

## REPORTING OF HAZARDS

The Board is concerned for the safety of students and staff members and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

### Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints the Maintenance Supervisor to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer will:

1. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with safety data sheets (SDS);
2. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer of responsible party;
3. maintain a current file of SDS for every hazardous material present on District property;
4. design and implement a written communication program which:
  - A. lists hazardous materials present on District property;
  - B. details the methods used to inform staff and students of the hazards, and
  - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conduct a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establish and maintain accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

### Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Program (PERRP) and the Asbestos Abatement Contractors

Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

#### Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks/procedures or institution of new tasks/procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. Such records are maintained for three years from the date of the training.

#### Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provision of PERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

#### Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all Board of Health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During the Board of Health inspection, each building principal/designee provides:

1. access to the building and grounds during regular school hours;

2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
3. any records or other information the Board of Health considers necessary to evaluate the health and safety of the school, and
4. a representative who accompanies the sanitarian during the course of the inspection with advance notice from the Board of Health.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Adopted: February 21, 2001  
Revised: June 18, 2008  
Revised: March 19, 2014

LEGAL REFS.: 29 CFR (Code of Federal Regulations) 1910.1030  
Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.  
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.  
Asbestos Abatement Contractors Licensing Act  
Comprehensive Environmental Response, Compensation and Liability Act;  
42 USC 9601 et seq.  
ORC 3313.643, 3313.71; 3313.711  
3707.26  
4113.23  
4123.01 et seq.  
Public Employment Risk Reduction Program, ORC 4167.01 et seq.

CROSS REFS.: EB, Safety Program  
EBB, Accident Prevention and Safety Procedures  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
ECG, Integrated Pest Management  
GBE, Staff Health and Safety

Columbia Schools, Columbia Station, Ohio