office in the main hallway.
MYERS ELEMENTARY	1. Helping Hands workroom; West wall
PARKLAND ELEMENTARY	1. East wall in main main hall across from girls' restroom
RANCHWOOD ELEMENTARY	1. Cafeteria; South wall
SHEDECK ELEMENTARY	1. Entryway; South wall across from office door
SKYVIEW ELEMENTARY	1. North hallway; West wall beside the lost and found box
SURREY HILLS ELEMENTARY	1. New gymnasium; East of PE Teacher Office
Y.A.L.E (Alternative School)	1. West wall inside Building #1- Main Entrance
INDEPENDENCE INTERMEDIATE	1. Counselor's Hall; main NE Entrance 2. Main hallway between 2 gyms on West end
LAKEVIEW INTERMEDIATE	1. Concession Hall; SE corner of building (behind gym bleachers 2. Main Hall Entrance; across from the office
REDSTONE INTERMEDIATE	1. Main Hall, outside office on South wall 2. Gymnasium (Main Entrance)
Enrollment Center	1. Main N/S Hallway
7th/8th BUILDING - YMS	1. Main Office/ Nurse's office- north wall 2. Gym lobby- North end on East wall 3. Fieldhouse (By Front Door)
YUKON HIGH SCHOOL	1. Main Entry Hall by Main Office 2. Outside gym/North entrance/ main corridor 3. Performing Arts Center
ATHLETIC AREAS	1. Athletic Areas: 1 in baseball ticket booth 2. Carried to games by Sport Medicine Specialist 3. 1 in Wellness Center, 2nd floor training room 4. Indoor Athletic Center
FINE ARTS AUDITORIUM	1. East end of hall
ADMINISTRATION BUILDING	1. Main Hallway near Business office

