

LEGAL: HB 63 AMENDS KRS 158.4414 TO REQUIRE THAT THE BOARD OF EDUCATION SHALL ENSURE, FOR EACH CAMPUS IN THE DISTRICT, THAT AT LEAST ONE (1) CERTIFIED SCHOOL RESOURCE OFFICER (SRO) IS ASSIGNED TO AND WORKING ON-SITE FULL-TIME IN THE SCHOOL BUILDING OR BUILDINGS ON THE CAMPUS. IF SUFFICIENT FUNDS AND QUALIFIED PERSONNEL ARE NOT AVAILABLE FOR THIS PURPOSE FOR EVERY CAMPUS, THE BOARD SHALL FULFILL THE REQUIREMENTS ON A PER CAMPUS BASIS, AS APPROVED IN WRITING BY THE STATE SCHOOL SECURITY MARSHAL, UNTIL A CERTIFIED SRO IS ASSIGNED TO AND WORKING ON-SITE FULL-TIME ON EACH CAMPUS IN THE DISTRICT.

FINANCIAL IMPLICATIONS: COST OF HIRING AND TRAINING SROS

LEGAL: A NEW SECTION OF KRS 158 (KRS 158.471) PROVIDES THAT BOARDS OF EDUCATION ARE AUTHORIZED TO ESTABLISH A POLICE DEPARTMENT FOR LOCAL SCHOOL DISTRICTS, APPOINT POLICE OFFICERS AND OTHER EMPLOYEES, PRESCRIBE DISTINCTIVE UNIFORMS FOR THE POLICE OFFICERS OF THE SCHOOL DISTRICT, AND DESIGNATE AND OPERATE EMERGENCY VEHICLES. POLICE OFFICERS APPOINTED SHALL TAKE AN APPROPRIATE OATH OF OFFICE IN THE FORM AND MANNER CONSISTENT WITH THE CONSTITUTION OF KENTUCKY. POLICE OFFICERS SHALL BE GRANTED WITH THE PROTECTIONS PROVIDED IN KRS 15.520 AND SHALL BE CERTIFIED IN ACCORDANCE WITH KRS 15.380.

FINANCIAL IMPLICATIONS: COST OF ESTABLISHING POLICE DEPARTMENT, HIRING, AND SALARIES OF OFFICERS

DRAFT 7/7/22

ADMINISTRATION

02.31

School Resource Officers (SROs)

DEFINITION

"School resource officer" or "SRO" means an officer whose primary job function is to work with youth at a school site who has specialized training to work with youth at a school site and is:

- (a)
 - 1. A sworn law enforcement officer; or
 - 2. A special law enforcement officer appointed pursuant to KRS 61.902; or
 - 3. A police officer appointed as a certified SRO; and
- (b) Employed:
 - 1. Through a contract between a local law enforcement agency and a school district;
 - 2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and a school district; or
 - 3. Directly by a local Board of Education.¹

ASSIGNMENT

Pursuant to KRS 158.4414, each Area Technology Center (ATC) shall cooperate with the local Board of Education and Superintendent of the home District on the assignment of at least one (1) certified SRO to the campus where the ATC is located.

TRAINING REQUIREMENTS

All School Resource Officers (SROs) with active SRO certification shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. Any SRO who fails to successfully complete training requirements within the specified time periods, including approved extensions, shall lose his/her SRO certification and shall no longer serve in the capacity of an SRO in a school.

School Resource Officers (SROs)

FIREARM REQUIREMENT

Each SRO shall be armed with a firearm, notwithstanding any provision of local Board policy, local school council policy, or memorandum of agreement.²

REFERENCES:

¹KRS 158.441

²KRS 158.4414

KRS 158.196

KRS 15.380; KRS 15.520

KRS 61.902

KRS 158.471; KRS 158.473; KRS 158.475; KRS 158.477; KRS 158.479; KRS 158.481

KRS 158.4415

RELATED POLICY:

09.4361

Health and Safety

SAFETY

It is the intent of the Office of Career and Technical Education to provide a safe and healthful working environment for all employees, students and clients.

Therefore, it is the policy of the Department to emphasize safety to accomplish the Kentucky TECH mission to prepare Kentucky's current, future and emerging workforce for employment, lifelong learning and independence in a changing global economy.

It is the responsibility of the employee to do the following:

- a. Make a reasonable effort to maintain a safe and healthy work environment in his/her work area;
- b. Report accidents in a timely manner; and
- c. Apprise the supervisor of apparent health and safety hazards, who shall examine the situation and take appropriate action.

When submitting accident reports, the supervisor is responsible for keeping all medically related information confidential. Such information shall not be forwarded with a safety report.

FIRST AID

For the protection of any injured person or persons, and to avoid potential for personal or administrative liability, the following shall be implemented:

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- In no case shall ointments, salves, or oral medicine be rendered except on advice of a physician.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- First aid kits should be equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, rubber gloves, safety glasses, CPR breathing barrier, and other sterile materials required to stop bleeding and cover wounded areas and placed in each lab area.
- Fire blankets shall be placed in those areas where the potential for fire and explosion exist.

BLOODBORNE PATHOGENS CONTROL PROGRAM

1. The purpose of the Bloodborne Pathogens Exposure Control Program is to eliminate or minimize employee exposure to blood or other potentially infectious materials as detailed in the OSHA Bloodborne Pathogens Standard.
2. Blood means human blood, human blood components, and products made from human blood.
3. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

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BLOODBORNE PATHOGENS CONTROL PROGRAM (CONTINUED)

4. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals.

RESPONSIBILITY FOR COMPLIANCE

The administration of the Bloodborne Pathogens Exposure Control Program shall be the responsibility of the Area Technology Center Principal. These responsibilities shall include:

1. Establishing a written exposure control program and developing a schedule for implementing the provisions of the program and OSHA Standards.
2. Developing written procedures for cleaning and handling contaminated materials and for disposing of hazardous waste generated within the facility.
3. Providing appropriate personal protective equipment that is readily accessible to identified employees.
4. Providing hepatitis B vaccines under specific circumstances as defined by an exposure determination and/or medical follow-up for exposure incidents.
5. Providing warning labels or color-coded containers for use with hazardous waste.
6. Providing training to current employees within 90 days of the effective date of the program and initially to new employees and thereafter annually.
7. Developing written procedures for meeting the requirements for medical record keeping.
8. Providing for retention of medical records for the duration of employment, plus 30 years.
9. Conducting an annual review of the effectiveness of this exposure control plan and updating the program as needed.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur exposure to blood or other potentially infectious materials. Exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.). The exposure determination also lists all job classifications in which employees may be expected to incur collateral exposure. It is ATC Principal's responsibility to determine which job classifications or specific tasks and procedures involve occupational or collateral exposure.

PROGRAM ELEMENTS

Bloodborne Pathogen Control Plan

1. Date of Plan (May 2013 Template)
2. Copy of most recent plan on file in KDE Human Resources
3. Control Plan is reviewed annually with documentation

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PROGRAM ELEMENTS (CONTINUED)

Vaccination Records

1. Copies of vaccination records on file in ATC
2. Copies of vaccination records on file in KDE Human Resources

Declination Records

1. Copies of declination records on file in ATC
2. Copies of declination records on file in KDE Human Resources

Medical Recordkeeping File for Each Identified Employee (Maintained for the duration of employment plus 30 years)

1. Name and Social Security Number
2. Copy of Employee Hepatitis B Vaccination Status
3. Copy of Results of Examinations, Testing, and Follow-up
4. Copy of Healthcare Professional’s Written Opinion
5. Copy of all Information Provided to Healthcare Professional

Training Records (Records must be maintained for 3 Years)

1. Dates of Training
2. Contents/Summary of Training
3. Names and Job Titles of All Persons Attending the Training

PROCEDURES FOR REPORTING AND MANAGING AN EXPOSURE INCIDENT-EMPLOYEE

Time Line	All ATC employees who are involved in any situation with the presence of blood or Other Potential Infectious Materials, regardless of whether a specific exposure incident occurs, must be offered the full hepatitis B vaccination series as soon as possible, but no later than 24 hours after the incident.
Time Line	If an exposure incident occurs, all other post follow-up procedures according to the standard must be initiated immediately. Employer must ensure that the medical provider is familiar with and follows the recommendations for post exposure follow-up.
ATC Principal	Complete and submit Workers’ Compensation First Report of Injury. Link under Workers’ Compensation contains a list of providers from which an employee will select a physician.
ATC Principal	Complete and submit Cabinet Accident Report.

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PROCEDURES FOR REPORTING AND MANAGING AN EXPOSURE INCIDENT-EMPLOYEE (CONT.)

ATC Principal	Provide to the physician: 1) Copy of the Bloodborne Pathogen Control Plan, 2) Description of the affected employee’s duties as they relate to occupational exposure.
ATC Principal	Enter appropriate information into OSHA 300 Log.
	Obtain physician’s written opinion within 15 working days of the completion of the evaluation.
ATC Principal	File and retain reports in employee’s medical files.
ATC Principal	Report the incident to the Kentucky Department for Public Health, Division of Epidemiology and Health Planning.
Employee	Report the date, time, and type of exposure to first line supervisor.
Employee	Treatment in accordance with recommended guidelines, based on type of exposure.
Employee	Initiate a consent form for treatment, if indicated.
Employee	Adhere to follow-up treatment regimen and/or testing as prescribed by the physician. Follow-up will be paid for through Workers’ Compensation.

STAFF TRAINING

Each Principal shall establish a safety training program that includes a general safety orientation for all staff upon initial employment and at the beginning of each school year. Training must be provided and documented in the following areas:

- Asbestos Training
- Bloodborne Pathogens
- Crime Awareness and Campus Security
- Drills – Fire, Tornado, Earthquake, Lockdown
- Emergency Plans and Fire Prevention
- Employee Fire Extinguisher Training
- First Aid Training and First Aid Kits
- Forklift Training
- Hazardous Communications
- Lockdown Procedures
- Lockout/Tagout
- Respirator Training
- Safety Committees and Inspections
- Safety Responsibility and Accountability
- Other Training as Identified

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FIRE EXTINGUISHER TRAINING

According to OSHA regulations, where portable fire extinguishers have been provided for employee use, the employer shall provide annual training for employees to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training shall be provided upon initial employment and at least annually thereafter.

The Principal shall arrange for training that satisfies these requirements for the school staff. Local fire departments, fire marshals, or a member of the staff who possesses the proper qualifications can provide training. Fire extinguishers shall be checked monthly by designated staff to ensure they are in a fully charged and operable condition. In addition, all fire extinguishers are to receive six (6) and twelve (12) month maintenance as specified in OSHA Standards and Kentucky Fire code.

FORKLIFT TRAINING

The Occupational Safety and Health Act of 1970 includes a provision that only trained and authorized operators shall be permitted to operate a powered industrial truck. Accordingly, the employer shall provide training on the proper operation of industrial trucks. Forklifts fall under the category of powered industrial trucks. ([OSHA 29 CFR 1910.178](#)) Training shall be required to clarify the differences in handling between a truck and a car, to develop safe operating habits, and reduce the risk of injury.

Training shall be provided to all employees who operate equipment covered under this OSHA standard and documentation of the training shall be kept on file in the school office. Information on what is acceptable training is available from the Division of Education and Training, Kentucky Occupational Safety and Health Program, 1047 U.S. 127 South, Suite 4, Frankfort, KY 40601, or from the KDE Safety Coordinator.

HAZARD COMMUNICATIONS PROGRAM

The Hazard Communication Standard (often referred to as HazCom) established rules for all workplaces covered by OSHA. The standard requires that information on hazardous chemicals be communicated to all employees and students.

Program Requirements:

1. A written hazard communications plan shall be in place for the safety of all employees, students, and visitors.
2. Safety Data Sheets (SDS) must be made available by chemical manufacturers and distributed to the employer. The employer shall make them available to employees. **In area technology centers, the teacher shall be responsible for providing instructions on how to read Safety Data Sheets and the proper use, handling, and health hazards of chemicals used in the program.**
3. Containers shall be labeled so employees and students can handle chemical safely. Protective equipment shall be worn when chemicals may cause a health hazard or physical hazard. Chemicals that are not in the original container shall be properly labeled.
4. A complete inventory of all chemicals shall be prepared and available. (This inventory must be kept current.)

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HAZARD COMMUNICATIONS PROGRAM (CONTINUED)

5. All employees shall be trained annually to recognize and safely handle all chemicals at work. Training shall be provided on how to read and interpret an SDS and label. Students in area technology centers shall receive the same annual training as employees. Documentation of the training shall be kept on file in the school.

All hazardous waste materials shall be stored in labeled containers. Area technology centers are classified as limited quantity generators (businesses that generate less than 220 pounds of hazardous waste per month) and may be able to dispose of hazardous materials such as mercury containing fluorescent light bulbs on site. The safest method to dispose of hazardous waste is with a company who will supply and remove solvents and other waste. In all cases, accurate records shall be kept.

Used Motor Oil Recovery and Disposal:

Waste oil shall be properly stored in labeled containers. All hazardous waste shall be disposed of in accordance with EPA regulations (not to exceed 28 gallons liquid or 200 kg, in any given month). A log to record the amount of oil added to the container shall be maintained. Antifreeze shall not be added to used oil. Transmission fluid, rear end grease, hydraulic fluid, and brake fluid shall be added. Each used fluid added shall be logged accordingly.

If oil spills occur while placing used fluids in the container, Oil Dry or other appropriate cleaning compound shall be used to clean up the spill and the residue shall be placed in a garbage container. Once the container is filled, a certified used oil hauler shall be contacted to remove the oil. Receipts for all oil picked up shall be filed in the school office along with the log.

- a. Used Oil Filters

To dispose of used oil filters, the following process shall be followed:

- Drain the oil and place it in a waste oil container for storage and eventual recycling.
- Drain oil filter into waste oil container and store used filter in a metal drum for recycling pickup.

- b. Antifreeze

Antifreeze shall be stored in a labeled plastic container for recycling. Antifreeze shall not be mixed with used oil.

- c. Mercury Containing Light Bulbs

Federal and State laws require some fluorescent lamps be treated as hazardous waste.

- Spent fluorescent lamps shall be on the list of registered hazardous waste-streams.
- Spent lamps shall be stored in protective boxes to guard against breakage.
- Boxes shall be labeled **“UNIVERSAL WASTE-LAMPS.”**
- Boxes shall be dated when first spent lamp was stored.
- Spent lamps may be stored for up to one (1) year before being picked up by certified hazardous waste hauler. Pickup documentation shall be kept on file.

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HAZARDOUS COMMUNICATIONS PROGRAM (CONTINUED)

- The Principal or designee shall check with the following for possible no cost or cost sharing opportunities for disposal: local school districts, city and/or county government personnel in charge of waste disposal, and company currently used for other hazardous waste disposal.

NOTE: Some fluorescent lamps, commonly referred to as “environmentally preferable” or ”green ends” may or may not be approved for land-fill disposal. The green ends lamps do not automatically mean compliance with EPA regulations for land-fill disposal. Lamps shall pass the “toxicity characteristic leaching procedure” (TCLP) and the Center shall have the manufacturer’s product sheet verifying the lamps are EPA compliant for land-fill disposal.

d. Refrigerant Recovery

The 1990 Federal Clean Air Act requires that refrigerants used in mobile and stationary systems be recovered. Technical education teachers who do live work on equipment containing refrigerants shall have recycling recovery equipment in their program or have access to it.

Willful venting of CFC’s and HCFC’s into the atmosphere is strictly prohibited by the enforcement provision of the Clean Air Act, which carries very stiff penalties for violations. Students handling refrigerants shall be closely supervised by teacher.

LOCKOUT/TAGOUT

OSHA has established a lockout/tagout standard ([29 CFR 1910.147](#)) to safeguard workers from hazardous energy while they are performing maintenance on machines and equipment. The standard requires that equipment must be turned off and disconnected from the energy source prior to servicing. In addition, it further requires employers to develop written lockout/tagout procedures, provide training to all employees and students who could be injured, and to carry out periodic inspections (at least annually) to ensure that the energy control procedures are implemented properly.

Lockout:

- Lockout means bringing machinery to zero energy by locking out the power.
- Each teacher shall have an assigned lock, key and lockout device. No two (2) keys shall fit the same lock.
- Notify persons using the machinery that work will be performed on the machinery.
- Electrical power shall be turned off and an assigned lockout device attached.
- Appropriate warning signs shall be placed at the controls indicating that work is being performed on the machinery.
- Protective equipment shall be worn to include goggles, safety glasses, steel-toed shoes, etc.
- A check shall be made to make sure that the power is off and all moving parts of the machinery have come to a complete stop.
- A check shall be made to verify that all residual energy in the machine has been either controlled or eliminated.

Health and Safety

LOCKOUT/TAGOUT (CONTINUED)

- When work is completed, the work area shall be cleaned up and guards shall be replaced on machinery.
- When inspection is complete, the lockout device shall be removed and other employees and students shall be clear of the equipment before energizing the unit.
- Machinery shall be tested for proper operation.

Tagout:

- If equipment cannot be locked out, then it shall be tagged out.
- A tagout device is a warning device that takes the place of a lock without providing physical restraint.
- Tags shall clearly identify the employee who applied them and shall not be removed except by the person who applied them.
- Tags shall be readable and understandable and must warn against the hazardous conditions that will result if energy is restored to the machinery.
- Most tags shall display legends such as DO NOT START, DO NOT OPEN, DO NOT OPERATE - DANGER, etc.
- Tags shall be made of materials that can withstand environmental conditions.
- Tags shall be secured to energy-isolating devices so that they cannot be detached accidentally while in use.

Each Principal shall provide designated staff with appropriate lockout/tagout devices and training. The Principal shall observe and document the designated individuals performing lockout/tagout at least annually. Each teacher shall maintain a record of machinery and equipment that falls under the requirements of lockout/tagout.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Principal/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 an 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;
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.

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ASBESTOS PLAN

Each school shall have on file in the school office an asbestos management plan (if applicable).¹ Any asbestos work done in the building shall be filed with the plan. Parents/legal guardians and employees shall be notified at the beginning of the school year that the facility has been inspected and a management plan developed for any asbestos containing materials found during the inspection. This may be done by letter or published in the student handbook and faculty handbook. The management plan shall be available for inspection during normal business hours.

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. All new maintenance and custodial employees shall be provided asbestos training within sixty (60) days of hiring. 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.

EMERGENCY EYEWASH STATION STANDARDS

Eyewash stations shall be required in programs where the eyes or body of any person may be exposed to corrosive materials in accordance with [OSHA 1910.151 \(c\)](#).

Corrosive materials refer to any solid, liquid, or gaseous substance that burns, irritates, or destructively attacks organic tissues, most notably the skin, eyes, and when taken internally, the lungs and gastrointestinal tract.

The following are required guidelines for eyewash stations:

1. The eyewash shall have the capability to deliver fifteen (15) minutes of freely flowing water at a comfortable temperature range (15-35 degrees Celsius, or 60-95 degrees Fahrenheit), a maximum inlet pressure of 30 psig, and a minimum flow of 1.5 liters per minute. The flow shall be uninterrupted and the water filtered.
2. The emergency eyewash shall be accessible in locations that require no more than 10 seconds to reach and shall be within a travel distance no greater than 25 feet from hazard, or in the nearest safe area outside of the release area if the release could pose a further danger.
3. The valve shall be designed in such a manner that the water flow remains on without the use of the operator's hands.
4. The eyewash unit shall be activated weekly to flush the line and verify proper operation.
5. The weekly eyewash record shall be maintained for the previous twelve (12) consecutive months to verify compliance with testing procedures.
6. Each emergency eyewash station shall be identified with a highly visible sign that can easily be comprehended by the reader.
7. Instructions on proper usage shall be affixed to the eyewash facility.

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COMPRESSED AIR REGULATIONS

[OSHA 1910.242 \(b\)](#) states that compressed air cannot be used for cleaning purposes (work surfaces) unless the pressure is reduced to less than 30 p.s.i. and then only when effective chip guarding and personal protective equipment is used. For worker safety, a brush may be used to remove dust and debris from clothing and not compressed air.

FALL PROTECTION

Maintenance of area technical centers and construction trades programs that may require employees and/or students to work six (6) feet above a lower level shall abide by the following OSHA standards.

- 1926.500 Scaffolds
- 1926.500 Fall Protection

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10756

Labs with mezzanine storage, or any overhead storage areas, shall abide by the following OSHA standards:

- 1910.23 Guarding Floor and Wall Openings and Holes

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9715

- 1910.27 – Fixed Ladders

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9719

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The Office of Career and Technical Education shall, within eight (8) hours from when reported to the employer, employer's agent, or another employee, make an oral report to the Kentucky Labor Cabinet of the death of an employee as a result of a work-related incident, including death resulting from a heart attack.

The Office of Career and Technical Education shall, within seventy-two (72) hours from when reported to the employer, employer's agent, or another employee, make an oral report to the Kentucky Labor Cabinet of an amputation suffered by an employee, an employee's loss of an eye, or the hospitalization of an employee, including hospitalization resulting from a heart attack.²

OSHA 300 REPORTING REQUIREMENTS

The following OSHA reporting forms will be used:

[OSHA Form 300](#) – Log of Work Related Injuries

[OSHA Form 300A](#) – Summary of Work Related Injuries and Illnesses

All worksites shall maintain an OSHA log for each separate facility/department/school on a calendar year basis (January – December).

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OSHA 300 REPORTING REQUIREMENTS (CONTINUED)

All logs and summaries shall be kept for five (5) years following the end of the calendar year to which it relates.

If there is a change in the extent or outcome of a case, the first entry shall be lined out and the new information entered.

All injuries shall be entered on the log within six (6) days after receiving knowledge that a case has occurred. If in doubt whether a case is recordable or not, it is recommended that all cases are logged, regardless of recordability. The log serves as a reference/tracking document and, in addition, an injury may not be recordable at first but may be determined recordable at a later date. It is important that all information on the logs and the IA1 reports are legible.

There are strict penalties for not complying with federal regulations regarding the posting of logs and maintaining of OSHA files. In cases of an OSHA inspection, the compliance officer will ask to review the log for the previous year and may ask to review the current year's log. Employers shall provide records to an OSHA compliance officer who requests them within four (4) hours.

To report an injury/illness, the Principal shall complete the First Report of Injury (IA-1)

The area technology center Principals/designee shall take the following steps when reporting:

- The supervisor shall immediately call in all state employee work-related injuries, illness and fatalities to the Personnel Cabinet/Office of Worker's Compensation.
- The electronic copy of the First Report of Injury Form IA-1 generated by Worker's Compensation will be forwarded to the Department of Labor, the supervisor, and the Division of Resource Management.
- The supervisor shall obtain the signature of the injured employee (back side of IA-1 First Report of Injury or Illness Report) that relates to fraudulent claims and mail to Worker's Compensation at the following address:
Worker's Compensation Branch, Cabinet for Personnel, Suite 4, 1047 U.S. Highway 127 South, Frankfort, KY 40601.
- The hard copy of the IA-1 shall be kept on file (not in a personnel file) at the worksite, with the information recorded on the OSHA Form 301 and 300 Log.

OSHA 300-A SUMMARY OF WORK RELATED INJURIES AND ILLNESS

At the end of each calendar year, the Occupational Safety and Health Administration (OSHA) requires each covered location to review the OSHA 300 Log for completeness and accuracy and to prepare an Annual Summary of the OSHA 300 Log using the form OSHA 300-A (Summary of Work Related Injuries and Illness).

The summary must be certified by the ATC Principal for accuracy and completeness and be posted in the facility by February 1 of the year following the year covered by the summary. The summary must remain posted until April 30 of the year in which it was posted.

Preparing the OSHA 300-A Summary of Work Related Injuries and Illness requires four steps:

1. Reviewing the OSHA 300 Log;
2. Computing and entering the summary information on the OSHA 300-A;

Health and Safety**ACCIDENT REPORTING (CONTINUED)**

3. OSHA 300-A is certified as indicated on the form;
4. Summary must be posted in a conspicuous place where notices are customarily posted.

The OSHA 300 Log and OSHA 300-A Summary are based on the actual number of employees at the worksite and both must be maintained even if the facility had no recordable accidents for the year.

SUBMISSION OF OSHA 300-A SUMMARY

Each ATC Principal shall forward to the KDE Safety Coordinator in the Division of Resource Management a copy of the completed and signed OSHA 300-A Summary.

KDE Accident Report

Every work related or workplace injury (students, employees, vendors, visitors, and customers) occurring in a Kentucky Department of Education facility, regardless of its severity, must be investigated and reported on the Department of Education Accident Report.

The original Accident Report is maintained on file in the ATC with originals sent to the KDE Safety Coordinator and Division Director.

Workers' Compensation First Report of Injury or Illness (IA-1)

For Workers' Compensation benefits, there is only one requirement of the employee—to “notify his/her supervisor as soon as practicable after happening thereof” (KRS 342:038). When a supervisor has knowledge of a work related injury or illness or alleged injury or illness to one of his/her employees, it is the supervisor's responsibility to obtain all pertinent information and complete Workers' Compensation First Report of Injury or Illness (IA-1). The supervisor responsible will enter the IA-1 online for submission directly to the Workers' Compensation Branch at <https://personnel.ky.gov/layouts/15/FirstReportofInjury/reportinjury.aspx> or call 502-564-6846, 502-564-6847, or 1-888-860-0302.

REFERENCES:

¹401 KAR 58:010: 40 C.F.R. Part 763

²803 KAR 2:181

Kentucky Department for Public Health

Centers for Disease Control and Prevention

Kentucky Labor Cabinet; 803 KAR 2:308; 803 KAR 2:404

OSHA 29 C.F.R. 1910

132 PPE Hazard Assessment

134/ Protective Breathing Devices

147 Lockout/Tagout

151/ Eyewash Stations

157 Portable Fire Extinguishers

178 Forklift Training

242/Compressed Air

1001 Asbestos-ACBM

1200 Hazard Communication

1030 Bloodborne Pathogens

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9806

Supervisor's Guide to Biohazards in the Workplace

Health and Safety

RELATED POLICIES:

05.4; 05.41; 05.411; 05.42; 05.43; 05.47; 05.5; 09.22; 09.224

Admissions and Attendance

ENROLLMENT QUOTAS

If more than one (1) local school district enrolls students in an area technology center (ATC), the enrollment quota for eligible secondary school students, including students from home schools and private schools, shall be determined on a pro-rata basis. Quotas shall be determined by the ATC Principal in cooperation with the school's steering committee. Quota calculations shall be kept on file in the area technology center office for a minimum of two (2) years.

Quotas shall be determined using the following guidelines:

- The ratio of students enrolled in grades 9 –12 in a given school to the total number of students participating in the school district(s) served;
- The total enrollment capacity of the area technology center during the regular school day; and,
- The total number of workstations in each career and technical education program in the area technology center during the regular school day.

Each participating high school in the local school district(s) shall receive a quota of secondary school students. If quotas are not filled, the enrollment vacancies shall be reallocated to the other feeder schools on the same basis as the original quotas.

Any high school that is not currently a formal feeder of the respective ATC may request enrollment to its programs.. If the requested program(s) are at current capacity, the ATC shall accommodate the request to the extent possible; however, a phased approach may be considered over time to reach the high school's determined quota using the guidelines stated above.

REFERENCES:

KRS 157.360; KRS 158.100; 705 KAR 3:141
P. L. 114-95, (Every Student Succeeds Act of 2015)
Plyler v. Doe, 457 U.S. 202 (1982)
Equal Educational Opportunities Act of 1974 (EEOA)