

Safety and Risk Management

CoSer 605 Services Guide



This service assists participating districts in interpreting and complying with federal and state regulations that are applicable to public schools in all areas of life, health and safety.



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Table of Contents

Program Summary - 605.....	4
Format of this Service Guide.....	4
Program Staff.....	6
PublicSchoolWORKS.....	7
Navigate360.....	7
Thermal Imaging Analysis.....	9
Drone Services.....	10
NY State Education Department Project SAVE.....	12
New York State Safe Schools Against Violence in Education (SAVE).....	12
Emergency Planning and Response.....	13
NY State Education Department RESCUE.....	14
RESCUE: Rebuilding Schools to Uphold Education.....	14
District-Wide Health and Safety Committees.....	15
Five Year Building Condition Surveys.....	16
Five Year Facilities Plan.....	17
NY State Education Department - Other Topics.....	18
Americans with Disabilities Act.....	19
Automated External Defibrillators.....	20
First Aid/CPR Training.....	21
Electrically Operated Partition Safety.....	22
Playground Safety and Inspection.....	23
SED Fire/Code Inspections.....	24
OSHA & NYS Department Of Labor.....	26
Asbestos.....	27
Confined Space and Permit Required Confined Space.....	28
Lockout-Tagout.....	29
Ergonomics and Back Safety.....	30
Hazard Communication and Right-to-Know.....	31
Hazardous Materials Handling and Waste Disposal.....	32
Lead During Construction.....	33
Mold Inspection, Assessment and Remediation.....	34
Occupational Exposure to Bloodborne Pathogens.....	35
OSHA Record Keeping and Injury/Illness Logs.....	36
Personal Protective Equipment.....	37
Respiratory Protection Program.....	38
Science Laboratory Safety.....	39
Other Relevant OSHA General and Construction Industry Standards.....	40
Department of Environmental Conservation and Environmental Protection Agency.....	42

Asbestos Hazards Emergency Response Act.....	43
Hazardous Materials, Computer & E-Waste and Disposal.....	44
Indoor Air Quality.....	45
Integrated Pest Management/Pesticide Use, Notification and Reporting.....	46
Petroleum & Chemical Bulk Storage.....	47
State Pollutant Discharge Elimination System (SPDES).....	48
Water Supply Operator.....	49
Department Of Health.....	50
Asbestos Certification.....	51
Emergency Medical Services.....	52
Methicillin-Resistant Staphylococcus Aureus—(MRSA).....	53
Pandemic Flu.....	54
Water Quality and Testing.....	55
INDEX.....	56

About the Safety and Risk Management Services

Program Summary - 605

The Safety and Risk Management Service (SRM) has been serving ONC BOCES districts since 1990. The program began with the New York State Right-to-Know Law and has grown to cover a wide variety of issues dealing with health, safety, environmental and emergency planning issues. All participating districts receive services as outlined in this guide, including research and program development, SRM Office functions, as well as assistance and training from SRM staff on an as-needed basis. Districts receive compliance assistance, management support, training and information, and staff are available to act as advisors and/or liaisons in crisis situations. A comprehensive resource library and information database is maintained by the program to benefit subscribing districts.

Format of this Service Guide

Safety and Risk Management subject areas are divided by regulatory agencies, with mandates listed as appropriate. While many areas overlap with more than one regulatory agency enforcing regulations, a subject is listed under its primary regulatory area.

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About the Safety and Risk Management Services

Program Staff

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Josh is the Safety and Risk Management Program Coordinator. He joined the ONC BOCES in May 2014. Josh currently holds many certifications including New York State Code Enforcement Official, Asbestos Inspector and Management Planner, Certified Playground Safety Inspector, and American Red Cross Instructor.

Josh is available to assist with your needs in many aspects of life, health and safety.

Carrie Gullestad - Assistant Risk and Safety Officer

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Carrie is an Assistant Risk and Safety Officer. She joined ONC BOCES in July 2018 but is not new to Safety Risk Management. Carrie has worked at SUNY Cobleskill in Inventory, where she shared her job title with the Safety Department working directly with the Safety Risk Coordinator. She later became the Accounts Payable Administrator and Safety Manager at RJ Millworkers, Inc. There she worked with OSHA and Insurance agencies to maintain a safe and compliant work environment.

Carrie holds many certifications as well, including New York State Code Enforcement Official, Asbestos Inspector and Management Planner, Certified Playground Safety Inspector, and American Red Cross Instructor.

Richard Shaw - Assistant Risk and Safety Officer

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Richard is Assistant Risk and Safety Officer. He joined ONC BOCES in July 2021 and is with us two days a week. He was previously the DCMO BOCES Health and Safety Coordinator and comes to us as an OSHA Authorized Trainer in both the Construction Standard and General Industry, Certified Code Enforcement Officer, Approved asbestos trainer through the Department of Health and has over 25 years of Health and Safety experience.



PublicSchoolWORKS

While most companies only sell software, PublicSchoolWORKS delivers
"peace of mind!"

Comprehensive. Compliant. Cost-efficient.

"That's the PublicSchoolWORKS Way!"

Keeping up with the new and ever changing regulatory compliance requirements with limited time and resources can be daunting for any district, much less reducing risk to improve school safety and maintain lower insurance costs.

The Safety and Risk Management CoSer is happy to offer [PublicSchoolWORKS](#) to help our districts ensure compliance and safety needs are being met.

[The award-winning EmployeeSafe Suite](#) includes a comprehensive package of resources and customizable tools to implement, manage, and sustain a comprehensive staff safety and regulatory compliance program.

Designed by veteran school administrators, our complete set-it-and-forget-it programs are designed to be hands-off, eliminating the "knot in the stomach" concerns administrators often feel about whether safety compliance requirements are being met.

Our web-based administrative software tools enable you to take safety to a new level. Fully automated, managed, and mobile, EmployeeSafe ensures that your safety program is on task, whether you're in your office or away.

What the SRM Service can do to help:

Services: 605.030

We can provide a presentation to familiarize your district with PublicSchoolWORKS and then act as a liaison between the district and PublicSchoolWORKS to help setup and operate this BOCES aid-able service. The EmployeeSafe Suite includes:

- Compliance Task Manager
- Accident Management
- Staff Training
- Online SDS and Chemical Safety Hotline
- Staff Conduct Reporting
- Maintenance Task Management
- IT Task Management
- Daily Health Reporting



Navigate360

Building safer tomorrows.™

Navigate360

What the SRM Service can do to help:

Services: 605.040

This BOCES aid-able service has many modules to assist the needs of districts. SRM can provide a presentation to familiarize your district with Navigate360 and then act as a liaison between the district and Navigate360 to help setup and operate any of these modules.

Only one company offers proven technology, education and professional services delivering the latest in preventing, preparing for, responding to and recovering from threats, emergencies and other dangerous situations.



Thermal Imaging Analysis



Using a handheld or drone mounted thermal imager, our certified Level I Thermographer will be able to:

- Inspect your building envelope for HVAC losses
- Troubleshoot mechanical and electrical equipment
- Investigate sources of roof or plumbing leaks
- Provide detailed reports to assist in analysis

Drone Services



The Safety Risk drones can be used to:

- Inspect roofs for damage and water infiltration
- Survey district property or surrounding geographic hazards
- Monitor construction projects
- Use thermal imaging to Investigate HVAC losses in your building envelope
- Acquire current site and building photos for use in emergency response planning

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NY State Education Department Project SAVE



New York State Safe Schools Against Violence in Education (SAVE)

Effective Date - November 1, 2000

The New York State Education Department is committed to promoting safe learning environments where students and teachers work collaboratively in pursuit of academic excellence and social and emotional growth. The information provides safety resources and guidance to school officials about the [Safe Schools Against Violence in Education](#) (SAVE) Act. It also provides a guidance document for the completion of school safety plans. The information is especially useful for school administrators and others concerned about school safety.

The SRM Service can assist your school district with various areas of SED Project SAVE, including:

- [Emergency Planning and Response](#)
- Prevention and Intervention
- Recovery

NY State Education Department Project SAVE

Emergency Planning and Response

Effective Date - September 28, 2016

Mandate:

Legislation and/or Regulation:

- Sections 101, 207, 305 and [2801-a](#) of the Education Law and Chapter 181 of the Laws of 2000
- [Section 155.17 of the Regulations of the Commissioner of Education](#) Project SAVE requires school districts to form emergency planning and response teams, and develop both district- wide and building-level emergency response plans. (This is currently being improved using standardized language consistent with current national emergency response protocols, which simplifies and provides consistent formatting of the critical information necessary to improve rapid response to emergencies.)



What the SRM Service can do to help:

Services:

- Assistance in writing and revising District-Wide School Safety Plans and Building-Level Emergency Response Plans, meeting legislative mandates contained in 8 NYCRR Section 155.17
- Coordination and/or participation with the District-Wide and/or Building-Level School Safety Teams; Coordination and/or training of District-Wide and/or Building-Level Emergency Response Teams; Coordination with local response agencies for the above drills and exercises; Coordination of documentation and review of drills and exercises
- Generation of building evacuation maps and diagrams
- Assistance with Drills and Exercises for practice and testing of the school safety plans; planning and conducting drills, tabletop exercises and functional exercises
- Provide information of workshops or training assistance to support planning efforts

NY State Education Department RESCUE



RESCUE: Rebuilding Schools to Uphold Education

The New York State Education Department has regulations on health and safety in schools that have been in place since October 1, 1999. Healthy School Network promoted these regulations, and has since been working to get them followed in schools throughout the state. These state- aided mandates, known as RESCUE (Rebuilding Schools to Uphold Education) regulations, if followed, will provide protection for the health and safety of New York State school children and personnel.

The SRM Service can assist your school district with various areas of SED RESCUE and Capital Facilities, including:

- [District-Wide Health & Safety Committees](#)
- [5-Year Building Condition Surveys](#)
- [5-Year Facilities Planning](#)

NY State Education Department RESCUE

District-Wide Health and Safety Committees

Effective Date - October 7, 1999

Mandate:

Legislation and/or Regulation:

- Sections 101, 207, 409-d, 409-e, 3602 and 3641 of the Education Law and Chapters 56 and 58 of the Laws of 1998
- [8 NYCRR 155.5](#)

SED Capital Facilities Regulations require each school district to have a District-Wide Health and Safety Committee to respond to health, safety and environmental issues in the district. The District-Wide Health and Safety Committee also has an expanded role during building construction and renovation.



What the SRM Service can do to help:

Services:

- Assistance with Health and Safety Committee Issues
- Environmental, Health and Safety Investigations and Remediation
- Setting up and running District-Wide Health and Safety Committees and Meetings

NY State Education Department RESCUE

Five Year Building Condition Surveys

Mandate:

Legislation and/or Regulation:

- Sections 101, 207, 409-d, 409-e, 3602 and 3641 of the Education Law and Chapters 56 and 58 of the Laws of 1998
- [8 NYCRR 155.3](#)

SED Capital Facilities Regulations require each school district to conduct a Building Condition Survey for most district facilities every five years. A licensed Architect or Engineer must conduct the Building Condition Survey.



What the SRM Service can do to help:

Services:

- Assist the district in making arrangements for the Building Condition Survey
- Provide assistance to the district in conducting and submitting the BCS in conjunction with the selected Architect/Engineer firm

NY State Education Department RESCUE

Five Year Facilities Plan

Mandate:

Legislation and/or Regulation:

- Sections 101, 207, 409-d, 409-e, 3602 and 3641 of the Education Law and Chapters 56 and 58 of the Laws of 1998
- [8 NYCRR 155.3](#)

SED Capital Facilities Regulations require each school district to prepare a five year facilities plan based on the Building Condition Survey (which is done every five years).



What the SRM Service can do to help:

Services:

- Assist the district in creating and updating the Five Year Building Plan

NY State Education Department - Other Topics



The SRM Service can assist your school district with other SED

Mandates, including:

- [Americans with Disabilities Act](#)
- [Automated External Defibrillators](#)
- Crisis Management
- Cyberbullying
- Dignity for All Students Act
- [First Aid/CPR Training](#)
- [Electrically Operated Partition Safety](#)
- [Playground Safety & Inspection](#)
- [SED Fire/Code Inspections](#)

NY State Education Department - Other Topics

Americans with Disabilities Act

Effective Date - January 26, 1992

Mandate:

Legislation and/or Regulation:

- [Title II of the ADA](#) and [Section 504 of the Rehabilitation Act](#)

The NYS Education Department is responsible for enforcement of Justice Department rules under the Americans with Disabilities Act. Requirements include areas such as building accessibility, program accessibility, hiring practices, reasonable accommodations, etc.



What the SRM Service can do to help:

Services:

- Assist the district in assessing building access issues

NY State Education Department - Other Topics

Automated External Defibrillators

Effective Date - September 1, 2002

Mandate:

Legislation and/or Regulation:

- Education Law section [917](#) and chapters [60](#) and [61](#) of the Laws of 2002
- [Public Health Law Article 30 sections 3000-a and 3000-b](#)
- [Education Law section 100.2\(c\)\(11\), 804-c, 804-d](#)



New York State Law requires that each school building have at least one Automated External Defibrillator (AED) available with staff trained to use the AED. General oversight comes from SED, but AED providers are considered medical providers and are governed by the NYS Department of Health. Additionally, AED and CPR training is required every two years (under the American Red Cross).

Effective October 7, 2015, students are required to complete hands-only instruction in cardiopulmonary resuscitation (CPR) and instruction in the use of Automated External Defibrillators (AEDs) at least once between grades 9-12 prior to graduation.

What the SRM Service can do to help:

Training and workshops:

- Training and recertification of school staff in AED/CPR under the American Red Cross
- Train students in hands only CPR and AED awareness as required by NYSED

Services:

- Annual inspection of AED units placed in the buildings
- Assist the district in implementing an AED program in their school

NY State Education Department - Other Topics

First Aid/CPR Training

Mandate: [Education Law Sections 804-c,d, and Chapter 417 of the Laws of 2014 Section 100.2\(c\)\(11\)](#)

Effective October 7, 2015, students are required to complete hands-only instruction in cardiopulmonary resuscitation (CPR) and instruction in the use of Automated External Defibrillators (AEDs) at least once between grades 9-12 prior to graduation.

As an Authorized Provider for the American Red Cross, our organization has become an important part of the Preparedness and Health and Safety Services training team. The [American Red Cross](#) and the [American Heart Association](#) (AHA) are dedicated to saving more lives from cardiac arrest through public awareness and educational programs that train more people in CPR. Both organizations develop guidelines and training materials that are specifically valid, so that all students receive training and education that is based on the most current science.



What the SRM Service can do to help:

Services:

- Provide First Aid/CPR/AED courses and training to meet various needs of participants according to the American Red Cross standards
- Train students in hands only CPR and AED awareness as required by NYSED

NY State Education Department - Other Topics

Electrically Operated Partition Safety

Effective Date - October 24, 2002

Mandate:

Legislation and/or Regulation:

- Education Law sections 409-f and 3602, Chapter 217 of the Laws of 2001 and Chapter of the Laws of 2002.
- [8 NYCRR 155.25](#)

Electrically operated partitions must be equipped with two constant pressure control switches that are wired in series, remotely located at opposite ends & opposite sides of, and in view of, the partition. Controls must be capable of reversing the motion at any point in the travel cycle. Safety devices must be installed which will automatically stop the forward or backward motion when a body or object passes between the device sensors. Staff shall be apprised of safety procedures and trained in the safe operation of the partition. Manufacturer's instructions shall be followed and recommended service intervals shall be maintained.

What the SRM Service can do to help:

Training and Workshops:

- Train district staff in permanent or interim procedures for safe use of movable partitions

Services:

- Advise districts on compliance issues regarding movable partitions
- Posting instructions and notices in areas where movable partitions are used



NY State Education Department - Other Topics

Playground Safety and Inspection

Effective Date - July 1, 2007

Mandate:

Legislation and/or Regulation:

- NYS General Business Law 399-dd
- Part 4605 - Design, Installation, Inspection and Maintenance of Playground Equipment
- Compliance with the Handbook for Public Playground Safety by the US Consumer Product Safety Commission (CPSC) is required.



[HANDBOOK—Public Playground Safety](#)

What the SRM Service can do to help:

Training and Workshops:

- Training/workshops for playground supervisors/monitors in proper procedures for inspection and safe use of playground equipment by children of all ages

Services:

- Advise districts on compliance issues regarding playground equipment and use
- Our Certified Playground Safety Inspectors can assist districts with regular playground equipment inspection and written documentation of inspection if needed

NY State Education Department - Other Topics

SED Fire/Code Inspections

Mandate:

Legislation and/or Regulation:

- Education Law section 807-a Fire Inspections
- Commissioner's Regulations [8 NYCRR Part 155.1, 155.7, 155.8 and 155.25](#)
- NYS Uniform Fire Prevention and Building Codes [19 NYCRR Part 1225](#), Fire Code and Part 1225, Property Maintenance Code.



The Law states that it is the duty of school authorities of public and non-public schools for students to be inspected at least annually (11 month cycle) for fire hazards which may endanger the lives of students, teachers and employees therein. The report of such inspection shall be filed with the NYS Commissioner of Education.

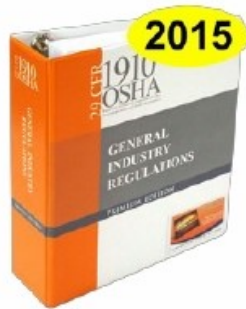
What the SRM Service can do to help:

Services:

- Conduct the fire safety and building code inspections annually for district schools
- Advise districts on compliance issues regarding fire safety and building code compliance
- Assist with fire safety and building code compliance during construction projects

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OSHA & NYS Department Of Labor



The SRM Service can assist your school district with workplace safety mandates from the Federal Occupational Safety & Health Administration and the NYS Department of Labor including:

- [Asbestos \(NYS Code Rule 56 and OSHA Regulations\)](#)
- [Lockout -Tagout \(Control of Hazardous Energy\)](#)
- [Ergonomics and Back Safety](#)
- [Hazard Communication and Right-to-Know](#)
- [Hazardous Materials Handling and Waste Disposal](#)
- [Lead During Construction](#)
- Mold Inspection, Assessment and Remediation
- [Occupational Exposure to Bloodborne Pathogens](#)
- [OSHA Record keeping and Injury/Illness Logs](#)
- Confined Spaces/Permit Required Confined Spaces
- [Personal Protective Equipment](#)
- [Respiratory Protection Program](#)
- [Science Laboratory Safety](#)
- [Other OSHA General & Construction Industry Standards](#)

OSHA & NYS Department Of Labor

Asbestos

Effective Date - 1986

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.1001](#) (as well as other standards)
- [NYS Industrial Code Rule 56](#)



While many agencies regulate various aspects of asbestos in schools, the Department of Labor governs worker safety, and in the case of the NYSDOL, asbestos worker certification and building occupant safety during renovation and demolition.

What the SRM Service can do to help:

Training and Workshops:

- Asbestos Awareness Training:
 - We can provide the required annual training to your custodial-maintenance staff regarding safe work practices in buildings containing asbestos.
- LEA Designated Official Training:
 - We can provide training to your LEA-designated responsible person covering the proper management practices for asbestos in schools.

Services:

- Assistance in maintaining worker asbestos training and certification
- Coordinate disposal of asbestos during renovation and construction
- Conduct a mandated pre-demolition survey for asbestos prior to building demolition
- Advisement and specification review for proposed asbestos abatement projects

OSHA & NYS Department Of Labor

Confined Space and Permit Required Confined Space

Effective Date - April 15, 1993

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1904](#)
- NYS Labor Law §27-a, Part 801 - Recording and Reporting Public Employees' Occupational Injuries and Illnesses

OSHA requires statistics to be collected on workplace injuries and illnesses.

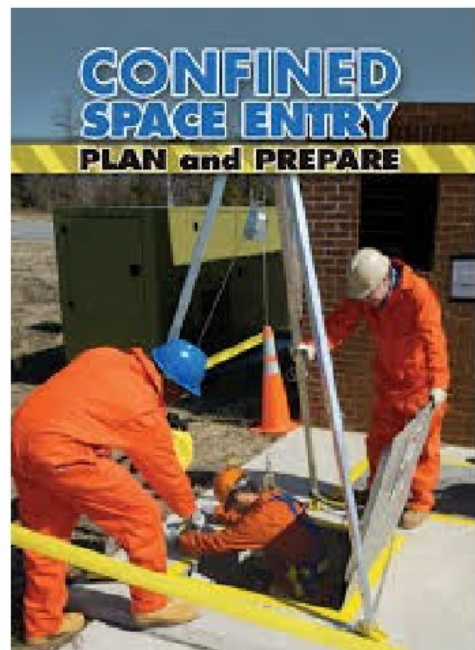
What the SRM Service can do to help:

Training and Workshops:

- Permit Required Confined Space Entry Training
 - We can assist in coordinating in-depth training for confined space entry, preparing staff to be entrants, attendants and supervisors.
- Permit Required Confined Space Rescue Training.
 - We can assist in coordinating training on confined space rescue for districts that have rescue teams on site.

Services:

- Assist in writing confined space procedures and creating a confined space entry plan
- Assist with testing and monitoring for confined space entry



OSHA & NYS Department Of Labor

Lockout-Tagout

(Control of Hazardous Energy)

Effective Date - October 31, 1989

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.147](#)

During maintenance, servicing and repair, energy sources must be disconnected, de-energized, then locked-out and/or tagged-out. This ensures that inadvertent operation cannot occur, and no residual energy remains. A Lockout-Tagout plan must be developed and maintained for all covered equipment and systems. Staff must also be trained and proper records kept.



What the SRM Service can do to help:

Training and Workshops:

- Lockout-Tagout Training
 - We can provide training to your staff on proper Lockout-Tagout procedures.

Services:

- Assistance in developing a written Lockout-Tagout program
- Performing an inventory of equipment/systems requiring LOTO and assistance developing procedures for de-energizing those systems
- Helping to set up a procedure for documentation and compliance with OSHA regulation

OSHA & NYS Department Of Labor

Ergonomics and Back Safety

Senate Joint Resolution 6, which rescinded the original ergonomics rule, and under the Congressional Review Act, prohibits the agency from issuing a rule that is substantially similar to the former one. OSHA says there are a number of reasons why guidelines are preferable to creating a rule.

In terms of ergonomics, there are a variety of hazards, and combinations of different hazards, which make it difficult to create a rule. In some cases exposure to hazards may not be readily measured, the exposure-response relationship is not well understood, cost and feasibility of abatement measures may be quite high or even uncertain, and it is very difficult, except in the most general terms, to prescribe remedies for abating such hazards in a single rule.

- [Back Disorders/Injuries and prevention](#)
- [Ergonomics](#)

What the SRM Service can do to help:

Training and Workshops:

- Back Safety Training
 - We can provide training to your staff on proper lifting techniques, back conditioning, and other ergonomic solutions to avoiding back injuries.



OSHA & NYS Department Of Labor

Hazard Communication and Right-to-Know

Effective Date - June 24, 1988 and June 26, 1980

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.1200](#)
- NYS "Right-To-Know" Law - Labor Law Chapter 551, Articles 48 & 28
- 12 NYCRR Part 820



The OSHA Hazard Communication Standard deals with chemical safety and requires employers to inventory chemicals, provide training to staff, make safety data sheets available, ensure proper labeling, address contractors and non-routine tasks. The NYS Right-to-Know Law requires annual re-training and signs to be posted in the workplace.

What the SRM Service can do to help:

Training and Workshops:

- Right-to-Know/Hazard Communication Workshops
 - We provide information and training to your staff on safe use of chemical products in the workplace.

Services:

- Assistance with chemical inventory and safety data sheets
- Development and maintenance of the written Hazard Communication Program



OSHA & NYS Department Of Labor

Hazardous Materials Handling and Waste Disposal

Effective Date - 1976

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.120](#)
- NYS "Right-To-Know" Law

There are a number of aspects to hazardous materials and hazardous waste under OSHA regulations (also extending to areas such as Asbestos, Hazard Communication, Suspect Cancer Causing Chemicals, etc.). First, employees must be trained to properly handle chemicals, clean up spills and use proper disposal techniques. Second, facilities storing or using significant amounts of potentially harmful chemicals must report through the "Community Right-to-Know" Law and develop a Spill Prevention Plan. Also, waste disposal is covered by certain DOT, EPA and DEC regulations.



What the SRM Service can do to help:

Services:

- Assist with proper disposal of chemical wastes according to OSHA, DOT, EPA and DEC guidelines
- Standard Operating Procedure development for handling hazardous chemicals
- Development of a Spill Protection Plan

OSHA & NYS Department Of Labor

Lead During Construction

Effective Date - April 2010

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.1025](#)
- SED RESCUE Regulations
- EPA TSCA section 402/404 regulation (40 CFR Part 745)



OSHA protects workers and building inhabitants during construction and/or renovation. SED regulations protect building occupants where renovation is taking place.

EPA governs worker/contractor training and certification for lead abatement projects.

What the SRM Service can do to help:

Training and Workshops:

- Lead Awareness Training
 - We can provide awareness training to operations and maintenance staff on lead paint and materials in their building.
- Lead Abatement Training
 - We can arrange and advise staff on certification for handling lead during renovation and construction.

Services:

- Perform a lead inspection of school facilities
- Advise the district on strategies for lead abatement
- Assist district workers in handling lead properly
- Act as a liaison between the district and relevant governing agency

OSHA & NYS Department Of Labor

Mold Inspection, Assessment and Remediation

Effective Date - January 1, 2016

Mandate:

Legislation and/or Regulation:

- NYS Labor Law, Article 32
- Title 1, Sections 930-940, Title 2, Sections 945-948

The Labor Law is amended in relation to requiring the licensure of mold assessment and remediation specialists and setting minimum work standards for mold assessment and remediation specialists.

In house staff can clean and remove mold. Certified mold remediators would be needed if a school district determines a situation to be a “mold project” as defined by NYSDOL.



What the SRM Service can do to help:

Services:

- Locate a certified inspector for inspection or remediation
- Coordinate trainings needed for district staff members to become certified

OSHA & NYS Department Of Labor

Occupational Exposure to Bloodborne Pathogens

Effective Date - March 6, 1992

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.1030](#)

OSHA protects workers from "Bloodborne Pathogens", or diseases such as Hepatitis B and HIV, that can be transmitted through contact with blood and body fluids. Employers must designate "at risk" employees, train all staff in universal precautions, institute a post-exposure evaluation system, and offer the Hepatitis B vaccination to high-risk staff.



What the SRM Service can do to help:

Training and Workshops:

- Bloodborne Pathogens/Universal Precautions Training
 - Specific training for all staff designated as "at-risk" and for general staff on procedures for minimizing exposure to blood and body fluids, protective clothing, and when to report exposure incidents.

Services:

- Assist in developing and maintaining a written Exposure Control Plan

OSHA & NYS Department Of Labor

OSHA Record Keeping and Injury/Illness Logs

Effective Date - March 10, 1986

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1904](#)
- NYS Labor Law Article 2 §27-a, Recording and Reporting Public Employees' Occupational Injuries and Illnesses
- 12 NYCRR Part 801

Enforced by the NYS Department of Labor (PESH unit), this regulation requires statistics to be collected on workplace injuries and illnesses.

What the SRM Service can do to help:

Services:

- Assist in implementing and interpreting recordkeeping requirements
- Act as a liaison with OSHA and the NYS Department of Labor
- Interpret school district's statistics and applying information to future risk reduction



OSHA & NYS Department Of Labor

Personal Protective Equipment

Effective Date - July 5, 1994

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.132](#)
- NYS Labor Law §27-a, Part 801 - Recording and Reporting Public Employees' Occupational Injuries and Illnesses

OSHA requires statistics to be collected on workplace injuries and illnesses. The NYS DOL has adopted OSHA's recordkeeping requirements as of 2002.

What the SRM Service can do to help:

Fit Testing:

- Our staff at SRM can provide Qualitative Fit Testing of N95 masks to our districts.
 - This test is a pass/fail method used on half-masks that rely on the senses, such as taste and smell to detect air leakage from your respirator.

Training and Workshops:

- Personal Protective Equipment Training
 - We can provide required awareness training to appropriate staff.

Services:

- Assist in developing a written Personal Protective Equipment plan.
- Help to provide PPE at a discounted price for our districts.



OSHA & NYS Department Of Labor

Respiratory Protection Program

Effective Date - Amended October 5, 1998

Mandate:

Legislation and/or Regulation:

- [29 CFR Part 1910.134\(c\)](#)
- NYS Labor Law §27-a, Part 801 - Recording and Reporting Public Employees' Occupational Injuries and Illnesses

OSHA requires a written respiratory protection program to contain worksite-specific procedures and elements for required respirator use. The program must be administered by a trained program administrator who is qualified and knowledgeable in respiratory protection to run all aspects of the program.

What the SRM Service can do to help:

Training and Workshops:

- Respiratory Protection Program Training
 - We can provide awareness training to appropriate staff through qualified, trained administrators.

Services:

- Assist in developing a written respiratory protection plan.
- Conduct qualitative fit testing for N95, half face and full face respirators.



OSHA & NYS Department Of Labor

Science Laboratory Safety

Effective Date - May 1, 1990

Mandate:

Legislation and/or Regulation:

- 29 CFR Part 1904
- 6 NYCRR Part 595, 596, 597, 598, 599 -Chemical Bulk Storage Regulations and Rules
- NYS Labor Law §27-a, Part 801 - Recording and Reporting Public Employees' Occupational Injuries and Illnesses



OSHA requires statistics to be collected on workplace injuries and illnesses. The NYS DOL has adopted OSHA's recordkeeping requirements as of 2002.

What the SRM Service can do to help:

Training and Workshops:

- OSHA Science Laboratory/Chemical Hygiene Training
 - In addition to Right-to-Know and Hazard Communication, staff working in school science laboratories must have more in-depth Chemical Hygiene training. Risk management can provide this training. Science laboratories also have guidelines for chemical storage, inventory, ventilation and other safety related areas.

Services:

- Perform science laboratory inspections.
- Assist with science chemical inventory and storage requirements.
- Testing laboratory ventilation.

OSHA & NYS Department Of Labor

Other Relevant OSHA General and Construction Industry Standards

There are many other OSHA regulations in the General Industry Standards (29 CFR 1910) and Construction Industry Standards (29 CFR 1926) that regulate school districts as employers.

A few examples are as follows:

- Emergency Exits
- Fall Protection
- Fire Protection
- Hand and Power Tools
- Ladders and Scaffolds
- Machine Guarding
- Slips, Trips and Falls
- Etc.



The SRM Service can assist with these OSHA standards.



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Department of Environmental Conservation and Environmental Protection Agency



The SRM Service can assist your school district with workplace safety mandates from the NYS Department of Environmental Conservation and the Federal Environmental Protection Agency, including:

- [Asbestos Hazards Emergency Response Act \(AHERA\)](#)
- [Hazardous Materials, Computer & E-Waste Disposal](#)
- [Indoor Air Quality](#)
- [Integrated Pest Management/Pesticide Use, Notification and Reporting](#)
- [Petroleum & Chemical Bulk Storage](#)
- [State Pollutant Discharge Elimination System \(SPDES\)](#)
- [Underground Injection Control](#)
- [Water Supply Operator](#)



DEC and EPA

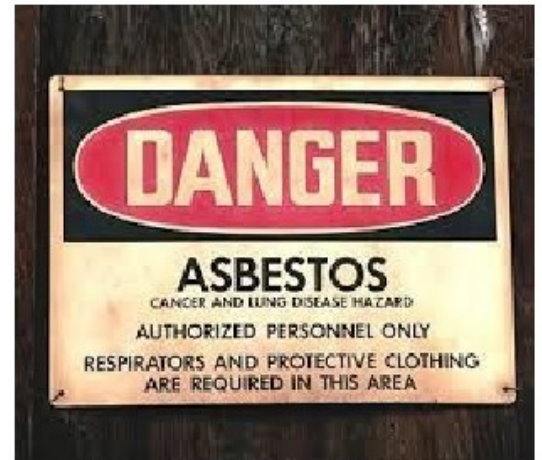
Asbestos Hazards Emergency Response Act

Effective Date - 1986

Mandate:

Legislation and/or Regulation:

- [Title 40—PROTECTION OF ENVIRONMENT, CHAPTER I ENVIRONMENTAL PROTECTION AGENCY, PART 763—ASBESTOS, Subpart E—Asbestos Containing Materials in Schools](#)
- [TSCA \(15 U.S.C. § 2601 et seq.\) Title 2 - Asbestos Hazard Emergency Response](#)



While many agencies regulate various aspects of asbestos in schools, the U.S. Environmental Protection Agency governs asbestos in indoor school environments, primarily under the Asbestos Hazards Emergency Response Act (AHERA). The NYS Education Department coordinates and manages certain aspects of EPA Asbestos regulations in the schools. Also, the EPA and NYS Department of Health governs worker training for asbestos.

What the SRM Service can do to help:

Training and Workshops:

- Asbestos Awareness Training
 - We can provide the required annual training to your custodial-maintenance staff regarding safe work practices in buildings containing asbestos.
- LEA Designated Official Training
 - We can provide training to your LEA-designated "responsible person" covering the proper management practices for asbestos in schools.



Services:

- Conduct the triennial AHERA Asbestos Re-inspections.
- Conduct, or assist, with the 6-month asbestos surveillances.
- Assist the district in complying with AHERA, including annual public notification and submittal of inspections/management plans to the NYS Education Department.
- Managing fiber releases and cleanup of damaged asbestos materials.

DEC and EPA

Hazardous Materials, Computer & E-Waste and Disposal

Mandate:

Legislation and/or Regulation:

- [40 Code of Federal Regulations part 260](#)
- EPA Clean Air Act (National Emissions Standards for Hazardous Air Pollutants) NESHAP

Facilities where significant amounts of potentially hazardous chemicals are used may need to have a spill control and have designated staff trained in the procedures to handle chemicals safely and to clean up spills. OSHA and EPA regulate the use of hazardous chemicals on sites such as schools. EPA NESHAP, DOT and DEC regulations also govern waste disposal.

What the SRM Service can do to help:

Training and Workshops:

- [SEE OSHA HAZARDOUS MATERIALS INFORMATION](#)

Services:

- Advise districts in the chemical storage, clean-up, and disposal.
- Act as a liaison with the NYS DEC during spill events.
- Design a spill control plan for district facilities where such a plan is required.
- Assist districts in proper disposal of various hazardous materials.
- Assist districts in proper computer and electronics disposal/recycling.



DEC and EPA

Indoor Air Quality

Mandate:

Legislation and/or Regulation:

- No mandate, but information can be found at [EPA Environmental Protection Agency](https://www.epa.gov/indoor-air-quality-iaq)



Various agencies regulate Indoor Air Quality, including EPA, SED and Department of Health. The main guidance, in the form of Indoor Air Quality "Tools for Schools" comes from the EPA. There are few mandated standards for indoor air quality contaminant levels.

SRM Staff is experienced in investigating indoor air quality issues. When air testing is warranted, we can conduct a battery of tests to determine ventilation, levels of specific substances in the air, etc.

What the SRM Service can do to help:

Testing:

- SRM can provide testing to our districts.
- With Advanced Sense Pro Monitor, SRM is able to come out sooner and get results faster at no cost to the district.

Training and Workshops:

- Indoor Air Quality Awareness
 - We can provide information and updates to your staff on indoor air quality issues in general and specific to your school building.

Services:

- IAQ investigation.
- Liaison with the local and state Department Of Health and EPA.
- Air testing and monitoring, swipe sampling and Inspection.
- Inspection of ventilation systems and other building systems that may contribute to the status of air quality in the school building.



DEC and EPA

Integrated Pest Management/Pesticide Use, Notification and Reporting

Mandate:

Legislation and/or Regulation:

- [ARTICLE 33 OF THE ENVIRONMENTAL CONSERVATION LAW](#)
- Pesticide Neighbor Notification Law, Chapter 285, Laws of 2000
- Pesticide Control Regulations 6 NYCRR Part 320-329, 8 NYCRR 155.4
- Amendments to State Education Law, Section 409-d, 409-e, 409-k and Social Services Law, Section 390-g
- Child Safe Playing Fields Act



Under amendments to the State Education Law and Social Services Law, no school or day care center can apply pesticides to any playgrounds, turf or athletic or playing fields. Requirements are administered by the New York State Education Department for schools and by the Office of Children and Family Services for Day Care Centers.

The School Pesticide Notification requirements are part of the State Education Law and require routine notification of pesticide applications done in the schools three times each year. The regulation requires, upon request, that parents and staff shall be notified at least 48 hours in advance when applications are made in occupied school buildings.

Additionally, schools are being encouraged to adopt the practices of Integrated Pest management, which stresses the use of alternative means of pest control, using chemical pesticides only when necessary.

What the SRM Service can do to help:

Training and Workshops:

- Arrange pesticide recertification workshops for district pesticide applicator staff.
- Conduct awareness workshops for school staff and parents.

Services:

- Assist district staff in compliance with pesticide applicator requirements.
- Coordinate pest management services with district staff.
- Assist the district in implementation of Integrated Pest Management practices.
- Assist district staff and parents who wish to be notified 48 hours in advance of any pesticide application during the school year.

DEC and EPA

Petroleum & Chemical Bulk Storage

Mandate:

Legislation and/or Regulation:

- Article 17, Title 10 of the Environmental Conservation Law of 1983
- [Part 6 NYCRR 612-614](#)

The New York State DEC and the Federal EPA regulate storage tanks, tank systems, both above and below the ground systems, and need to meet certain standards. Tanks must be registered, inspected and tested on a periodic basis. Product spills must be monitored, reported and abated according to DEC guidelines.

What the SRM Service can do to help:

Services:

- Liaison with DEC on tank management issues.
- Assist with registration of new and existing tanks.
- Coordination of tank leak detection and recordkeeping, as well as reconciliation of tank inventory.
- Advisement during spill events and liaison with DEC inspector.



DEC and EPA

State Pollutant Discharge Elimination System (SPDES)

Mandate:

Legislation and/or Regulation:

- [Article 17, Titles 7, 8 and Article 70 of the Environmental Conservation Law](#)

The New York State Department of Environment Conservation regulates discharges to surface (as opposed to EPA's regulation of Underground Injection Control). Surface discharge (including many septic systems) requires a SPDES permit (State Pollutant Discharge Elimination System) from DEC.



What the SRM Service can do to help:

Training and Workshops:

- SPDES Awareness Training
 - We can provide information to your staff on procedures that will ensure compliance with SPDES permits issued by the NYS DEC.

Services:

- Assist the district with writing procedures for compliances with the NYS SPDES permit.
- Act as a liaison between the school district and the NYS Department of Environmental Conservation.

DEC and EPA

Water Supply Operator

Mandate:

Legislation and/or Regulation:

- [6 NYCRR chapter V part 601, Water Supply Applications \(DEC\)](#)



Schools that supply their own water (i.e. through wells) are considered public water suppliers. Water supply programs are governed by the NYS Department of Environmental Conservation; water operator training is governed by the NYS Department of Health.

What the SRM Service can do to help:

Training and Workshops:

- Water Supply Operator Course
 - We can arrange training for staff who oversee water systems (i.e. wells) in your school buildings.

Services:

- Assist staff in managing a water system.
- Arrange for staff training and re-training.
- Act as a liaison with the NYS DEC and Department of Health.

Department Of Health



The SRM Service can assist your school district with workplace safety mandates from the NYS Department of Health and the NYS Education Department, including:

- [Asbestos Certification](#)
- [Emergency Medical Services](#)
- [Methicillin-Resistant Staphylococcus Aureus \(MRSA\)](#)
- [Pandemic Flu](#)
- [Water Quality and Testing](#)



Department Of Health

Asbestos Certification

Mandate:

See Also [OSHA](#) and [EPA](#) Asbestos sections

The NYS Department of Health regulates training of asbestos workers and asbestos course providers.



What the SRM Service can do to help:

Services:

- Assist asbestos certified individuals in maintaining their qualifications and current training.
- Remind asbestos certified individuals when their valid training expires.

Department Of Health

Emergency Medical Services

Mandate: None

From West Nile Virus and Ebola to Anthrax, whether the threat is attributed to nature or terrorism, a new range of diseases has become part of our world. During the outbreak of an illness in a school or in a community, the NYS Department of Health Emergency Medical Services unit will take charge. The Safety/Risk Management Service has dealt with personnel from that office and can assist your district in handling the actual situation and the media coverage.



What the SRM Service can do to help:

Services:

- Act as a liaison between the school district and the [NYS Department Of Health EMS \(Emergency Medical Services\)](#).
- Provide information on medical conditions and communicable diseases.

Department Of Health

Methicillin-Resistant Staphylococcus Aureus—(MRSA)

Mandate: None

The NYS Education Department and the NYS Department Of Health jointly recommend following the [*Health Advisory: Prevention of Methicillin Resistant Staphylococcus Aureus \(MRSA\) Infections in the School Setting Guidelines*](#) for schools dated October 25, 2007. *

***Note:** This advisory was originally issued on October 25, 2007. Several updates have been made to the advisory; the updated sections are shaded in blue.

These guidelines include infection control and prevention, guidelines for teachers, school nurses, athletic and custodial departments, as well as cleaning and disinfection procedures in the school setting with the use of alcohol-based hand sanitizers and NYSDEC-registered disinfectant products effective against MRSA.



What the SRM Service can do to help:

Services:

- Assist in updating and implementing an effective infection control plan.
- Train staff in identification of MRSA and in appropriate infection control procedures.
- Provide information on medical conditions and communicable diseases.



Department Of Health

Pandemic Flu

Mandate: None

The NYS Education Department recommends following NYS Department Of Health guidelines for schools set forth as [Pandemic FLU Action Kit for Schools in New York State](#) dated August 2006.



Similar to MRSA, these guidelines include infection control, guidelines for teachers, nurses, custodial and athletic departments as well as parents and the community.

What the SRM Service can do to help:

Services:

- Assist in updating and implementing an effective infection control plan.
- Coordinate training and fit testing for school medical professionals who need to use N95 respirators.
- Help identify appropriate cleaners and disinfectants.
- Act as a liaison between the school and the NYS Department of Health.
- Assist with acquiring and maintaining a limited service lab license for in-school COVID-19 and Flu testing.



Department Of Health

Water Quality and Testing

Effective Date - June 6, 1991

Mandate:

Legislation and/or Regulation:

- [Part 5, Subpart 5-1 Public Water Systems](#)
- [Part 5, Subpart 5-1 Standards for Water Wells - Appendix 5B](#)
- [SUBPART 67-4: Lead Testing in School Drinking Water](#)



There are various water testing requirements for the NYS DEC and NYS Department of Health for both schools on public water supply systems and schools who are considered water supply systems (i.e., have their own wells).

Under the regulations, schools are required to report all lead test results to the state Department of Health via a designated statewide electronic reporting system. If lead levels are detected above 15 parts per billion at any potable water outlet, the school must discontinue use of that outlet, implement a lead remediation plan to mitigate the lead level, and provide building occupants with an adequate alternate supply of water for cooking and drinking.

Schools must report the exceedance to the local health department within one business day.

Exceedances must also be provided in writing to all staff and parents no more than ten business days after receiving the report. Schools must post the results of all lead testing and any remediation plans on its website as soon as possible but no more than six weeks after the school receives the laboratory reports. Once test results indicate that lead levels are below the action level, schools may resume use of the water outlet.

Next round of testing is required in the calendar year 2020 and every 5 years following.

What the SRM Service can do to help:

Services:

- Assist with water testing and remediation
- Coordinate recordkeeping and deadlines for water testing.
- Act as a liaison between the school and the NYS Department of Health.

INDEX

Regulatory Compliance List **Yellow highlight indicates frequency**

American with Disabilities Act – OSHA 28 CFR Part 36 PL 101-336-1990

Initial survey completed and implementation of a transition plan report.

Anti-Idle Policy – NYS DEC Subpart 217-3

Idling Prohibition for heavy duty vehicles applies to on road vehicles propelled by diesel and non-diesel designed for transporting people and property. May not idle for more than five consecutive minutes when the vehicle is not in motion.

Asbestos Notification Letter

Annual notification must be given to all staff and parents in the form of a letter, newsletter or official ad. Six-month surveillance inspections are ongoing. Three-year and Triennial inspections (Due 2016, 2019, 2021, etc.). Three-year re-inspection report filed in Management Plan only. Triennial report filed with SED. An Asbestos LEA Designee must be appointed for each school district. If there is no asbestos, your plan would indicate this and no LEA is required.

Asbestos Local Educational Authority (LEA) Designee –

Each school district shall designate a person to be approved by the BOE as responsible for oversight of activities and record keeping relating to asbestos containing building materials (ACBM) in district owned buildings. This person is required to attend **at least one training session** of duties required of this position. They are not required to be certified.

Asbestos Awareness Training — OSHA 29 CFR 763.92 (a) (I)

2 hour awareness **initial training within 60 days of hire** for those who do Class IV work, i.e. buffing floors or changing light bulbs in asbestos containing work areas.

Automatic External Defibrillators (AED) – Education Law section 917

AED's for Adult & Pediatric emergencies shall be provided and maintained on site in quantities and locations adequate to ensure ready and appropriate access for use during emergencies at all school sponsored events.

Backflow Prevention & Testing – 10 NYCRR Section 5-1.31

Cross connection control - Effective Date 01/17/2018

All protective devices (backflow preventers) shall be inspected and tested by a certified backflow prevention device tester, as prescribed in subdivision (b) of this section, at the time of initial installation, after each repair, **and annually thereafter**. Records of such tests shall be made available to, reviewed by, and maintained by the supplier of water. All protective device tests and inspections shall be conducted by a certified backflow prevention device tester ("tester") using form DOH-1013 - Report on Test and Maintenance of Backflow Prevention Device. The original goes to the property owner, another copy goes to the water supplier, and the designated local health department, and a copy for the tester's file. The form has to be submitted to the above listed parties within 30 days of the completed test.

Bloodborne Pathogens – OSHA 29 CFR 1910.1030

Annual awareness training required for all staff. Vaccinations must be offered to at-risk individuals for Hepatitis B. District must maintain a written *Exposure Control Plan* and **update that plan annually**.

Boiler Inspection – NYS Industrial Code Rule 4 & 14 and ASME Codes

External inspections **every two years** for boilers over 100,000 btu's hour. Internal inspection for steam boilers every 3 years.

Building Condition Survey – 8 NYCRR Part 155.4

Completed by a licensed architect or engineer on a **5-year cycle**, according to when the district started in the state-wide rotation schedule.

Chemical Hygiene Laboratory Safety Plan – OSHA 29 CFR 1910.1450.

Develop and implement a Science Laboratory Hygiene plan for each building. Must include practices, policies, procedures, training, medical consultation, hazard identification, respirator use and record keeping. Plans must be **reviewed annually**, updated as necessary and readily available. Maintain inventory of chemicals. Maintain SDS's. Appoint a *Chemical Hygiene Officer* to oversee compliance.

Child Abuse Reporting

Certified school employees and bus drivers (Education Law § 1126 and § 1134 as of 8/13/2019 and retroactive to 6/5/2019) are mandated to report suspected child abuse. This is different from DSS reporting.

Combustibles - 2015 International Fire Code, 3rd printing, F807.5.2.2 and F807.5.2.3

Artwork and teaching material hung from walls must be fire retardant and not cover more than 20% of corridor walls and 50% of classroom walls. Combustibles shall not be hung from ceilings or light fixtures, and shall not be stored within 24 inches of ceiling unless in a cabinet. Open flames are prohibited in schools, except in science and tech labs.

Comprehensive Maintenance Plan – NYCRR 8 Part 155.1

Each school district shall develop and keep on file a comprehensive long-range plan pertaining to educational facilities. Such plan shall be reevaluated and **made current at least annually**, and shall include appraisal of the following: the educational philosophy of the district, with resulting administrative organization and program requirements; present and projected pupil enrollments; space use and State-rated pupil capacity of existing facilities; the allocation of instructional space to meet the current and future special education program and service needs, and to serve students with disabilities in settings with nondisabled peers; priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.

Confined Space OSHA CFR 1910.46

Survey permit required confined spaces. Establish a written program, provide **initial trainings** and appropriate PPE.

Dignity for All Students Act (DASA) –NYS Education Law 801-a and 2801
Annual awareness training for all staff. DASA prohibits the harassment and discrimination of students by students and by school personnel. Each school's Code of Conduct must reflect the prohibition of discrimination and harassment of students by students or staff in age-appropriate language. Districts must appoint at least one staff member in each school as the Dignity Act Coordinator to handle all bullying incidents on school property including athletic fields, playgrounds, parking lots, in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities. Administrators must report incidents of bullying or bias-based harassment to the NYS Department of Education.

Drug and Alcohol Testing Department of Transportation - 49 CFR and 4 CFR
Parts 382, 391 and 40.

Testing on a **quarterly basis** for bus drivers and transportation employees. The Department of Transportation mandates a 2-hour reasonable suspicion training for supervisors.

Electronic Equipment Disposal

Electronic Equipment contains heavy metals and is considered hazardous waste. This means it is illegal to dispose of in the trash. Other options are Selling, Reusing or Recycling.

Elevator Inspections – International Property Maintenance Code Section 606 and ASME A17.1

Elevators shall be maintained to safely sustain all imposed loads. The most current certification of inspection is required to be on display or available at all times.

Frequency of inspection shall be according to ASME A17.1, generally this is **every 6 months**. Inspections shall be performed or witnessed by independent inspectors holding an ASME QEI-1 certification.

Emergency Response Planning – Education law § 807 and 2801-a, and NYCRR 8 Part 155.17

Train ALL STAFF annually on Emergency Response Plan before Sept 15 each year, or within 30 days of hire. Include components on violence prevention and mental health. Submit certification of such training to NYSED. Designate Chief Emergency Officer. Develop a policy for contacting parents when a student harms themselves. Applicable to every school district and BOCES:

- 1) A District-Wide School Safety Team (appointed by the Board of Education) shall create a ***District-Wide School Safety Plan***. The plan shall be **updated annually, made available for public comment for 30 days and approved by the BOE prior to September 1st of each school year, and posted to the district website within 30 days of adoption.**
- 2) A Building-Level Emergency Response Team (BLERT) (appointed by the building principal) shall create a ***Building-Level Emergency Response Plan (BLERP)*** for each building occupied by students. The plan shall be **updated annually and approved by the BOE prior to September 1st of each school year, and submitted via the State Education Department Application Portal within 30 days of adoption.**

Employee Voting Leave - Employers must post a notice, within 10 working days of an election, of an employee's right to be granted up to three hours leave either at the beginning or end of their shift to allow time to vote. The employer cannot ask for proof that the employee actually voted.

Eye Wash / Shower Stations Inspections – OSHA CFR 1926.503

Eye wash stations tested weekly, shower stations tested monthly. Records shall be maintained of such inspections.

Fall Protection – OSHA CFR 1910.23(c) (I)

Required when workers are at heights of 6 feet or more.

Fingerprinting

All new employees must be fingerprinted and cleared to work.

Fire and Emergency Drills – Education Law §807 (1-a), (b) and 2016 NYS Uniform Code Supplement to the 2015 IFC 403.5.4

A minimum of 12 drills must be held each school year. 4 lock-down drills, 8 evacuation drills. 8 of the 12 must be completed before December 31st. Four evacuation drills must be through a secondary means of egress, or fire escape if applicable. 2 additional drills required during summer school session.

Fire Safety Inspections – NYCRR 8 Part 155.4(b), 155.8, Education Law 807(a) Inspection on an 11-month cycle. Certificate of Occupancy must be posted in a prominent place. District required to publish ad in official paper stating satisfactory completion of the fire safety inspection. For post fire events see NYCRR 155.8 and Education law 807.

Fire Safety Training – NYS Education Law Section 808

Staff shall receive annual training on fire prevention. Every school shall provide a minimum of 45 minutes of instruction in arson and fire prevention to students for each month school is in session.

Five-Year Capital Plan – NYCRR 8 Part 155.1(a-4) and 155.3 (c)

Each school district shall prepare a five-year capital facilities plan no later than July 1, 2001 and shall update such plan annually. The plan shall be prepared in a manner and in a format prescribed by the commissioner and copies shall be submitted to the commissioner upon request, the Architect must do the inspections.

Fluorescent Bulb Disposal

Silver-end bulbs AND green-end bulbs are considered Hazardous Waste because both contain mercury. Both can be managed as Universal Waste. This means it is illegal to dispose of in the trash. Bulbs shall be stored in sealed, structurally sound containers. Containers shall be labeled as "Used Bulbs," or "Waste Bulbs," and dated to indicate the start of each accumulation interval.

Forklift Safety Training – 29 CFR 1910.178

Refresher training required every 3 years.

Green Cleaning – Education Law 409-1 and Finance Law 163-b

The New York State Education and Finance laws were amended in 2005 requiring the procurement and use of environmentally sensitive cleaning and maintenance (also known as green cleaning) products in all public and nonpublic New York State elementary and secondary schools. The principal intent of the law was to reduce "...exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of schools." The effective date of this law was September 1, 2006, however the law stipulated that schools may continue to exhaust inventories of cleaning and maintenance products purchased prior to the effective date of the law.

Hazardous Chemical Inventory – OSHA 29 CFR 1910.1200

A comprehensive inventory of all hazardous chemicals shall be maintained. **Annual reports/inventory** to the local Fire District.

Hazard Communication – OSHA 29 CFR 1910.1200, NYS Right-to-Know Law

Annual training required to all staff. Must have a written hazard communication plan that describes how this standard will be implemented. That plan shall be **reviewed/updated annually**.

Immunization Survey - NYS Public Health Law section 2164

Annual report to the Department of Health.

Injury and Illness Record Keeping and Reporting – 12 NYCRR Part 801 & OSHA 29 CFR.

(1) Record Keeping and reporting of occupational Injuries and Illness reported on the **Annual Summary** SH 900.1 or equivalent form. This form must be publicly posted February 1 through April 30th.

(2) Injury and Illness Incident report SH 900.2 or equivalent form **filled out at each incident**. All workplace deaths must be **reported to OSHA within 8 hours**.

Job Hazard Assessment – OSHA 29 CFR 1910.

Initial training and when job duties change.

Kitchen Inspection – 2015 International Fire Code, 3rd printing, 609.3.3.1 through 609.3.3.3

Type I exhaust hoods, grease-removal devices, fans, ducts and other appurtenances shall be **inspected at least every 6 months** and shall be **cleaned at intervals necessary** to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. F904.12.6-Automatic fire extinguishing systems shall be **inspected and tested at least every 6 months**. NFPA 96.

Lead in Drinking Water – NYCRR 10 subpart 67-4, NYS Public Health Law 1370-a and 1110. Final regulation - May 9, 2018, Revised 2022.

Schools shall test all potable outlets used for cooking or drinking **every three years**, beginning in 2023. All samples shall be analyzed by a lab approved by the Department's Environmental Laboratory Approval Program. Schools must report any

exceedances to the local health department within one business day. Exceedances must also be provided in writing to all staff and parents no more than ten business days after receiving the report. Schools must post the results of all lead testing and any remediation plans on its website as soon as possible but no more than six weeks after the school receives the laboratory reports. Once test results indicate that lead levels are below the action level, schools may resume use of the water outlet.

LockOut / TagOut - OSHA -29 CFR 1910.147

Must have a plan for the control of hazardous energy and unexpected startup of machines that cover the servicing and maintenance of machines and equipment. Must provide **initial training, and annual refreshers** if job duties or equipment have changed. Appropriate PPE must be provided. The written LO/TO plan shall be **reviewed annually and updated as needed**.

Movable Electric Partition Doors - NYCRR 8 Part 155.25 & Education law 409-f
Initial training for staff that operates the doors - Records of training must be kept. Safety procedures must be posted. Annual training is recommended.

Pesticide Management Program - RESCUE Regulation 155.4(d) (2) and the National School Environmental Act of 1999
A written program must be in place for a least toxic approach to Integrated Pest Management.

Pesticide Notification - Education Law 409-h

Notification given to all staff and students at the following intervals: Can be mailed, in a newsletter or hand delivered. **Beginning of the school year** and summer school sessions **within one week of enrollment of new students**. If products are used that are not cited as exempt under this law, notification must be given at the above and the following intervals:

- Pesticide emergency application – notification must be sent to parents/public at least 48 hours' prior
- Beginning of the school year and summer school sessions
- Within one week of enrollment of new students
- Pesticide application must be performed by a licensed applicator

Petroleum Underground Bulk Storage Tanks (UST's) - DEC NYS Bulk Storage Law parts 612, 613 and 614 -6NYCRR. EPA Regulations on Bulk Storage Tanks. Notify DEC of all storage tanks on school property using DEC tank registration form. Ensure all UST's are provided with leak detection. **Monthly monitoring methods must be in place**. Yearly corrosion protection on USTs that is exempt from monthly tightness testing. Proper record keeping.

Petroleum Aboveground Bulk Storage Tanks (AST's) - NYCRR Section 598.7(d)
Must be provided with secondary containment, barriers or other devices to contain spills. **Monthly visual inspections** by owner. **Ten year third party inspections**. Tanks that are resting on grade must be **cleaned every ten years**, sludge removed from bottom and tested for tightness.

Playground Inspections

Not required under federal or state regulations. However, many insurance companies do require these inspections.

Pool Operator Training & Pool Procedures - NYSDOH Sanitary Code Subpart 6-1

Public swimming pools must be maintained by an individual possessing evidence of the successful completion of NYS Dept. of Health Water Treatment Plant Operator type A or B or an adequate course of instruction regarding safe and effective operation and maintenance of pool treatment equipment.

Pressure Treated Wood CCA in Playgrounds - NYS Senate Bill S7167-A

Prohibits the use of chromated copper arsenate (CCA) pressure treated lumber in the construction of any structure in a playground. Existing structures must be maintained in a manner to minimize leaching of CCA. Sealing wood every 1-2 years is recommended.

Respirator Protection - OSHA 29 CFR 1910.94

Annual training for staff where respirator use is required. Annual fit test, medical evaluation/questionnaire and updates to the written program. Voluntary use of respirators requires staff to read appendix D to Section 1910.134. A copy of which shall be kept on file.

Schools Against Violence in Education (SAVE) - SED regulation chapter 181 of the Laws of 2000

Code of Conduct Annual review and public hearing, staff need to be presented the code.

Health & Safety Committees During Construction Projects - RESCUE Regulation 155.5

The health and safety committees shall be expanded during construction projects to include the project architect, construction manager, and the contractors. Such committees shall meet periodically to review issues and address complaints related to health and safety resulting from the construction project. Safety Committees will review and monitor activities. The occupied portion of any school shall comply with the minimum requirements as stated in 155.5 to maintain a certificate of occupancy.

Sexual Harassment - Section 201-g of the Labor Law, New York State Sexual Harassment Law

All employers must adopt and provide a sexual harassment prevention policy to all employees by October 9, 2018. Schools were granted an extension until October 9, 2019. Annual awareness training required for all staff.

Student Hands Only CPR and AED Awareness Training – [Education Law Section 100.2\(c\)\(11\)](#)

Effective October 7, 2015, students are required to complete hands-only instruction in cardiopulmonary resuscitation (CPR) and instruction in the use of Automated External

Defibrillators (AEDs) at least once between grades 9-12 prior to graduation.

Transportation Training - SED Commissioner of Education Regulation Part 156.3
All new bus drivers shall attend an initial 20-hour training following the Basic School Bus Driver Instructional Program. Provide all bus drivers with a minimum of two hours refresher at least twice a year. Two hours of instruction concerning the special needs of handicapping situations. Physical Performance Test.

Tobacco Free Restrictions - Public Health Law 1399, No Child Left Behind Title IV: Part C, Goals 2000: Educate America.
Posting of tobacco free restrictions and reinforcement of tobacco policy. Prohibits indoor smoking in any indoor space in the entire school building or on school grounds.

Vehicle Lift Inspections

Required lifts meet the standards of Automatic Lift Institute and be tested by an OSHA designated nationally recognized testing lab. ANSI standards require annual inspection of automotive lifts.

Violence Prevention and Intervention

Initial training for all staff. Two-hour training is required for those seeking certification .

Water Treatment Plant Operators - NYSDOH Law Subparts 5-1 and 5- 4 of Part 5 of the Sanitary Code.

Community (CWS's) and Non Transient Non-Community Water Systems (NTNC's) (Schools) must have at least one certified water treatment plant operator even if the system has been issued a disinfection waiver and does not provide treatment. Operators must complete 15 hours of continuing education for each three-year period.

Wellness Policy - Section 204 Child Nutrition and Women Infants & Children Reauthorization Act of 2004 (pLIOS-265)

All local educational agencies participating in the USAA child nutrition programs were to establish a local wellness policy by July 1, 2006. This includes goals for nutrition education, physical activity and other school based activities based on promoting student wellness.

Workplace Violence Prevention (Section 27-b of Labor Law)

Under the WVPL, as of January 4, 2024, school districts are now required to implement a program with the following components: (1) develop and post a written policy statement; (2) conduct a risk evaluation; (3) develop a Workplace Violence Prevention Program; (4) provide annual training and information for all employees; (5) document workplace violence incidents and maintain those records; and (6) annually review all workplace violence incidents.



Otsego Northern Catskills Board of Cooperative Educational Services is based in the upper Susquehanna River Valley and the Northern Catskills Mountains.

In addition to providing adult and continuing education, ONC BOCES assists its 19 component school districts with a wide range of educational and administrative services. ONC BOCES is anchored by campuses in Milford and Grand Gorge, which provide parallel programming to the 1660-square-mile area, as well as unique offerings to component districts and beyond. People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers and faculty are experts in their fields who build effective partnerships with component school districts.

ONC BOCES focuses on ways to both lead and support our component school staff, students and communities.

Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

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