West Linn-Wilsonville School District

Safety & Health Program

Department of Operations
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Safety and Health Program
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Program Core Elements

I.Management Leadership and Employee Participation

Management Leadership

The District demonstrates ***Management Leadership*** by establishing the program responsibilities; providing authority, information, training, and resources to those authorities; and identifying a process for receiving and responding to safety reports, with appropriate corrective action as needed.

Administrators are accountable for the prevention of workplace injuries and illnesses. Administration will provide direction and full support to supervisors, employees and students regarding safety and health, job training, and hazard-elimination procedures through the School or District Safety Committees. Administration must be fully informed of safety and health issues throughout the district in order to continually review the effectiveness of our safety and health program. Administrators are directly responsible for supervising and training their employees in proper procedures and safe work practices. Administrators must enforce district policies and take immediate corrective action to eliminate hazardous conditions and unsafe work practices when possible. WLWSD will not knowingly permit the safety of our employees or students to be sacrificed for any reason.

Supervisors are responsible for assessing workplace hazards, providing PPE (personal protective equipment), providing training and safe work procedures to new employees, conducting safety inspections, enforcing safety rules, and demonstrating safe work procedures. Supervisors must report and respond to any and all safety issues brought to their attention. Supervisors must enforce district policies and take immediate corrective action to eliminate hazardous conditions and unsafe work practices when possible.

Employees must comply with the district safety rules promptly reporting any and all injuries and illnesses, reporting hazards, reporting incidents or near misses, and providing feedback on safe work procedures.

- **Safety Statement – defining responsibilities and corrective actions**: In our efforts to create a safe environment for all the people in our district, the District defines a Safety Statement outlining responsibilities and appropriate corrective action. (See Page 31 Attachment A)
- **Safety training** is provided annually for all employees. Safety training is also available through the OR-OSHA Web site (http://www.cbs.state.or.us/external/osha/educate/training/pages/courses.htm). These courses can be accessed at any time to accommodate schedules.
- **Safety reporting flow chart** to help employees understand the process to report safety concerns is provided in this program. (See Page 32 Attachment B)
- **Safety accountability** is represented in a flow chart showing appropriate response (See Page 33 Attachment C).

Employee Participation

The District ensures opportunities for ***Employee Participation*** by communicating with employees about workplace safety and health matters, providing employees with access to program information, providing ways for employee involvement, and establishing ways for employees to report job-related safety issues, and providing prompt responses and recommendations.

Communication and Program Information

- **Safety Moments**: The District Safety Committee distributes "Safety Moments" through district-wide email regularly to communicate safety information. These publications are available on the District Website.
- **On-Line Information**: The District Website provides information to all employees regarding safety and safety hazards through the **Virtual Right-to-Know Center**: The District provides a virtual Right-to-Know Center on the District Web site, which provides access to all District written safety programs, employee publications, and District Safety Committee agenda and meeting minutes (www.wlwv.k12.or.us). Links for employee-related services and information are also provided.

Employee involvement in hazard identification and assessment, training, and program evaluation is provided through participation in safety committees. The District Safety Committee provides leadership and oversight to the School Safety committees, which are suggested at each site. Classified and Certified employees, as well as administrators and a district nurse, are represented on the District Safety committee. Classified and Certified employees and an administrator are represented on each School Safety Committee as well.

- **Reporting Job-Related Injuries, Illnesses, Hazards, Incidents, or Near Misses**: Employees are to report job-related injuries, illnesses, hazards, incidents, and near misses promptly to their immediate supervisor. The following steps will be taken in responding to these reports:
- **Response steps to Job-Related Injuries:**
    1. Supervisor will notify the ERT (Emergency Response Team), or ensure the proper emergency response agency (9-1-1) has been contacted.
    2. Supervisor will ensure that injury or accident is immediately investigated, ensure proper steps have been taken to isolate the cause of injury (to prevent further exposure or injury to others), and ensure required paperwork is completed and sent to the appropriate personnel and medical facility.
- **Response steps to Job-Related Illnesses:**
    1. Supervisor will notify the ERT (Emergency Response Team), ensure the proper emergency response agency (9-1-1) has been contacted, or ensure that employee seeks proper medical attention.
    2. Supervisor will ensure that illness is immediately investigated, ensure proper steps have been taken to isolate the cause of illness (to

prevent further exposure or illness to others), and ensure required paperwork is completed and sent to the appropriate personnel and medical facility.

- **Response steps to Job-Related Hazards:**
  1. Report immediately to supervisor.
  2. Supervisor creates a life-safety status work order to address hazard.
  3. Supervisor will ensure hazard will be addressed by one of the following methods to eliminate or reduce the hazard or exposure:
     i. Implement proper engineering controls (i.e. – taking unit out of service (lockout), installing guards, fences, warning sign, etc.).
     ii. Implement administrative controls (i.e. – proper training, limit exposure, written guidelines, warning sign, etc.).
     iii. Ensure proper PPE (Personal Protective Equipment) is supplied and used (i.e. – hardhat, respirator, hearing protection, etc.).
- **Response steps to Job-Related Incidents and Near Misses:**
  1. Report all incidents and near misses to supervisor.
  2. Supervisor will ensure that incident or near miss is promptly investigated, ensure proper steps have been taken to **isolate the potential cause for accident or injury** (to prevent further exposure or injury to others), and ensure required paperwork is completed and sent to the appropriate personnel and medical facility.
- **Safety Concerns or Suggestions**: Employees are encouraged to inform the district of any safety concerns or suggestions by any of the following avenues:
  1. Visit the district web site and fill out the safety comment form located at http://www.wlwv.k12.or.us/DistrictDepts/Operations/DistrictSafety.asp#issues
  2. Report to your immediate supervisor.
  3. Contact one of the school safety committee members, school secretary, or school principal.
  4. Or, contact any District Safety Committee member. The names and contact information are available on the district web site: http://www.wlwv.k12.or.us/DistrictDepts/Operations/DistrictSafety.asp

- **Response to Safety Concerns**: Safety related concerns and recommendations will receive a prompt response through any of the following avenues depending on their urgency:
  1. Building Engineer (for specific site issues)
  2. Work order system (for issues needing more expertise or time)
  3. School Safety Committee (for decisions on how to proceed)
  4. District Safety Committee (for decisions district-wide or policy-related). *Attachment B shows the appropriate avenue to report a safety issue.*

Hazard Identification and Assessment

The District will systematically identify and assess hazards to which employees are exposed and assess compliance with the Oregon OSHA general duty clause:

> **ORS Chapter 654 — Occupational Safety and Health**
> **SAFETY AND HEALTH CONDITIONS IN PLACES OF EMPLOYMENT**
> **654.010 Employers to furnish safe place of employment.** Every employer shall furnish employment and a place of employment which are safe and healthful for employees therein, and shall furnish and use such devices and safeguards, and shall adopt and use such practices, means, methods, operations and processes as are reasonably necessary to render such employment and place of employment safe and healthful, and shall do every other thing reasonably necessary to protect the life, safety and health of such employees. [Amended by 1973 c.833 §5] and OSHA standards. The following procedures shall be followed:

Workplace Safety Inspections:

- Workplace inspections shall be conducted quarterly, in each district facility, by the building principal, building engineer and appointed site safety committee member(s).
- The inspection team shall include employer and employee representatives and shall document in writing the location and identity of the hazards and make recommendations to the District Safety Committee in writing as to how to eliminate hazards and unsafe practices found during inspections.
- The District Safety Committee shall review all safety and health inspection reports and shall make recommendations to the administrators for preferred method to eliminate hazards.

- **New equipment**, materials, and processes for hazards shall be evaluated before they are introduced into the workplace.

Supervisors Safety Brief

Teach Your Workers How To Be Safe Every Day

Equipment Hazards

From the simplest hand tool to the most complex machinery… operational safety hazards exist with any equipment.

As a supervisor, one of your most important jobs is to make sure

Eye Hazards – tools and equipment that create chips, sparks or dust are potential eye hazards. These types of eye hazards are generally controlled by safety glasses, goggles and face shields. Check eye protection your workers use to make sure they are not broken,

equipment hazards are controlled and that employees are properly trained to recognize and avoid possible hazards.

Electrical Hazards – equipment that uses electricity as a power source is a potential electrocution hazard. Check power cords, switches and connections for exposed wires or broken parts.

Amputation & Caught-in Hazards – machine guards on equipment are installed to protect our employees from moving parts. Of course if they have been removed during maintenance or adjustment they will no longer provide protection. Check equipment every day to ensure that all guards are in place.

Chemical Hazards – processing equipment that uses chemicals can be sources of numerous hazards. Leaks can cause slip hazards as well as possible exposure to harmful chemicals. Hoses that leak could create a respiratory problem from vapors

Sharp Edges – simply walking past machinery may be hazardous if sharp edges are not guarded - check equipment mounting brackets, sign edges and control boxes to see if sharp edges are present.

scratched and are the correct type for the hazard. As a minimum, anyone who uses hand or power tools should wear safety glasses.

PPE – personal protective equipment (PPE) should be considered a secondary line of defense against equipment hazards. Employees need to know how to properly select, use and clean any PPE they use. PPE does wear out and has limitation on the level of protection against hazards – your workers should know these limitations.

Training – probably the most effective protection you can give your workers is good operational and safety training. A worker who knows how to recognize hazards can then use his or her training to control the situation and avoid exposure to unsafe conditions. If you expect your people to safely operate equipment, they must first be trained to understand the operating principles, equipment controls and possible hazards to themselves and others.

Tell'em to tell you – one final thing your workers should know is to immediately tell you if any equipment is damaged or not working properly.

- **Hazard Severity**: The inspector shall assess the severity of identified hazards and rank those that cannot be corrected immediately according to their severity.
  - See Attachment E – Hazard Assessment Worksheet.
- **Compliance**: The inspector shall review compliance with the General Duty Clause and OSHA standards at least every two years.
- **Safety Review Process**: The District will review the process when safety and health information or a change in the workplace conditions indicates that a new or increased hazard may be present.

Accident Investigation:

The District will investigate any work-related death, serious injury or illness, or incident (near-miss) having the potential to cause death or serious physical harm should one occur.

Hazard Identification Records: The District will keep records of the hazards identified and their assessment, and the actions taken or plans to control those hazards. These records will be kept in the Department of Operations and can be accessed by contacting this department to make arrangements.

Hazard prevention and control

A. The employer's basic obligation is to systematically comply with the hazard prevention and control requirements of the General Duty Clause and OSHA standards.
B. The employer must develop a plan for coming into compliance as promptly as possible, which includes setting priorities and deadlines and tracking progress in controlling hazards.

Job Hazard Analysis & Safe Operating Procedures

General

Job Safety Analysis (JSA's) is a process of determining physical requirements, environmental conditions and safety factors relating to a specific job or task. JSA's are best used for stationary or repetitive production tasks or product movement, in which the job, equipment and work environment change very little.

West Linn - Wilsonville School District has collected JSA's on various positions (see attachment F). These documents serve as guidelines for preparing SOP's where needed.

Safe Operating Procedures (SOP's) are written step-by-step procedures for a specific non-repetitive task which may be hazardous or critical. The purpose of an SOP is to provide written guidance for a particular task such that any qualified person can successfully and safely complete the task. SOP's are best developed and used for highly skilled jobs and when the equipment and work environment change often. For example, an SOP with appropriate warnings and cautions, would best be developed and used for tasks such as confined space entry, maintenance tasks, lockout-tagout, welding operations, system startup and shutdown.

JSA's/SOP's provide

- PPE determination process
- Resource for supervisors to train new employees
- Control of job steps
- Identification and control of potential hazards

- Benchmark for accident investigation
- Review of employee performance

Responsibilities

Management:

- ensure complete & effective JSA's are developed for all production tasks
- ensure JSA's are reviewed with new hires and annually thereafter
- utilize JSA's and SOP's in accident investigations and retraining
- ensure JSA's & SOP's are modified if a new step or process is added
- ensure SOP's are developed for non-routine tasks that have a high degree of safety risk

Supervisors:

- use JSA's and SOP's to train all new employees
- use JSA's and SOP's when performing job performance evaluations
- develop and submit JSA's for all tasks in their area of responsibility
- review JSA's annually with all employees assigned to their department

The most important person in JSA process is the Supervisor, who is in constant contact with employees and should be familiar with the hazards in their Department. Supervisors are in a better position to recognize and correct unsafe acts and conditions as they occur.

Safety Coordinator:

- assist Management and Supervisors in developing JSAs and SOPs
- maintain a master file of all JSAs and SOPs
- ensure new JSAs or SOPs are developed for new equipment or processes
- ensure SOPs are posted for tasks that occur at fixed locations (i.e.. Bench Grinders, Boiler Operations, etc)

Documents

Forms and documents available for developing SOPs and JSAs are:

Job Safety Analysis Form

Job Safety Analysis Task Steps

Task Hazard Assessment Worksheet

Task Hazard Prevention & Control Worksheet

SOP Process

A Safe Operating Procedure consists of:

A written step by step procedure for a specific task

A description of possible hazards & cautions

Hazard Control steps

List of required personal protective equipment (PPE)

Qualifications required for the operation

SOP's may be permanently posted or consist of multi-page instructions that are to be reviewed prior to each time a qualified person performs the task.

SOP's are developed and completed by the following steps:

1. Draft Development of SOPs
2. Review and approval of SOPs
3. Implementation of SOPs
4. Review and updating SOPs
5. Periodic Training using SOPs

JSA Process

A Job Safety Analysis consists of:

1. Job Physical Requirements
2. Job Environmental Conditions
3. Personal Protective Equipment required
4. Sequence of Basic Job Steps
5. Potential Accident or Hazards associated with each step
6. Safe Job Practice for each step

Job Safety Analysis are completed through the followings steps:

1. Development of JSA's
2. Review and approval of JSA's
3. Implementation of JSA's
4. Review and updating JSA's
5. Periodic Training using JSA's

Development of JSA/SOP

There are many ways to develop JSA/SOPs, however, observation and team approach has proven the most reliable. By watching the tasks, the observer can see first hand what is required, recognize the hazards and recommend alternatives. Below is the sequence used to develop a JSA/SOP:

1. Select the most experienced employee to observe
2. Explain the purpose of your observations
3. Observe the task and define the steps used to complete the assignment

4. Record the basic steps

5. Review the steps with the observed Employee for clarity

6. Observe the task a second time and identify any hazard potentials and record the findings. Hazard types include:

Impact

Contact with Chemicals

Caught on or between

Lacerations

Burns

Fall or Slip

Over exertion

Cumulative Trauma

7. Observe the task a third time to develop corrective measures to all hazard potentials

8. Review your findings with the Employee for clarity

9. Complete the JSA form or write SOP

Review and Approval of JSA/SOP's

After the draft copy of the JSA/SOP has been completed, it should be reviewed by a team consisting of the Safety Coordinator, Department Manager, Supervisor and affected Employees. All questions should be discussed by the team. A final version is then drafted.

Implementation of JSA/SOP's

Completed JSA/SOP's are then reviewed with the entire department by the Supervisor. New hires and transfers should have the JSA/SOP's reviewed with them and made part of the Employee's job performance evaluation.

Updating JSA/SOP's

All new hazards, operations, equipment and tools should be updated on the JSA/SOP's and communicated to all Employees as soon as possible. JSA's will become out-dated if not reviewed periodically.

Periodic Training and Retraining

Job Safety Analysis

In the safety community, there are a variety of technical terms, such as JSA, JIT, OJT, and others, but today, we want to discuss JSA and what it can do for your safety program.

Job Safety Analysis or JSA is simply a procedure used to review job methods and uncover hazards that may have been overlooked in the layout of the plant or building and in the design of the machinery, equipment, tools, work stations and processes, or that may have developed after production started, or that resulted from changes in work procedures or personnel. It's one of the first steps in hazard and accident analysis and in safety training.

It's really simple. Once the hazards are known, the proper solutions can be developed. Some solutions may be physical changes that eliminate or control the hazard, such as placing a safeguard over exposed moving machine parts. Others may be job procedures that eliminate or minimize the hazard.

Most of the information needed for a JSA, such as environmental conditions, physical requirements and required personal protective equipment is very easy to determine. The more difficult part is listing the steps for a particular task and identifying the necessary safety steps. A Job Safety Analysis is not difficult to perform. You can make up your own form, for your specific equipment, processes or machinery. The basic safety steps for a JSA generally follow a simple format something like this:

As an example, let's use a task most people are familiar with - fire extinguisher use.

WHAT TO DO; HOW TO DO IT; KEY POINTS
The what to do section is nothing more than the steps in the sequence of a particular job, such as using a Pressurized dry chemical Fire Extinguisher.

Step 1, under *what to do* would be to remove the extinguisher from the wall bracket.

Step 2, carry the extinguisher to the fire.

Step 3, remove the pin.

Step 4, aim the extinguisher at the base of the fire.

Step 5, Squeeze the discharge lever.

Step 6, apply the stream of the extinguisher to the fire.

Step 7, report the use of the extinguisher after the fire is out and return the extinguisher for servicing.

Step 8, place a charged extinguisher on the rack to replace the discharged extinguisher.

Now, for the *how to do it* part of the JSA. These are instructions for completing the what to do items.

Step 1, put the left hand on the bottom lip of the extinguisher, fingers curled around the lip, palm up. Right hand on the carrying handle, palm down and fingers around carrying
handle only.

Step 2, carry the extinguisher in the right hand, in an upright position.

Step 3, set the extinguisher down in an upright position. Place the left hand on top of the extinguisher, pull out pin with right hand.

Step 4, place the right hand over the carrying handle with fingers curled around the operating lever handle while grasping the discharge hose near the nozzle with the left hand.

Step 5, direct the extinguisher stream at the base of the fire.

Step 6, replace the discharged extinguisher with a fully charged extinguisher.

The next major category on the JSA is to identify the key points of the operation. Safety is always a key point.

Step 1, check the pressure to make certain extinguisher is charged. Stand close to the extinguisher, pulling straight out. Have a firm grip to prevent dropping the extinguisher, then lower the extinguisher as you remove the left hand from the bottom lip of the extinguisher.

Step 2, the extinguisher should hang down alongside the leg, making it easier to carry and reduces the possibility of arm or back strain.

Step 3, hold the extinguisher steady with the left hand, being careful not to exert pressure on the discharge lever as you remove the pin.

Step 4, have a firm grip on the handle to steady the extinguisher.

Step 5, work from side to side or around the fire. After extinguishing the flame, be sure all smoldering or glowing surfaces are fully extinguished.

Step 6, when replacing the discharged extinguisher; be sure not to strain your back or arms in the lifting process. Hold the extinguisher close to your body.

What you have just seen is a Job Safety Analysis Worksheet. Use this information to actually create a Job Safety Analysis Training Guide, for training persons to use fire extinguisher.

The training guide is the result of analyzing each specific job in your organization, so when it comes time for training, all the information relating to the job and the safe method of completing the job is documented. This training guide can serve as a checklist for documentation of the training. It can be completed by the person conducting the training, or the individual's supervisor, to ensure all safety aspects, potential hazards and recommended safe job procedures are explained to the individual being trained.

Let's take a look at the Job Safety Analysis Training Guide:
Some of the basic parts to be completed are the actual job, the date of the analysis, title of the person doing the job, supervisor's name, person who completed the analysis, the department, section of the department and who reviewed the JSA Training Guide. What type of personal protection is required for this job and who approved the Analysis of the Training Guide.

The basic form shows the sequence of the basic job steps:
What goes in this area is a breakdown of each specific steps of the job, such as what is done first, what is done next and so on. It's always a good idea to have an experienced person go through each step, one at a time, from the very beginning, so sufficient information can be gathered to make each step very specific.

The next part of the JSA Training Guide indicates potential hazards. For each specific step in the job, ask yourself what potential accidents can occur during each step. Some of the potential hazards may include electrical, mechanical, heat, cold, welding sparks, fumes, dusts, mists, chemicals, burns and so on. Simply list any potential hazard for each specific step.

Last, but not least, is the recommended Safe Job Procedure. This means listing the steps to take to reduce potential hazards and injuries. Take some time to discuss with experienced operators of a particular piece of equipment or process as they often have a vast amount of experience or safety tips that could be quite valuable in analyzing potential hazards and how to effectively reduce the risk.

Safe Job Procedures could include machine guarding, safe lifting, personal protective equipment, lockout and tag out, chemical safety and thousands of other safety procedures.

Each piece of equipment, machine or process has its own unique, potential safety hazards and safety features and safeguards. That's what Job Safety Analysis is all about. Finding out what the hazards are and then taking the steps to reduce the hazards. One reminder, however. Avoid the use of terminology such as, be careful, use caution or be alert. Use specific procedures and spell out exactly what you want the individual to do, how you want that person to work and act and what specific steps must be followed in the process.

Many companies fail to use Job Safety Analysis because it takes time and effort to analyze each specific piece of equipment and job. The truth of the matter is, it's more cost effective to perform Job Safety Analysis because it saves time, money and certainly reduces accidents and injuries. JSA gives individuals training in safe, efficient procedures. It increases safety awareness, it improves job training, especially for new employees and overall improves productivity. It's worth the time and effort you spend in analyzing each specific job.

Earlier, we mentioned JIT. JIT means Job Instruction Training. It's a catchy word, but it's something each person needs to know when training others. It should be used in conjunction with JSA because Job Instruction Training includes breaking down each job so the person being trained will have a thorough knowledge of the entire job process.

OJT is a much used word that means On the Job Training. On the Job Training means training while on the job....not just using a particular machine without first being trained. On the Job Training requires an experienced trainer to work with an individual, so all the elements of the training previously learned can safely be put into operation. Allowing someone to operate a machine does not guarantee they will operate the machine correctly. On the Job Training requires supervision. Take the time and effort to complete Job Safety Analyses on each job, each piece of equipment and each process. Employees have a right to be properly trained, but they also have an obligation to follow the proper procedures. Job Safety Analysis and training goes a long way to fulfill both obligations.

Annually, the JSA/SOP's should be reviewed by the Supervisors with all Employees. JSA/SOP's should be reviewed with the Employee during an accident investigation to help identify possible causes or problem areas.

A. HAZARD COMMUNICATION WRITTEN PROGRAM

INTRODUCTION AND GENERAL STATEMENT 1.01

Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. West Linn-Wilsonville School District recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, West Linn-Wilsonville School District intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to the Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

1.02 A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

1.03 This policy is established to:

a. Ensure compliance with the applicable state and federal standard.
b. Safeguard the health and safety of employees of West Linn-Wilsonville School District.
c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

1.04 The Hazard Communication Program for West Linn-Wilsonville School District shall be administered by the Manager of Environmental Health & Safety Services, whose line of administrative authority is through the Director of Operations. The Hazard Communication Coordinator has been designated as the Master Record Keeper.

1.05 The West Linn-Wilsonville District office will be responsible for developing and maintaining procedures.

CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS

2.01 Annual updates of the Chemical Information Lists (CIL) beginning with the fiscal year July 1, 2002, are required. Individual department supervisors shall complete and mail Chemical Information Lists (CIL) to the Master Record Keeper (Operations Department) no later than August 1 of each year. CIL's must be submitted in alphabetical order and shall be verified for completeness by the appropriate department head. Each CIL is subject to audit by the Master Record Keeper. The Master Record Keeper will provide copies of the CIL to the Local Fire Department and the Local Emergency Planning Committee.

2.02 A master CIL shall be created and maintained by the Master Record Keeper in a manner that will allow a listing of hazardous substances by building, room, department, and manufacturer.

2.03 Each building in the district shall have a CIL. The CIL shall include a listing of all hazardous substances present. The Master Record Keeper will develop an overall Building CIL by combing the individual lists supplied by each department/area in the building.

2.04 Each time a department receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the CIL, along with the original copy of the Material Safety Data Sheet (MSDS) for the new substance, must be sent to the Master Record Keeper.

2.05 Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

2.06 Department Heads must assure that MSDS's for all hazardous substances in the work place are obtained. A copy of the MSDS's must be kept in the department and be readily accessible to employees who work with the hazardous substances. The original copies of MSDS's must be sent to the Master Record Keeper to be placed in the master file. Copies of the MSDS's should be placed in a filing cabinet, notebook, etc., and marked with an MSDS label available from the Master Record Keeper.

2.07 Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the ordering department (which is the Maintenance Department) to make every effort to obtain an MSDS from the manufacturer. If difficulties are encountered, the Master Record Keeper can assist.

2.08 Areas that store hazardous substances for distribution to other departments must obtain MSDS's for these substances and prepare a CIL. When the storeroom transfers a hazardous substance to another department, the storeroom supervisor must assure that the receiving department or individual receives a copy of the MSDS. Likewise, if the storeroom prepares a substance by any process for distribution to another department or individual, then the storeroom has assumed the role of the manufacturer and must prepare an MSDS for the substance. The Department Head over the storeroom areas shall assure that the above steps have been completed.

2.09 Should the supervisor of an area dealing with hazardous substances become aware of any information that is significant in regard to the health hazard of a substance (that does not already appear on the MSDS), he/she must add the information to the MSDS within a period not to exceed 30 days. The supervisor must also report this information to the Master Record Keeper. The information will be added to the master file and reported in writing to the appropriate state agency for follow-up investigation with the chemical manufacturer.

SIGNS AND LABELS

3.01 All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Material Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

3.02 It is the responsibility of the Department Heads to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

a. Common/trade name of the substance.
b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
c. Chemical abstract service number (CAS).

HMIS labels are available from the Master Record Keeper for this purpose.

3.03 Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

a. The material is not used within the work shift of the employee making the transfer.
b. The employee that made the transfer leaves the work area.
c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

3.04 Storage tanks must be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings. http://www.nfpa.org/Codes/NFPA_Codes_and_Standards/List_of_NFPA_documents/list_of_folders.asp#1

3.05 Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on West Linn-Wilsonville School District property.

3.06 Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined in 3.02 for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees should leave the area, go to a place of safety, and call the Environmental Health and Safety Department for assistance. MSDS's for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.

3.07 In addition to the labeling requirement for containers of hazardous substances, the area where the hazardous substance is used or stored must be properly marked. In order to accomplish this requirement, the Master Record Keeper has obtained the Uniform Laboratory Hazard Signage (ULHS) system. The signs identify the areas where hazardous substances are used or stored through pictograph symbols. The signs will warn employees and visitors that proper precautions should be observed when entering the area. The ULHS signs are available from the Master Record Keeper.

EXCLUSIONS

4.01 These regulations do not apply to any substances which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and food stuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

4.02 The term "laboratory" is intended to mean a workplace where relatively small quantities of hazardous chemicals are used on a nonproduction basis. All research laboratories may be excluded from the standard except for the following requirements:

a. Complete a CIL and submit a copy to the Master Record Keeper.
b. Conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
c. Supply employees with the chemical names of all hazardous substances.
d. Maintain MSDS's and make them readily accessible to employees.
e. Ensure that containers of hazardous substances bear a legible manufacturer's label or an HMIS label.
f. Develop and implement a written chemical hygiene plan and provide a copy to the Master Record Keeper.

EXPOSURE

5.01 Exposure of exposed means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.

5.02 After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out an Employee Exposure Report (EER). EER forms are available from the Master Record Keeper. The completed EER should be submitted to the Master Record Keeper (original copy), with a copy retained at the department and a copy provided to the employee.

5.03 The Master Record Keeper will retain the original EER and send a copy to the Personnel Department. The Personnel Department will place the EER in the employee's permanent personnel file to be retained for the appropriate state retention length.

5.04 An affected employee (or designated representative) may make a request to the Master Record Keeper or employing department for access to copies of the appropriate CIL and MSDS's. Access to the appropriate CIL and MSDS's shall be granted within a reasonable time, place, and manner, but never

later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS's, the Master Record Keeper shall, within 15 days, assure that either a copy or a mechanical means to copy is provided.

5.05 An employee that has requested information as stated in section 5.o4, and has not received the requested information within the specified time period, may refuse to work with the substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

5.06 Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

5.07 The Department Head or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

a. Chemical name of each hazardous substance.
b. Correct labeling of each hazardous substance.
c. Availability of any MSDS for each hazardous substance present in the immediate work area.
d. Training and education of employees on work practices, protective measures, and emergency measures in the work place.

5.08 Periodic checks for program integrity will be made by means of an audit team comprised of personnel from the Environmental Health and Safety Office.

TRAINING

6.01 The Master Record Keeper will present a Train-the-Trainer Program for supervisors of departments. The supervisors of departments will be responsible for the training of their employees on the Hazard Communication Program.

6.02 All employees of West Linn-Wilsonville School District must receive Hazard Communication training. All employees will include temporary, part-time, teaching assistants, and full-time personnel. New employees will receive a general information brochure on Hazard Communication from the Personnel Department at the start of employment.

6.03 Department supervisors shall inform their employees of the requirements of the Hazard Communication Standard (cover the four stages of the program), any operations in their department where hazardous substances are used, the location and availability of the MSDS's and CIL, and a review of the department Contingency Checklist. In addition, the training must cover the methods used to detect the presence of a substance released and the steps to take after the release is detected, the physical and health hazards in the department, the measures and equipment used for personal protection, and the details of the written plan. The training must occur within 30 days of employment for new employees.

Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

6.04 Training and education provided to employees and others must be documented with detailed records of training maintained by the department. The training records must be kept for the length of employment plus 40 years. A copy of all training records must be sent to the Master Record Keeper.

FIRE SAFETY

7.01 The Master Record Keeper will create a building CIL package consisting of floor maps and rooms. The building CIL packages will be submitted to the Local Fire Department. The building CIL packages will be updated annually by the Master Record Keeper.

7.02 In addition to the annual update requirement for the CIL, each department/area on campus is required to complete and submit a Contingency Checklist. The Contingency Checklist should be completed and sent to the Master Record Keeper at the same time the annual CIL is sent. The Contingency Checklist is needed to prepare and update the Campus/County-wide Contingency Plan. The Contingency Checklist forms are available from the Master Record Keeper.

OUTSIDE CONTRACTOR'S RESPONSIBILITIES

8.01 Any time an outside contractor brings a hazardous substance(s) into the workplace, a CIL and MSDS(s) for the substance(s) must be received. Similarly, a CIL and MSDS(s) for all hazardous substances in the area that the contractor will be working must be provided to the contractor. This exchange will be coordinated by whomever is granting the contract. A contractor safety form must be signed stating the contractor agrees to this provision. Contractors must check in at the main office, read the disclosure document, and sign their name upon entering any building.

8.02 Service contractors whose work or materials pose a health hazard to employees shall be responsible for the training and education requirements outlined under the training section of this policy.

8.03 The above cross-training must be documented and the records must be retained in the department where the work is performed. Copies of the cross-training records must also be sent to the Master Record Keeper.

8.04 Outside contractors must comply with all the provisions of the Hazard Communication Standard while serving in the West Linn-Wilsonville School District. Periodic audits from the Master Record Keeper will be performed to assure compliance.

ASBESTOS NOTICE AND LABELING

9.01 Pipes, boilers, storage vessels, structural members, or equipment with insulating material that might be removed, penetrated, damaged or otherwise disturbed by repair, remodeling, renovation, maintenance or other activity, shall be labeled with cautionary labels. Such caution labels shall be printed in letters of sufficient size and contrast as to be readily visible and legible. Each room or area where the conditions

require that labels exist shall have a minimum of one such label, and additional labels as is necessary, to insure ready visibility and legibility. Equipment with asbestos-containing material shall bear the following label:

DANGER
Contains Asbestos Fibers
Avoid Creating Dust
Cancer and Lung Disease Hazard

9.02 Areas with asbestos-containing material used as acoustical material on ceilings or walls shall post the following notice:

NOTICE TO EMPLOYEES
This facility has been inspected
for the presence of
Asbestos-containing material.
Asbestos-containing material is present in this facility.
Asbestos-containing material may cause health problems.

General Health and Safety Policies

Purpose

This chapter covers general policies that may not be covered under other safety programs. Our company's policy is that all employees be provided with a safe and healthful place of employment. Identification of hazardous conditions may be accomplished at the planning and design stage, as a result of workplace inspections, or by employee reports. All recognized safety and health hazards shall be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed by the hazards. The preferred method of hazard abatement shall be through application of engineering controls or substitution of less hazardous processes or materials. Total reliance on personal protective equipment is acceptable only when all other methods are proven to be technically and/or economically infeasible.

Responsibilities

Management, supervisors and employees are responsible for following all safety program requirements and safety practices. If procedures or practices are identified as needing changes, these changes shall be accomplished through normal management review practice

Hazard Control

Substitution. The risk of injury or illness may be reduced by replacement of an existing process, material, or equipment with a similar item having more limited hazard potential Some examples include: brush painting instead of spray painting to reduce inhalation hazards, welding instead of riveting to reduce noise levels, use of safety cans instead of bottles to store

flammable liquids, etc. Care must be exercised in any substitution to ensure that the substitute materials are technically acceptable and to avoid introducing a new or unforeseen hazards.

Isolation. Hazards are controlled by isolation whenever an appropriate barrier or limitor is placed between the hazard and an individual who may be affected by the hazard. This isolation can be in the form of physical barriers, time separation, or distance. Examples include machine guards, electrical insulation, glove boxes, acoustical containment, and remote controlled equipment.

Ventilation. The control of a potentially hazardous airborne substance by ventilation can be accomplished by one or two methods: diluting the concentration of the substance by mixing with uncontaminated air or capturing and removing the substance at its source or point of generation. Local exhaust ventilation is generally the preferred and more economical method of hazard control. However, dilution ventilation can be very effective for the removal of large volumes of heated air or for the removal of low concentrations of non-toxic or low toxicity contaminants from minor and decentralized sources.

Administrative Control. This method of hazard mitigation depends on effective operating practices that reduce the exposure of individuals to chemical or physical hazards. These practices may take the form of limited access to high hazard areas, preventive maintenance programs to reduce the potential for leakage of hazardous substances, or adjusted work schedules which involve a regimen of work in high hazard and low hazard areas. Adjusted work schedules are appropriate only when the hazard is recognized as having a limit below which nearly all workers may be repeatedly exposed without adverse effect.

Personal Protective Equipment. This method of hazard control is least preferred because personal protective devices may reduce a worker's productivity, while affording less effective protection against the recognized hazard than other methods of control. Nevertheless, there are instances where adequate levels of risk reduction cannot be achieved through other methods, and personal protective devices must be used, either alone or in conjunction with other protective measures.

Hazard Control Principles

Hazardous conditions in the workplace may be prevented through appropriate actions when facilities are designed, when operating procedures are developed, and when equipment is purchased. Once hazards are identified, whether through inspection or complaint, immediate action shall be taken to avoid unreasonable danger.

Design Reviews. Safety and occupational health issues shall be considered, designed, and engineered into all facilities. Projects that involve potential health hazards such as toxic material, radiation, noise, or other health hazard shall be designed in accordance with established principles of good safety and industrial hygiene engineering.

Operating Procedures. Standard operating procedures or similar directives developed by the supervisor that are issued to direct the manner in which work is performed shall include appropriate health and safety requirements. Supervisors are encouraged to submit standard operating procedures. Recommendations for changes/additions to the procedures for safety and health purposes shall be submitted in writing to department managers.

Purchasing Procedures. Many hazards can be avoided by incorporating appropriate specifications for purchased equipment/material and contracted efforts that involve work at company facilities. Employees responsible for purchasing or developing specifications for purchases should coordinate with the safety office for all new material or equipment purchases to ensure safety and health considerations have been addressed. Contracts that require work to be performed by contract personnel at company facilities shall follow the Contractor Safety Program.

Interim Hazard Abatement Measures. During the time needed to design and implement permanent hazard control measures, immediate, temporary measures are needed. Where engineering controls are not immediately applicable, administrative controls and/or personal protective equipment are appropriate for use as interim hazard abatement measures.

Permanent Hazard Abatement. Engineering control methods are the preferred method of hazard control, followed by administrative control and personal protective equipment. Feasible engineering controls shall be used to reduce hazardous exposure, even when only partial reduction of exposure is possible through engineering methods.

Authorized employees - many operations and tasks that require specific safety training are to be conducted only by trained and authorized employees. Examples of these include:

- Forklift / Manlift Operations
- Chemical use
- Electrical repairs
- Facility Maintenance
- Grounds Work
- Use of power tools

Hazard Control Development

The following possible actions will be considered when recommendations are developed for prevention or reduction of hazards:

1. Avoiding, eliminating, or reducing deficiencies by engineering design, material selection or substitution;
2. Isolating hazardous substances, components, and operations from other activities, areas, personnel, and incompatible materials;
3. Incorporating "fail-safe" principles where failures would disable the system or cause a catastrophe through injury to personnel, damage to the equipment, or inadvertent operation of critical equipment;
4. Relocating equipment/components so that personnel access during operation, maintenance, repair or adjustment shall not result in exposure to hazards such as chemical burns, electrical shock, electromagnetic radiation, cutting edges, sharp points, or toxic atmospheres;
5. Providing suitable warning and notes of caution concerning required personnel protection in operation, assembly, maintenance, and repair instructions;
6. Providing distinctive markings on hazardous components, equipment, or facilities;
7. Requiring use of personal protective equipment when other controls do not reduce the hazard to an acceptable level;
8. Monitoring exposure to insure that engineering controls effectively reduce the hazard; and

9. Training employees to recognize hazards and take appropriate precautionary measures.

Hazard Reporting

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all employees. All employees are encouraged to report unsafe or unhealthful working conditions to their immediate supervisor who will promptly investigate the situation and take appropriate corrective actions. Supervisors will contact the School Safety Committee for assistance as necessary, and the District Safety Committee if the issue requires change in district-wide procedures/policies. Supervisors will keep the reporting employee informed of all actions taken. Any employee may submit a written report of an unsafe or unhealthful working condition directly to the School Safety Committee or the District Safety Committee. They may also report a condition anonymously through the District web site Right-to-Know Center http://www.wlwv.k12.or.us/DistrictDepts/Operations/DistrictSafety.asp#issues.

Signs and Tags

Signs and tags are not intended as substitutes for preferred abatement methods such as engineering controls, substitution, isolation, or safe work practices. Rather, they are additional safety guidance and increase the employee's awareness of potentially hazardous situations.

Tags are temporary means of warning all concerned of a hazardous conditions, defective equipment, etc. Tags are not to be considered as a complete warning method, but should only be used until a positive means can be employed to eliminate the hazard; for example, a "Do Not Start" tag is affixed to a machine and is used only until the machine can be locked out, de-energized, or inactivated.

Danger Signs shall be used where an immediate hazard exists and specific precautions are required to protect personnel or property. The sign shall be of red, black, and white colors.

Danger Tags shall be placed on a damaged ladder or other damaged equipment, and immediate arrangements made for the ladder/equipment to be taken out of service and sent to be repaired.

Caution Signs shall be used to warn of a potential hazard or to caution against unsafe practices, and to prescribe the precaution that will be taken to protect personnel and property from mishap probability. The sign shall be of yellow and black colors.

Radiation Signs shall be used to warn of radiation hazards and of special precautions that will be taken. "Radiation" signs shall use the conventional radiation warning colors of magenta on a yellow background.

Exit Signs shall be utilized to clearly identify the means of egress from a building or facility. Where the exit is not apparent, signs shall have an arrow indicating the direction of the exit.

Biological Hazard Warning Signs shall be used to signify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, etc., which contain or are contaminated with viable hazardous agents. The symbol on these signs shall be the standard fluorescent orange or orange-red color.

Hazard Communication

Many company employees perform a operations which commonly require the use of chemicals that have inherent chemical and physical hazards. General office activities may also involve working with products which contain regulated chemicals. The OSHA Hazard Communication Standard (29 CFR 1910.1200) requires employers to provide information to their employees concerning the hazardous chemicals in the workplace through a written program, training sessions, materials safety data sheets (MSDS), labels and warnings, and other pertinent information. All employees and management shall fully comply with the company Hazard Communication Program requirements/

Noise

Employee exposure to noise of sufficient intensity and duration can result in hearing damage. Noise-induced hearing loss rarely results from just one exposure; it can progress unnoticed over a period of years. Initial noise-induced hearing loss occurs at the higher frequencies where the consonant portion of speech is found, making communications difficult. Engineering controls such as mufflers on heavy equipment exhausts or on air release valves are required where possible. If engineering solutions cannot reduce the noise, administrative controls such as increasing the distance between the noise source and the worker or rotation of jobs between workers in the high noise area should be used if possible. Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by the company. Audiometric testing will be provided to all employees with exposure to noise levels of 80 dB(A) or greater.

Housekeeping

All places of employment including outside areas should be kept as clean as the nature of the work allows but must be kept free and clear of debris, trash, scrap, spills or other extraneous materials which could create a health hazard or cause an accident. Proper layout, spacing and arrangement of equipment, facilities, and machinery are essential to good housekeeping, allowing orderly operation and avoiding congestion.

Maintain the floor of every work area so far as practicable, in a dry condition. Where wet processes are used, maintain drainage and provide removable false floors, platforms, mats, or other dry standing places. When necessary or appropriate, provide waterproof footgear.

To facilitate cleaning, every floor, working place, and passageway will be as smooth as feasible but allowing for the need to provide non-skid flooring where appropriate. floors will not be cleaned with flammable materials or materials creating significant toxic hazards.

Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need.

Information and training

C. Each employee must be provided with information and training in the safety and health program.
D. Each employee exposed to a hazard must be provided with information and training in that hazard.
E. The employer must provide information and training in the following subjects:
    i. The nature of the hazard to which the employee is exposed and how to recognize them.
    ii. What is being done to control these hazards.
    iii. What protective measure the employee must follow to prevent or minimize exposure to these hazards.
    iv. The provisions of applicable standards.
F. The employer must provide initial information and training as follows:
    i. For current employees, before the compliance date specified in paragraph (i) for this paragraph (f).
    ii. For new employees, before initial assignment to a job involving exposure to a hazard.
    (note: the employer is not required to provide initial information and training in any subject in paragraph (f) (2) for which the employer can demonstrate that the employee has already been adequately trained.)
    iii. Periodic information and training should be provided for the following:
        1. As often as necessary to ensure that employees are adequately informed and trained.
        2. When safety and health information or a change in the workplace conditions indicates that a new or increased hazard exists.

Safety Training

Purpose

Training is one of the most important elements of any safety & health program. Training is designed to enable employees to learn their jobs properly, reinforce safety policies and procedures. Safety Training also provides an opportunity to communicate safety principles and commitment of management to a safe work place.

New Employee Safety Orientation

A New Employee Safety Orientation Class is a part of the overall orientation program for new hires. This orientation is conducted by Personnel Office and Dept of Operations. The safety training in these classes consists of the below listed topics (as applicable):

1. General Safety Rules & Policies
2. Hazard Communication & Chemical Safety Procedures
3. Hearing Conservation
4. Control of bloodborne pathogens
5. Electrical Safety & Lockout/Tagout

6. Emergency Plans: Routes & Assembly Locations
7. Procedures for safety violations, accidents, near-miss
8. Proper lifting & ergonomic techniques
9. Job hardening/warmup exercises
10. Equipment Safety
11. Process Safety Management Awareness

After completion of Safety Orientation Class, the new hire's supervisor will provide additional specific safety training applicable to the assigned tasks. This training will consist of:

1. Emergency plans, evacuation routes, assembly locations and emergency actions
2. Rules for reporting safety violations, accidents, and near-misses
3. Safe Operating Procedures
4. Location & use of Emergency Eye Wash & Shower Stations
5. Location and use of Fire Alarm Pull Boxes
6. Use of tools & equipment, lifting & material handling equipment
7. Machine & Tool Guards, Emergency Stop Control Locations & Use
8. Proper Ergonomic procedures & lifting techniques for the tasks assigned
9. Safety equipment & personal protective equipment
10. Hazard Communication: Specific hazards for work area chemicals

Record of this training will be recorded on the ***Job Safety Training Checklist***. This record will be filled out by the Employee's immediate supervisor and filed in the Employee's Personnel Record.

Annual Training Topics

The list below details areas that may require annual retraining for Employees, Maintenance Personnel & Supervisors and Special Employees

Topics

a. Annual Review of Safety Policies and Rules

b. Hazard Communication/Chemical Safety

d. Emergency Action Procedures (including evacuation)

e. Personal Protective Equipment (PPE)

f. Electrical Safe Work Practices

g. Confined Space Entry & Rescue

h. Powered Industrial Truck Operation (where applicable)

j. Bloodborne Pathogens

l. Lockout / Tagout Procedures & Machine Guarding

m. Asbestos Training

n. Lifting and Moving

Evaluation of program effectiveness

G. The employer's basic obligation is to evaluate the safety and health program to ensure that it is effective and appropriate to workplace conditions.
H. The employer must evaluate the effectiveness of the program as follows:
    i. As often as necessary to ensure program effectiveness.
    ii. At least once within the 12 months following the final compliance date specified in paragraph (i).
    iii. Thereafter at least once every two years.
I. The employer must revise the program in a timely manner to correct deficiencies identified by the program evaluation.
J. Multi-employer workplaces
    i. The host employer's responsibilities are to:
        1. Provide information about hazards, controls, safety and health rules, and emergency procedures to all employers at the workplace.
        2. Ensure that safety and health responsibilities are assigned as appropriate to other employers at the work place
K. The responsibilities of a contract employer are to:
    i. Ensure that the host employer is aware of the hazards associated with the contract employer's work and what the contract employer is doing to address them.
    ii. Advise the host employer of any previously unidentified hazards that the contract employer identified at the workplace.

[END OF DOCUMENT]

West Linn-Wilsonville School District
Safety Statement

In our efforts to create a safe environment for all the people on our district sites, we make the following Safety Statement:

"Imminent, Serious, or Willful" violations of the OR-OSHA code will not be tolerated.

Any such violation will invoke immediate and decisive action on the part of any district administrator to correct the hazard.

In the event that an "imminent or serious" violation is recognized by a district administrator, all work in the immediate area will be stopped. This shall include all work activity by any and all trades working in the surrounding area until the violation and hazard has been eliminated and the individuals involved advised.

Should a previously advised individual again create the same or similar "Imminent or serious" violation, West Linn-Wilsonville School District administrator will again stop all work activity in the surrounding area until the violation and hazard has been eliminated. This infraction will be considered a "Willful" violation – the individual will be removed from the site.

The above statement covers everyone on our district sites. All workers, supervisors, delivery people, contractors, subcontractors, employees, inspectors, architects, engineers, teachers, students, volunteers, etc.

Definitions as defined by OSHA:

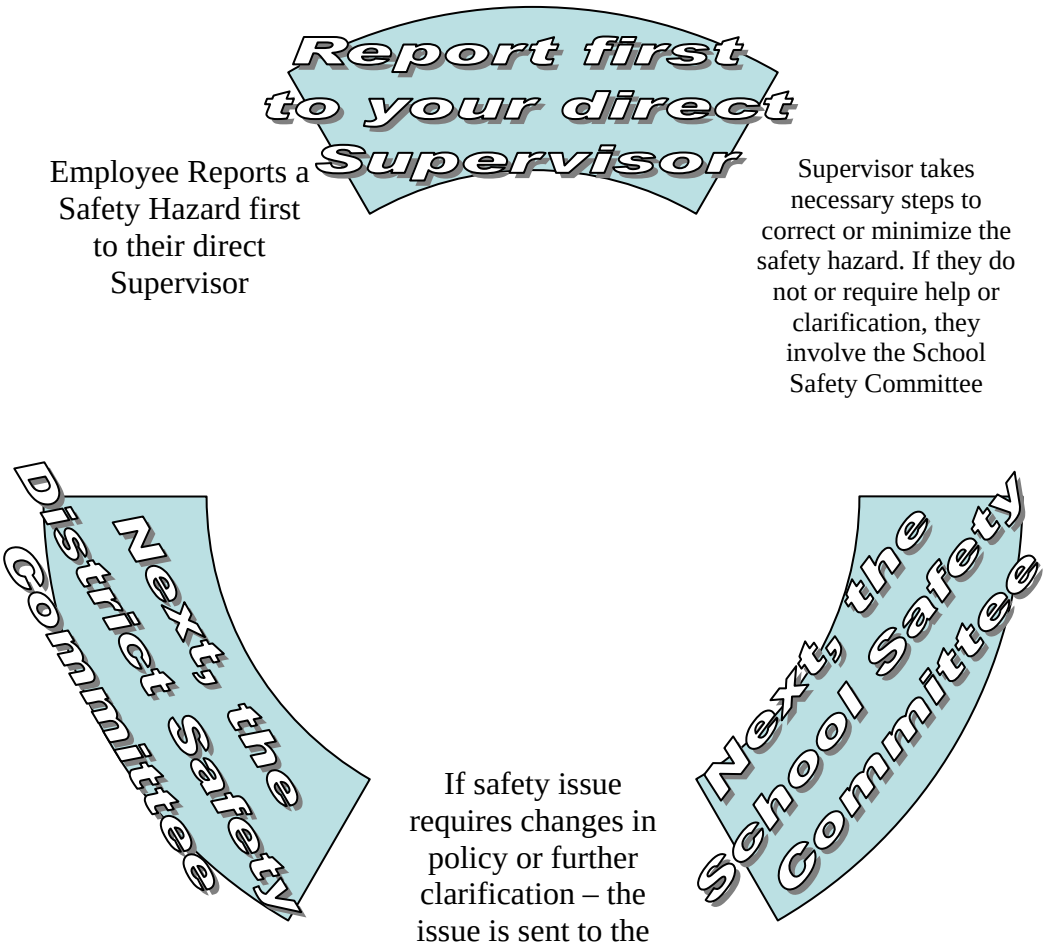
Chapter 437 Division I - 437-001-0015 (35)
Imminent Danger
A condition, practice or act which exists in any place of employment and could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act.

Chapter 437 Division I - 437-001-0015 (54)(2)(A)
Serious Violation
A violation in which there is substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations or processes which have been adopted or are in use in a place of employment unless the employer did not, and could not with the exercise of reasonable diligence know of the presence of the violation.

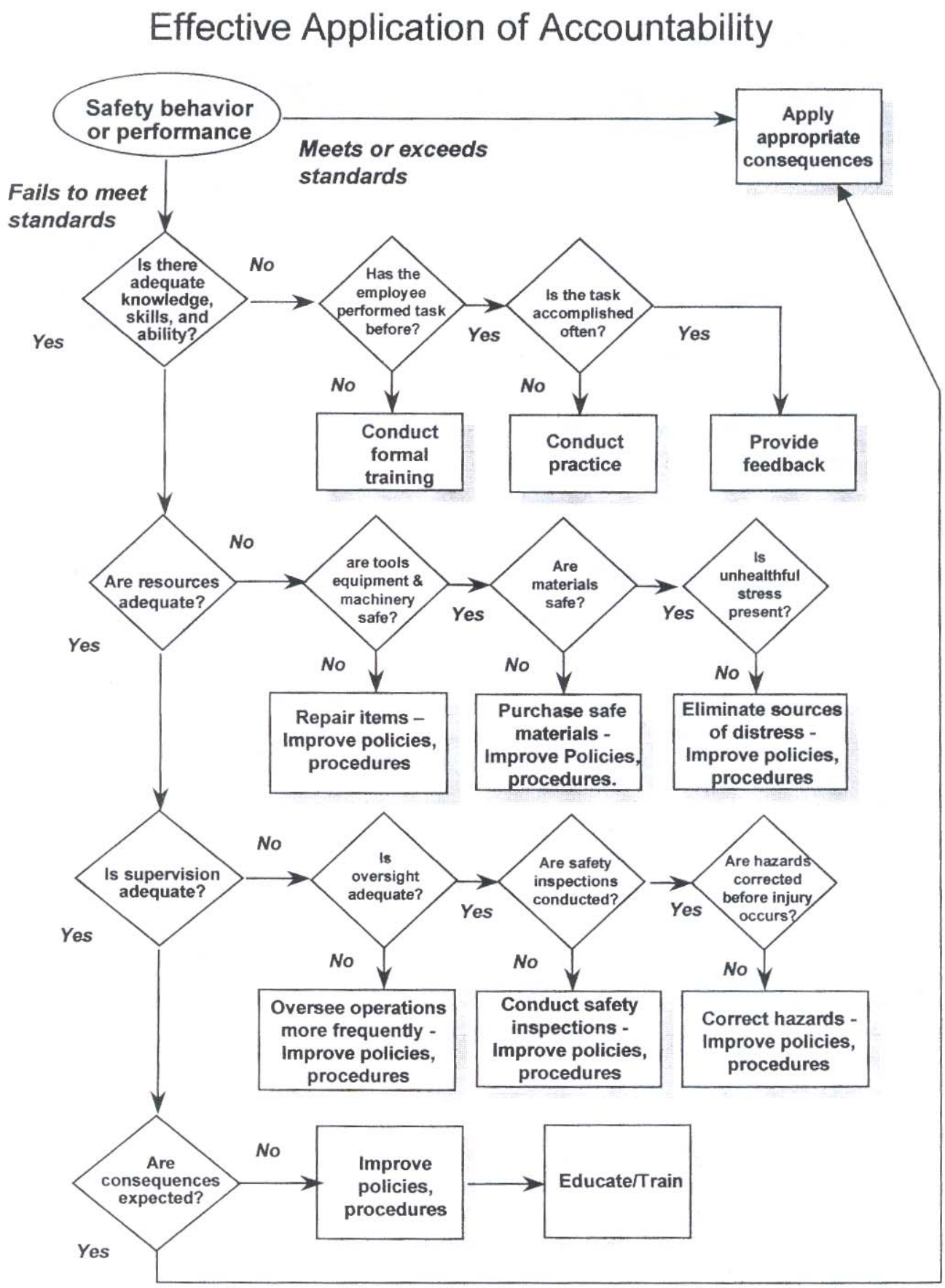
Chapter 437 Division I - 437-001-0015 (54)(B)(A)
Willful Violation
A violation that is committed knowingly by an employer or supervisory employee who, having a freewill or choice, intentionally or knowingly disobeys or recklessly disregards the requirements of a stature, regulation, rule, standard or order.

(Pending adoption) 08/04/2009
West Linn-Wilsonville School District

Attachment B – Safety Reporting Flow Chart



Attachment C – Accountability Flow Chart



Attachment D – Equipment Safety Inspection Form…

Safety Inspection for New & Modified Equipment

Equipment			**Department**				
Date of Inspection			**Conducted by**				
Maintenance Review			**Operator Review**				
Safety Committee Review			**Management Review**				
Equipment Status	**New**		**Leased**		**Modified**		

Area Inspection	**YES**	**NO**		**Yes**	**NO**
No Slip - Trip - Fall Hazards			Applicable Warning Signs posted		
Fire Extinguishers not blocked			No overhead hazards		
22" minimum passage clearance			Eyewash - shower not blocked		
Adequate area lighting			Doors not blocked		
Electric panels not blocked			Floor drains not blocked		

Equipment Inspection	**YES**	**NO**		**YES**	**NO**
Adequate machine guards			Hazards & Warning signs posted		
Operating procedure posted			Access panels fastened		
Electrical connections proper			Pipe & hose fittings tight		
Equipment secured to foundation			No sharp edges		
Controls accessible			Controls are labeled		
Indicating lights work			Emergency stop properly located		
Emergency stop works			Safety interlocks work		
LOTO procedure developed			Electrically grounded		
Equipment test procedures written			Equipment maintenance procedures		
Equipment tech manual available			Operator training completed		

Attachment D – Equipment Safety Inspection Form continued…

Area floor plans modified			Planned Maintenance identified		
Operational check completed					

Deficiencies	Corrected by	Date

Equipment Status	Signature	Date
All deficiencies corrected		
Equipment ready for use		
Equipment released for use		

Attachment E – Work Area Task Hazard Assessment Worksheet

Work Area - Task Hazard Assessment Worksheet

Work Areas _____ **Completed By** _____

Tasks _____ **Date** _____

Note: Respiratory & Ergonomic Assessments are conducted under separate programs

List the Specific Hazard in each block below

	Head	Eyes/Face	Skin	Hand	Foot	Hearing
Impact - Crushing						
Piercing						
Laceration						
Skin Exposure						
Amputation						
Noise						dB
Dust - Mist - Fume						
Electrical						
Chemical						

Attachment F – Job Safety Analysis Form

Job Safety Analysis Form

	Task _____ Effective Date _____ # of Pages ____ of ____ Department _____	
Prepared By: Date:	Reviewed By: Date:	Approved By: Date:
1. Equipment Operated		
2. Environmental Conditions Inside Outside Cold Heat Wet Dust Vapors/Mist Noise Vibration Other _____		
3. Primary Job Functions & Position Lifting Grasping Pushing Sitting Reaching Bending Kneeling Standing Pulling Squatting Other _____		
4. Physical Demands	Continuously (C) 67-100% Occasionally (O) 1-33% Frequently (F) 34-66% Not Applicable (N) 0%	
Standing ____ Walking ____ Sitting ____ Pushing ____		
Pulling ____ Climbing ____ Stooping ____ Bending ____		
Kneeling ____ Reaching ____ Carrying (_____ lbs. _____ distance)		
5. Potential Hazards	**Controlled By**	
Impact	PPE Procedure Training Guards	
Chemical Contact	PPE Procedure Training Guards	
Caught on or between	PPE Procedure Training Guards	
Fall or Slip	PPE Procedure Training Guards	
Over Exertion	PPE Procedure Training Guards	
Cumulative Trauma	PPE Procedure Training Guards	
Other	PPE Procedure Training Guards	
6. List of Specific Hazards		
7. Chemical List		
8. PPE	Eye	Face
Eye	Face	Head
Clothing	Hand	Other
Foot	Respiratory	Other
9. Procedure - step by step		