

# PRESENTATION FOR FACULTY

Occupational Safety and Health Program Plan for the  
Paterson Public School District

Prepared by the  
Department of College and Career Readiness

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**Assistant Superintendent (Unit II)**

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# Objective & DOL

- Objective:
  - Faculty will be presented an overview of the Occupational Safety and Health Program Plan
- DOL:
  - Faculty will cite no less than 3 ways a CTE teacher can take steps to contribute to safe and healthy classroom environment

# Note

- This presentation is a summary of primary components/themes of the Occupational Safety and Health Program Plan, as it pertains to faculty who interact with students
- Faculty are expected to review the contents of the Occupational Safety and Health Program Plan and direct any questions to their building administrator

# Overview:

## Occupational Safety and Health Program Plan

1. Scope
2. District Safety and Health Policy
3. Plan Objectives
4. Organizational Structure and Responsibilities
5. Hazard Analysis Procedures
6. General Methods and Procedures to Educate Students About Safety and Health
7. Student compliance with safety and health procedures and disciplinary action
8. Emergency Procedures
9. Reportable Incidents and Accident Follow Up Procedures
10. Safety and Health Practices and Procedures Specific to Programs/Courses
11. General Safety, Health and Environmental Requirements, Plans and Procedures

### APPENDICES

- Key Safety and Health Contacts
- School Inspection Checklist(s)
- District Incident/Accident Report Form

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# 1.0: Scope

This safety and health plan covers all occupational safety and issues associated with staff, teachers, and students both on school district property and at structured learning experiences worksites.

All high school facility locations are covered by this plan.

# 2.0: District Safety and Health Policy

The goal of the Plan is to eliminate, as much as possible, the risk of school-related injuries and illnesses. The District is committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations.

It is the District and Board's policy to comply with all federal, state, and local environment, safety and health regulations.

Ensuring a safe and healthy environment is everyone's responsibility and should be an integral part of all operations.

All employees and students are expected to observe environmental, safety, and health requirements and take all practical steps necessary to prevent injuries and illnesses.

# 3.0: Plan Objectives

- To establish policies and procedures that will help maintain compliance with applicable environmental, safety and health standards
- To provide safe and healthy working conditions free of recognized hazards
- To encourage practices among faculty, students, and staff which are protective of human health and safety and the environment
- To instruct students in proper safety and health practices applicable to each student's career and technical education program
- To evaluate program effectiveness for reducing the risk of injuries and illnesses
- To eliminate incidents associated with occupational safety and health and career and technical education programs

# 4.0: Organizational Structure and Responsibilities

- Chief School Administrator
- District Safety and Health Leadership Team
  - Supervisor of College and Career Readiness
  - Executive Director of Facilities
  - Interim Director of Math/Science
- Principals
- School Nurses
- Supervisors
- Teachers
- Students
- Parents/Guardians

# 4.0: Organizational Structure and Responsibilities

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- Principals
- School Nurses
- Supervisors
- **Teachers**
- **Students**
- Parents/Guardians

# 4.0: Organizational Structure and Responsibilities: Teachers

- Follow district policies, procedures, and the S&H Plan;
- Develop curricula that addresses career and technical education safety and health issues;
- Incorporate the results of hazard analyses into the curricula;
- Regularly inspect classrooms to identify unsafe conditions;
- Conduct a job safety task analysis of student tasks that involve exposure to safety and health hazards;
- Implement corrective action to prevent student exposure to unsafe conditions, equipment, and tasks;

## 4.0: Organizational Structure and Responsibilities: Teachers (cont.)

- Instruct students on safety and health issues associated with career and technical education courses prior to exposure to safety and health hazards;
- Provide material safety data sheets and hazardous substance fact sheets to students as requested;
- Establish safety and health procedures for students in the classroom;
- Assess students on safe and health knowledge and procedures before students may perform any activity posing a significant safety and health risk;

# 4.0: Organizational Structure and Responsibilities: Teachers (cont.)

- Enforce safety and health procedures;
- Maintain student records of assessments associated with safety and health knowledge and procedures;
- Attend professional development courses on safety and health;
- Investigate safety and health incidents that occur in the classroom;
- Model best safety and health practices to the students;
- Supervise students at all times while in the classroom; and,
- Practice emergency procedures as necessary.

# 4.0: Organizational Structure and Responsibilities: Students

- Work in a safe and healthy manner;
- Follow all safety and health procedures and rules;
- Keep work areas neat and clean;
- Dress in a safe and healthy manner for the job;
- Report unsafe conditions and equipment to the classroom teacher immediately;

## 4.0: Organizational Structure and Responsibilities: Students (cont.)

- Report all incidents associated with safety and health to the teacher;
- Wear all personal protective equipment as required;
- Inspect all personal protective equipment prior to donning to identify defects; and,
- Use protective and safety equipment, tools, and machinery as they were designed.

# 5.0: Hazard Analysis Procedures

- **5.1 General inspections to identify safety and health hazards will be conducted as follows:**
  - Annual inspections by local fire inspectors;
  - Periodic insurance carrier inspections;
  - District and School Safety and Health Committees inspections;
  - Teacher inspections of classrooms at the beginning at each class; and,
  - Structure learning experience coordinator inspections of SLE worksites.
- **5.2 Procedures for inspections of personal protective equipment (PPE) and devices**
- **5.3 Procedures for chemical inventories and review of material safety data sheets**
- **5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done**
- **5.5 Maintenance and repair procedures for safety and health issues**

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- **5.5 Maintenance and repair procedures for safety and health issues**

## 5.1 General inspections to identify safety and health hazards will be conducted as follows

- **Teacher inspections of classrooms at the beginning at each class;**
  - At the beginning of each class period prior to the entry of new students, teachers will also conduct a quick inspection of the classroom to identify any safety and health hazards. Any significant hazards will be corrected before student exposure to the hazard is permitted.

## 5.3 Procedures for chemical inventories and review of material safety data sheets

- The Director of Math/Science or designee will coordinate with high school principals and school-based Science Department Chairs to ensure chemical inventories and maintenance of materials safety data sheets are conducted following the procedures specified in the District Hazard Communication Program. Each high school will be responsible for submitting necessary documentation to the Director of Math/Science or designee. A copy of the written program is available in the main office at each facility and can be accessed on the Department of Facilities web page.

# 6.0: General Methods and Procedures to Educate Students About Safety and Health

- The following are general competencies addressed across courses:
  - Identify and use safe work procedures;
  - Select the correct tools and equipment for each job;
  - Use tools and equipment correctly;
  - Maintain tools and equipment;
  - Maintain a clean and orderly work area;
  - Wear attire and safety equipment appropriate to the task;
  - Identify hazardous substances in the workplace;

## 6.0: General Methods and Procedures to Educate Students About Safety and Health (cont.)

- The following are general competencies addressed across courses (continued):
  - Use and properly store hazardous substances;
  - Identify and correct hazardous or unhealthy work conditions;
  - Follow appropriate security procedures;
  - Participate in safety training exercises;
  - Follow first aid procedures using universal precautions;
  - Follow materials disposal procedures;
  - Follow fire prevention procedures;
  - Follow emergency procedures; and,
  - Comply with safety and health policies, procedures and regulations.

## 6.0: General Methods and Procedures to Educate Students About Safety and Health (cont.)

- Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health instructional methods to be used are:
  - Providing safety and health information sheets;
  - Lectures, demonstrations and discussions;
  - Utilizing field trips, resource speakers from businesses and industry and other community services and agencies;
  - Safety posters, warning signs, and other printed materials;
  - Participating in safety related contests;

## 6.0: General Methods and Procedures to Educate Students About Safety and Health (cont.)

- Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health instructional methods to be used are (cont.):
  - Audio-visual presentations;
  - Simulations;
  - Displays;
  - Role playing;
  - Hazard mapping;
  - Student development of hazard signs based on hazard analysis;
  - Student facility inspections; and,
  - School awards for safety and health posters, bulletins boards or projects.

## 6.0: General Methods and Procedures to Educate Students About Safety and Health (cont.)

- Assessment methods will be decided by the individual instructors. Examples of some assessment methods to be used are:
  - Written objective tests with a passing grade of 100%;
  - Teachers supervised performance tests;
  - Continual observation of performance and behavior; and,
  - The review and analysis of incidents whether serious or not.

## 6.0: General Methods and Procedures to Educate Students About Safety and Health (cont.)

- The results of student assessments for safety and health will be maintained in accordance with the district's standard practices for recording and reporting student grades. Students must pass all safety and health assessments successfully before they will be allowed to work in hazardous situations. Retraining of students will be given as necessary if a student in anyway demonstrates a lack of competency. When hazardous chemicals are used, students will be instructed in the hazards of the chemicals and how to protect themselves when handling the chemical prior to any potential exposure. Material safety data sheets or hazardous substance fact sheets will be provided to students and reviewed as needed to ensure student protection. A jobs safety analysis will be conducted annually by the instructor or when a new hazard is introduced and the results of the analysis incorporated into the instructional program.

# 7.0: Student compliance with safety and health procedures and disciplinary action

- Students are required to follow safety and health procedures in the classroom and at SLE worksites. All deviations from acceptable practices included in written safety guidelines, or teachers instructions, are deemed a serious offense.
  - Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations.
  - A second infraction requires teacher held detention.
  - A third offense shall be reported in writing to a school administrator and the parents notified.
  - All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

# 8.0: Emergency Procedures

- **8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)**
- **8.2 Bloodborne Pathogens and Universal Precautions**
- **8.3 Emergency Medical Procedures and First Aid**

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# 8.3 Emergency Medical Procedures and First Aid

- In the case of a medical emergency at school facilities the following procedure will be followed:
  1. Personnel must remain calm.
  2. The instructor or person in charge should immediately contact the nurse/administrator or send two students for the nurse/administrator giving the
    - Location of person
    - Name of person
    - Type of injury
  3. The nurse and administrator will both report to the emergency scene.
  4. The school nurse or other first aid trained person shall be responsible for administering first aid, except for very minor injuries.
  5. In the case of acids and/or corrosives, eye wash stations and/or safety showers shall be used as needed.
  6. Keep all personnel and students uninvolved in the emergency away from the area.
  7. The administrator will secure outside medical assistance when the emergency is so severe that that it suggests immediate hospital care.
  8. The parent/guardian shall be notified as soon as possible.

# 9.0: Reportable Incidents and Accident Follow Up Procedures

- After appropriate first aid or other emergency response actions have been initiated, all incidents associated with staff or students on school premises or at SLE worksites associated with school district sponsored programs must be documented on the District Incident Report Form from Risk Management (Appendix C) and an Exposure Incident form as required by the Exposure Control Plan, and sent to the school nurse associated with the staff person or student involved in the incident (if applicable). An incident involves any first aid treatment of an injury or illness during a school sponsored activity. Minor incidents such as scratches, bruises, etc., need not necessarily be reported. Depending on the circumstances, the School Nurse and Principal may initiate a series of actions.

# 10.0: Safety and Health Practices and Procedures Specific to Programs/Courses

- Instructors in cooperation with the program supervisors will develop program specific safety and health practices and procedures for their courses.
- Instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Instructors will incorporate practices and procedures in their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary.
- In addition, a safety contract must be signed by the student and parent prior to working any tools in a shop.

# 11.0: General Safety, Health and Environmental Requirements, Plans and Procedures

The following written plans have been developed to address the safety and health issue indicated:

- General PPE policy and procedures per 29 CFR 1910.132
- Eye protection policy and procedures per N.J.A.C. 6A:26-12.5
- Respiratory protection policy and procedures per 29 CFR 1910.134
- Hearing protection policy and procedures per 29 CFR 1910.95
- Hazardous chemicals in laboratories plan per 29 CFR 1910.1450
- Lockout/Tagout plan and procedures per 29 CFR 1910.147
- Fire prevention plan per 29 CFR 1910.39
- Indoor air quality plan per N.J.A.C.12:100-13
- Integrated Pest management per N.J.A.C.7:30-1301
- Hazard Communication per 29 CFR 1910.1200
- Hazard Communication per N.J.A.C.12:100-7
- Hazardous Waste Plan per 40 CFR
- Hazardous Waste Plan per N.J.S.A.13:1E-1
- Hazardous Waste Plan per N.J.A.C.7:26 G-1
- Floor Jacks per SOP 16.01

# Appendix A:

## Key Safety and Health Contacts

- Chief School Administrator
- District Safety and Health Leadership Committee
- High School Principals
- High School Science Chairs

# Appendix B: School Inspection Checklist(s)

- “New Jersey Department of Education Health and Safety Evaluation of School Buildings Checklist”

# Appendix C: District Incident/Accident Report Form

- “Paterson Public Schools Employee Incident/Accident Report”

Questions?

**Thank you for your time  
and  
cooperation!**