
SUPPORT SERVICES REGULATIONS

EB-R Safety

EBA-R Building and Ground Inspection

SAFETY

A. General

The principal will review safety and community emergency procedures with the school faculty early in the fall. Procedures include what to do in case of fire, bomb threats, nuclear attack, and other emergencies which would interrupt the normal school operation.

Teachers may be asked to serve on a safety committee for their school. This committee should assist the principal to improve safety in the school. A fire safety report from this committee shall be kept on file in the school office.

B. School Emergencies

In time of emergency where there is immediate danger to the life or safety of students, it is the duty of the teacher or principal to take whatever action deemed necessary to prevent injury or loss of life.

Teachers shall notify the principal of the school of the emergency prior to any action if time permits or immediately after an action is taken if time does not permit before the action is taken. The Principal shall notify the Executive Superintendent prior to any action taken if time permits or immediately afterwards if action is judged to be necessary immediately.

Appropriate community service agencies should be notified for emergency assistance immediately if such assistance should be judged to be required during an emergency.

Should there be at any time a threat to the safety of students within the school building only, the principal should not hesitate to evacuate the building.

C. Classes

Students shall be carefully supervised at all times, but extreme caution should be exercised in those classes where machinery or chemicals are used or in use. Protective eye devices shall be worn where required by law and in instances where any danger to the eyes of the student might be present.

D. Outside the Classroom

Extreme care shall be taken that all equipment or grounds used by the students are free from hazardous conditions.

E. Accidents and Injuries: Emergency Care

School Personnel

- a. Shall render emergency care only to students who are injured at school. Students who are injured at home or in areas for which the school is not responsible shall be treated by school personnel.

- b. Shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
- c. Shall see that first-aid kits are handily available when students are conducted on field trips.
- d. Shall under no circumstances stipulate or imply to anyone that they or the school are responsible or liable for an accident. Responsibility or cause and payment of doctor bills is to be decided by the insurance carrier.
- e. Shall notify the parent before a physician is contacted except in cases of extreme emergency. This must be a matter of judgement. The decision to contact a physician immediately should be made if it is in the best interest of the student.

Hazard Communication Program

A. General

In order to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following Hazard Communication Program is established for the school.

B. Purposes

- 1. To ensure the evaluation of chemicals to determine their hazards.
- 2. To apprise employees of the hazards with which they work.

C. Staff Responsibilities

Employees responsible for implementing the program in the work areas, classrooms and related activities under their supervision are as follows:

- Principal
- Assistant Principal
- All shop teachers
- Science department chair
- Maintenance director
- Purchasing officer

D. Program Elements

1. Container Labeling

The employees designated in Part C preceding will verify that all containers received for use in their area of responsibility will:

- a. Be clearly labeled as to the contents;
- b. Note the appropriate hazard warning;
- c. List the name and address of the manufacturer, importer, or supplier.

No container will be released for use until the above data is verified.

Secondary containers are to be labeled with either an extra copy of the original manufacturer's label or a facsimile which clearly indicates subsections a. and b. preceding.

2. Material Safety Data Sheets (MSDS)

a. Generally

Chemical manufacturers and importers are required to develop material safety data sheets to each hazardous chemical they produce or import.

When hazardous chemicals are ordered it shall be specified on the purchase order that the chemicals are not to be shipped without corresponding material safety data sheets.

b. Availability/Information

Copies of the pertinent MSDS's must be readily available to employees. The MSDS must provide information on:

1. physical and chemical characteristics of each hazardous chemical;
2. known acute or chronic health effects
3. exposure limits;
4. whether the chemical is considered to be a carcinogen;
5. precautionary measures;
6. emergency and first aid procedures; and
7. the identity of the organization which prepared the MSDS.

3. Inservice Education

The persons designated in Part C preceding shall provide a health and safety orientation for employees under their supervision who may be exposed to hazardous chemicals in their work area. This orientation will include information and training on the following:

- a. A copy of this regulation;
- b. Chemicals present in their work place operations;
- c. Physical and health effects of the hazardous chemicals;
- d. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- e. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- f. Safety emergency procedures to follow if they are exposed to these chemicals;
- g. How to read labels and review material safety data sheets (MSDSs) to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he/she received written materials and understands the division's regulation on Hazard Communication.

Infectious Waste Disposal

A. Generally

The State Board of Education has directed that all school employees receive inservice training in infection control techniques. Principals and administrators responsible for food, transportation, maintenance, and business support services will make provisions for providing such training for employees under their supervision.

B. Instructors

Inservice instructors are to be qualified professionals. In those instances where a school nurse is not available assistance should be requested of the health department.

C. Inservice Components

The training program shall include, but is not limited to, the following:

1. The causes and transmission of the human immunodeficiency virus (HIV) and prevention techniques.
2. Standard operating procedures for handling blood and body fluids as recommended by the Virginia Department of Health. Demonstration combined with hands-on experience will be utilized to ensure that employees understand the procedures.

School Safety Audits

The school shall conduct school safety audits using the item list developed by the Superintendent of Public Instruction.

For the purposes of this regulation, a "safety audit" means an assessment of the safety conditions in each public school to (i) identify and if necessary, develop solutions for physical safety concerns occurring on school property or at school-sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the Board of Control's standards for student conduct.

The Principal shall maintain the completed safety audit pursuant to this regulation.

Approved by Board of Control: August 26, 2008

BUILDING AND GROUNDS INSPECTION

Asbestos Abatement

A. Asbestos Inspections/Management Plan

The Joint Committee for Control shall enter into a contract with one or more firms qualified to perform asbestos inspections, take bulk samples and write asbestos management plan which includes an operation and maintenance plan for the division.

B. Asbestos Coordinator

The asbestos coordinator shall have training (approved by the Environmental Protection Agency) to enable him/her to perform the duties assigned, and to have or receive training which will provide a basic knowledge of the health effects of asbestos, the detection, identification and assessment of asbestos containing materials (ACMs), the control options available for asbestos containing building materials (ACBMs), asbestos management programs, and relevant Federal and State regulations, as required by his/her duties.

The asbestos coordinator shall be appointed by the Joint Committee for Control upon the recommendation of the Principal. If the appointee is a staff member who does not have the qualifications enumerated in the above section, the Joint Committee for Control shall pay for such training and expense related hereto.

Randon Measurements

A. Definition/Source

Radon-222 is a colorless, odorless, tasteless, radio-active gas that occurs naturally in soil, rocks, underground water, and air.

Radon is produced by the natural breakdown (radio-active decay) of radium-226 in soil and rocks. The radon breaks down to radon decay products that can attach themselves to participate in the air.

B. Health Effects

Exposure to elevated radon concentrations has been associated with an increased risk of lung cancer as per the Surgeon General's office of the U. S. Public Health Service.

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