

## **7430 - SAFETY IN SCHOOLS**

The desired outcomes of the District's safety program are:

- A. regularly-scheduled inspections of building and grounds to identify/correct potential hazardous conditions;
- B. quality tools, implements, machines, and vehicles that meet safety standards in normal usage;
- C. equipment that is in compliance with State safety standards in all respects;
- D. regularly-scheduled equipment servicing and maintenance to ensure safe and efficient operation;
- E. provision of approved protective devices to minimize personal injuries.

### **Responsibility**

The assigned administrator shall be responsible for compliance with the Federal/State regulations and for maintaining communication with the Division of Occupational Safety and Health (MIOSHA). Each principal is to assist by developing and administering such measures and practices as are necessary to adequately monitor safety conditions in the school and to prevent accidents. Each school's plan is to be submitted initially and as revised to the assigned administrator for review and approval by June 30th.

The plan should be in accordance with recommendations provided by the State and should include the following:

- A. A hazard inspection of all areas in which employees work or participate (See Form 7410 F4). If a hazard is identified, the assigned administrator shall select the appropriate Personal Protection Equipment (PPE) for the employee, communicate the selection to the employee, and ensure the employee wears the PPE after receiving the proper instruction. (See Form 7430 F4).

- B. **Fire and Tornado**

(see AGs 8420 - Emergency Procedures and 8420A - Severe Weather and Tornado Warnings)

- 1. Fire exits are inspected regularly to ensure each is ready for prompt and orderly egress.
- 2. Fire extinguishers are inspected annually and tagged when inspected. The building principal shall be notified when fire extinguishers have been discharged and need to be recharged or replaced.
- 3. The systems for giving fire and tornado alarms are to be checked at least monthly to ensure that each is functioning properly.

- C. **Protective Devices and/or Clothing**

- 1. Personal Protective Equipment (PPE's) shall be used by all students, teachers, and visitors when participating or observing courses involving the use of hazardous substances.
- 2. For purposes of these guidelines hazardous substances are those likely to cause physical injury to the eye, face, head, foot, or hand. This includes materials which are flammable, toxic, or corrosive to living tissue, irritating, strongly sensitizing, radioactive, or those which generate pressure through heat, decomposition, or other means.
- 3. Activities requiring protective devices and/or clothing include:

- a. working with hot molten metals;
- b. milling, sawing, turning, shaping, cutting, grinding, or stamping any solid material;
- c. heat treating, tempering, or kiln firing of any metal or material;
- d. gas or electric arc welding;
- e. working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means;
- f. other activities identified in the hazard assessment (see Form 7410 F4).

#### **D. Playground Equipment**

As provided by State law, all new playground equipment is to be installed and maintained in accordance with the "Handbook for Playground Safety" published by the U.S. Consumer Products Safety Commission and ASTM F11487-93 published by the American Society for Testing and Maintenance. (M.C.L.A.408.681 et seq) At the beginning of each school year and as frequently thereafter as deemed necessary by the Superintendent, each school's playground is to be checked for safety by the maintenance supervisor using Form 7410 F3 - Inspection Checklist for Playgrounds.

##### **A. Respirator Safety**

The assigned administrator shall be responsible for selecting any respirators (including dust masks) that may be used by maintenance personnel or as part of an instructional program. S/He will also develop and implement a written program on their proper use and maintenance.

Prior to any use, each staff member and student who may be using a respirator (other than a disabled person who uses one for health reasons) must receive training on the proper use and limitations of a respirator and on the proper methods for fit-testing, cleaning, and maintenance of the respirator. Upon completion of the training, the person is to complete Form 7430 F2.

No staff member or student is to use any respirator unless a physician has completed Form 7430 F1 which confirms that the person has no physical condition that would be affected by the use of a respirator. This form must be completed annually, reviewed by the supervisor of the staff member or student using the respirator, and filed in the staff member's or student's personal file along with Form 7430 F2 and Form 7430 F3, if a student.

The assigned administrator shall be responsible for periodic inspections of the area(s) while respirators are being used in the area(s) to ensure that only certified respirators are being used and are being used and maintained properly.

##### **F. Safety Education**

1. Tools and equipment shall be used for instructional purposes only, and the teacher shall be fully responsible for ensuring that each is used safely and is kept in proper working order, including any safety features.
2. Applicable courses of study shall include instruction in accident and fire prevention and in safety education.

3. All personnel who are required to use Personal Protective Equipment (PPE) will be properly trained so they can confirm they understand how to wear, use, maintain, and dispose of the PPE. Each employee must complete Form 7430 F4 prior to completion of the training. Such training shall be provided upon employment or at the beginning of the school year prior to the employee being exposed to the hazard.

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