

Environmental Health Safety Protocols

Facilities Staff & Programs	Phone Number
Environmental Health & Safety	475-220-1631

The following are the protocols that must be followed to keep our schools in code compliance with the Health & Safety Issues.

1. Each Principal *may* designate a schools Environmental Health & Safety “Officer” or “Contact”. This person is responsible for keeping the required “Environmental Health and Safety Files” up to date. In case of an incident, this person is responsible for coordinating the response plan with the principal and to meet with all the investigating personnel.
2. A complete file, including the current and archived “Safety Data Sheet” (SDS) book and the school’s Emergency Action Plan (EAP), SDS Books must be kept on file in the Science Dept., Art and Career Tech Depts., the Building manager’s office, and the main office of each school. The designated school Environmental Health & Safety “Officer” must be noted in the main office copy of the file. All employees must be aware of the existence of the SDS book and where to find it for reference or in case of an incident. An “Right to know - It’s the Law” poster must be put up in your main office and copies put wherever you deem necessary.
3. The SDS Book must include:
 - a. A list of the chemicals currently being utilized, stored, or present in the school First Page of the binder must be Alpha indexed (reviewed and updated yearly).
 - b. An orderly collection of the Safety Data Sheets for each of the chemicals in the school (alphabetized).
 - c. Archived: An SDS “book” with a list of the chemicals no longer being used and where a worker may view the material safety data sheet for the chemical (sheets must be maintained for 30 years).
4. Each school must have an Emergency Action Plan (EAP). An in-service on the EAP, with an official sign-in sheet, must be held with your entire staff yearly. Retraining is required any time a change is made to the EAP.
5. Violations cited under U.S. Department of Labor, OSHA Standards 101 1910.38, all minimum required elements must be included in the Emergency Action Plan.
6. While the Crisis Plan that each of you has so diligently revised, studied, practiced and provided training on for your individual schools is excellent in almost all aspects, Environmental Health and Safety found that the plans needed to be more explicit about how each staff person would be accounted for during an emergency. Therefore, the section of your crisis plan the deals with Emergency Evacuations must be revised to include the following elements:
 - a. Each staff person must be aware of the various designated safe areas.

- b. After the building has been evacuated, an identified individual, who has a roster of all staff, must visit each designated safe area and account for the whereabouts of each staff person.
 - c. Once this information is collected, it should be provided to the Principal or his or her designee.
 - d. The Principal or his or her designee must then report this status to the Emergency Incident Commander.
 - e. In addition to making these additions to your Crisis Plan, you must provide training to all staff regarding these additions.
7. All accidents/incidents, such as any hazardous or major chemical spills (especially of unknown type/origin) and potential fire/gas/combustion situations, require an immediate 911 call followed by a call to 475-220-1662. Staff has to be instructed that all incidents must also be reported in writing to both the Principal and the designated school Environmental Health and Safety Officer after the initial call.
8. Any questions and/or requests for clarification or documents needed for your Environmental Health and Safety file should be made directly to 475-220-1662.
9. All staff must receive Chemical Hygiene/Hazard and Blood Borne Pathogen and “EAP” training yearly, with written verification of attendance. This is **mandatory** as per Environmental Health and Safety.
10. Environmental Health and Safety randomly contacts schools (starting with High Schools) throughout the year to schedule inspections. Full cooperation with his requests is expected.