

- CLASSIFIED PERSONNEL -

Health and Safety

SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION PLAN

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;

Health and Safety**BLOODBORNE PATHOGEN CONTROL (CONTINUED)**

8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;

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PERSONAL PROTECTIVE EQUIPMENT (PPE) (CONTINUED)

- 4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
- 5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

COVID-19 PANDEMIC MANAGEMENT/HEALTHY AT WORK GUIDELINES

The Commonwealth of Kentucky, by and through various agencies, has issued various Healthy at Work guidelines and other rules and guidelines to allow for the safe and orderly reopening of various parts of society during and in the aftermath of the COVID-19 pandemic. Likewise, the federal government, by and through various agencies, has issued various guidelines for the safe and orderly reopening of various parts of society during and in the aftermath of the COVID-19 pandemic.

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It is anticipated that guidance will quickly change, and that additional guidance will come from various federal and state agencies.

It is important that the district's schools and facilities operate in a way that ensures that students, employees, and visitors are not unnecessarily or unreasonably exposed to dangerous viruses such as the virus associated with COVID-19.

The Superintendent or his designee is authorized to issue such administrative procedures, rules, and guidelines as the Superintendent or his designee determines necessary during and following the COVID-19 pandemic for the safe and orderly operation of schools that will prevent the district's employees, student, and visitors from being unnecessarily or unreasonably exposed to dangerous viruses, including without limitation the virus associated with COVID-19, subject to applicable state and federal law. Such administrative procedures, rules, and guidelines may include, without limitation, administrative procedures, rules, and guidelines (which must comply with applicable state and federal law) pertaining to health screening, testing, sanitization, physical distancing, protective personal equipment, and other matters related to the mitigation of the risk of

transmission of dangerous viruses, including the virus associated with COVID-19. The failure and/or refusal of employees to comply with such administrative procedures, rules, and guidelines will constitute grounds for discipline, up to and including termination.

REFERENCES:

¹[401 KAR 058:010](#), 40 C.F.R. Part 763
Kentucky Department for Public Health
Centers for Disease Control and Prevention
Kentucky Labor Cabinet, [803 KAR 002:308](#), [803 KAR 002:404](#)
OSHA 29 C.F.R. 1910
132 PPE Hazard Assessment
147 Lockout/Tagout
1001 Asbestos – ACBM
1200 Hazard Communication
1030 Bloodborne Pathogens

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