

Occupational Safety and Health Program Plan

for the

Paterson Public School District

Paterson, New Jersey

January 2017

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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. The following school facility locations are covered by this plan:

- School of Information Technology @ EHS (SoIT)
- School of Government & Public Administration @ EHS (GoPA)
- School of Culinary Arts, Hospitality & Tourism @ EHS (CAHTS)
- International High School
- Science, Technology, Engineering, and Mathematics @ JFK (STEM)
- School of Architecture and Construction Trades @ JFK (ACT)
- School of Business, Technology, Marketing, & Finance @ JFK (BTMF)
- School of Education and Training @ JFK (SET)
- Rosa L. Parks School of Fine & Performing Arts
- Garrett Morgan Academy for Transportation and Engineering
- Academy of Earth and Space Science (PANTHER)
- Academy of Health Science (HARP)
- STARS Academy
- Great Falls Academy
- Paterson Adult & Continuing Education (PACE)
- Silk City Academy
- YES Academy

2.0 District Safety and Health Policy

The Paterson Public School District is committed to providing a safe and healthy environment for all employees and students on school property and at structure learning experiences worksites as aligned with Brighter Futures Strategic Plan, Priority II, Create Schools with Healthy School Cultures and Climate. Its goal is to eliminate, as much as possible, the risk of school-related injuries and illnesses. It is also committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations. As appropriate, the District will provide funds, time, and training to administrators and teachers to help develop and implement the District's safety and health plan.

It is the District and Board's policy to comply with all federal, state, and local environment, safety and health regulations. In addition, The Safe Schools Manual, provided by the NJDOE, Office of Career and Technical Education shall be incorporated into this plan. This manual shall serve as a reference and can be found

in on the Safe School's Website. <http://www.njsafeschools.org/websites.html>

Where regulations are not sufficiently protective, the board supports the implementation of additional measures that provide a safe and healthy environment.

The District and Board believe that 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

With support from the State of New Jersey Department of Education and Paterson Board of Education, the Chief School Administrator (CSA) has the primary responsibility for development, implementation, and review of the S&H Plan and other district safety and health policies, plans, and procedures. The Paterson Board of Education will review and approve, as appropriate, district procedures, safety and health policies, plans, budgets, and procedures submitted to the Board by the CSA. The CSA has the following responsibilities:

- Develop and implement a district S&H Plan in cooperation with the Board;
- Provide administrative oversight to ensure the S&H Plan is effective;
- Ensure adequate staffing that allows for implementation of the S&H Plan at all facilities;
- Provide a budget in cooperation with the Board sufficient to implement the S&H Plan and corrective action;
- Ensure the S&H Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;

- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;
- Ensure staff, teachers, and students comply with the S&H Plan and other regulatory requirements;
- Recommend to the Board the names of Safety and Health Designees;
- Establish emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens.
- Ensure students involved in structured learning experiences are supervised by the appropriately licensed teachers;
- Establish procedures for reporting, investigating and recording safety and health incidents involving treatment by licensed care professionals;
- Appoint representatives to the School District Safety and Health Committee; and,
- Develop job descriptions for all district personnel with safety and health responsibilities.

The CSA has assigned responsibility for coordinating all S&H Plan activities within the district to the District Safety and Health Leadership Team (Team). The Team currently consists of: the Supervisor of College and Career Readiness or designee, the Executive Director of Facilities or designee (Facilities), and the Director of Math/Science or designee (Math/Science). The District Safety and Health Leadership Team is approved by the Board of Education.

The Team in cooperation with the CSA has created a District Safety and Health Committee (DC). With consultation by the Team, the CSA will appoint other key representatives of the District to the Team, as appropriate, to carry out Team activities. The Supervisor of College and Career Readiness will be a standing member of the Team, who will coordinate DC meetings no less than quarterly.

Specific members of the DC will carry out the following tasks, as it pertains to their professional purview:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities;
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures;

- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens;
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals;
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at structured learning experiences worksites;
- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all career and technical education programs and courses;
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis;
- Inspect facilities to identify safety and health hazards;
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures;
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the CSA will oversee the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

The Executive Director of Facilities (or designee), has the following additional responsibilities:

- Annually review maintenance job tasks to determine potential hazards inherent in the way processes or operations are conducted;
- Annually conduct a workplace hazard assessment for maintenance and repair actions to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE);
- Annually create a written document with the title “Workplace PPE Hazard Assessment” certifying that a PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation;
- Maintain records of “Workplace PPE Hazard Assessments; ” and,

- Place identified maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

The Principals at each school or designee(s) have responsibility for implementing the S&H Plan and other safety and health policies and procedures. The Principals have the following responsibilities:

- Assist with development of the S&H Plan;
- Implement the S&H Plan;
- Recommend changes to the CSA regarding improvements to the S&H Plan;
- Evaluate the effectiveness of the S&H Plan every two years;
- Appoint members to the School Safety and Health Committee (SC);
- Ensure the SC meets on a regular basis;
- Assign and organize staff to allow efficient and effective implementation of the S&H Plan;
- Ensure chemical inventories and maintenance of materials safety data sheets are conducted following the procedures specified in the District Hazard Communication Program;
- Establish procedures to identify and correct unsafe conditions, equipment, and tasks;
- Provide training and information to staff and teachers as necessary about S&H issues;
- Enforce compliance with S&H regulations;
- Enforce compliance with school district policies, procedures, and the S&H Plan; and,
- Include safety and health policies where appropriate in important documentation including the student handbook and within new teacher orientation documents.

The Principals at each school have created a SC. The school administrator will serve as the chair of these committees. The Principals in cooperation with the other school administrators (if applicable) will appoint members to the SC as necessary to carry out the S&H Plan. The SC will meet monthly and carry out the following responsibilities:

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers and student practices to ensure proper implementation of the S&H Plan;

- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;
- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

As safety and health is a shared responsibility, the School Nurses, Supervisors, Teachers, Structured Learning Experience Coordinators, Students and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

- School Nurses
 - Adhere to procedures for responding to incidents involving first aid and other emergent medical situations
 - Adhere to Universal/Standard safety precaution procedures
 - Adhere to procedure for responding to emergent situations, reporting and recordkeeping associated with health and safety events
 - Assist with the completion of the accident/incident report
 - Conduct staff training on Sudden Cardiac Event – Emergency Response Action Plan and Universal/Standard safety precaution procedures.

- Supervisors
 - Follow district policies, procedures, and the S&H Plan;
 - Develop curricula in cooperation with teachers that addresses career and technical education safety and health issues;
 - Assist the principal to ensure the S&H Plan is implemented in the district;
 - Participate in safety and health inspections and job safety task analyses; and,
 - Provide administrative over site to ensure teachers carry out assigned responsibilities.
 - Structured Learning Experience (SLE) Coordinators supervise students at SLE worksites only within the scope allowed by their credentials;
 - Place students at SLE worksites in compliance with federal and state child labor laws;
 - Review and approve SLE worksites prior to placement to ensure worksites are safe;
 - Develop and implement a training agreement in accordance with NJDOE requirements and guidelines following NJDOE model

agreements available at the following website:

<http://www.nj.gov/education/voc/sle/>;

- Develop and implement a training plan establishing the goals, education and training objectives, and worksite activities of the SLE in accordance with NJDOE requirements and guidelines available at the following website: <http://www.nj.gov/education/voc/sle/>;
 - Inspect SLE worksites every 10th day the student reports to the worksite following the “NJ Model Worksite Visit Checklist for SLE and Cooperative Education Experiences” available at the following website: <http://www.nj.gov/education/voc/sle/>;
 - Maintain records of training agreements, training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student’s progress in accomplishing the learning objectives that are identified in the student learning plan;
 - Follow district safety and health policies and procedures for SLE placements;
 - Ensure SLE students receive worksite specific safety and health training;
 - Investigate and implement corrective actions for each incident; and,
 - Report each incident according to the school district’s procedures.
- 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;
 - 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;

- 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.
- 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;
 - 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.
- Parent/Guardians
 - Develop an awareness of the safety and health policies, procedures and expectations in the student's career and technical education program;
 - Reinforce district safety and health policies and procedures;
 - Review district correspondence regarding career and technical education safety and health issues and respond as required;
 - Inform the school district of any unreported injury or illness resulting from a career and technical education incident and any related medical follow up.

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.**

The Executive Director of Facilities (or designee) will oversee safety and health inspections of administrative offices located at 90 Delaware Avenue, Paterson, NJ, using the inspection checklist attached as Appendix B. By the end of each school year, all administrative offices will be inspected at least once. Applicable members of the DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

School Safety and Health Committees will conduct safety and health inspections of their school facilities monthly, also using the inspection checklist attached as Appendix B. By the end of the school year, all school facility areas will have been inspected at least once. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

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.

Finally, SLE Coordinators will conduct inspections of worksites prior to placement of any students and then every 10th day the student reports to the worksites using forms. The “”Worksite Safety and Health Evaluation Guide” available at the following website: <http://www.nj.gov/education/voc/sle/> will be used for the initial inspection. The “NJ Model Worksite Visit Checklist for SLE and Cooperative Education Experiences” available at the following website: <http://www.nj.gov/education/voc/sle/> will be used for follow up inspections. Any significant hazard will be corrected such that no exposure can occur to students.

5.2 Procedures for inspections of personal protective equipment (PPE) and

devices

All users of PPE will be provided training on the proper care and maintenance of the PPE. Users of PPE will inspect the PPE prior to donning to identify any defects.

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.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done

The Executive Director of Facilities (or designee) will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE). A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the The Executive Director of Facilities (or designee). Access to this document can be found on the Department of Facilities web page.

Individual instructors in cooperation with their program supervisors will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective actions will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a

workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of use personal protective equipment (PPE). A written document will be created with the title “Workplace PPE Hazard Assessment” certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. These documents will be maintained by instructors or program supervisor.

5.5 Maintenance and repair procedures for safety and health issues

All unacceptable safety and health hazards requiring maintenance and/or repair action will be reported immediately to the Executive Director of Facilities (or designee). Each report will be clearly identified as a safety and health priority. All worker or student exposure to the unacceptable hazards will be prevented until the unsafe condition is remediated. The Executive Director of Facilities (or designee) will place all maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

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

Every career and technical education course offered will address the general safety and health competencies associated with the program. Descriptions of general classroom safety and emergency procedures will be developed by instructors and program supervisors. 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;
- 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.

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;
- Audio-visual presentations;
- Simulations;
- Displays;
- Role playing;
- Hazard mapping (<http://www.njsafeschools.org/newsletters/newsletter17.pdf>);
- Student development of hazard signs based on hazard analysis;
- Student facility inspections; and,
- School awards for safety and health posters, bulletins boards or projects.

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.

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)

The District has developed a District-Wide Crisis Management and School Safety Plan (CMSSP) in accordance with N.J.A.C. 6A:16-5.1 and NJ Department of Education guidelines. The CMSSP has been distributed to all employees. New employees receive a copy of the CMSSP within 60 days of employment. In addition, all district employees have received an in-service training program about the CMSSP and receive an annual review. New employees receive an in-service training program about the CMSSP within 60 days. The CMSSP is reviewed annually and updated as necessary. Changes to the CMSSP are communicated in writing to employees.

The CMSSP has its own organizational structure including a District Crisis Response and Safety Team and School Building Level Crisis Response and Safety Teams. Consult the CMSSP for additional details regarding Team memberships and responsibilities. The CMSSP includes response procedures for all of the following emergencies:

- Hostage situations;

- Weapons;
- Intruders;
- Threats of Violence;
- Bomb Threats;
- Fire, Explosion and Chemical Releases;
- Evacuations; and,
- Natural disasters.

8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.3 (e) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030, a hard copy is kept in the facility's main office and can be accessed electronically on the Department of Facilities web page.

Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse, who may be called on to administer first aid.

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
 - a. Location of person
 - b. Name of person
 - c. 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.

In the case of a medical emergency at an SLE worksite, employer procedures will be followed. The SLE Coordinators and parents/guardians will also be notified.

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 the following actions:

1. Notify the Principal, School Safety and Health Designee, CSA, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete district forms including Workers Compensation Treatment Form and Student Incident/Accident Form
4. Principal coordinates completion and submission of the NJ Department of Education Incident Reporting Form required by N.J.A.C. 6A:19-6.5. The form and Guidance Manual for completing the form can be found on the following website: <http://www.nj.gov/education/voc/sle/>.
5. Principal requests an incident investigation be conducted by the District or School Safety and Health Committees
6. Principal completes the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements (https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=1021).

All incidents involving treatment by a physician will be investigated by either a District or School Safety and Health Committees. The Committee investigating the incident will complete the District Incident Report Form (Appendix C) and initiate all corrective action needed to prevent future occurrences of the incident.

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. The 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

Copies of the policies, plans, and procedures are available through the CSA, Principals, District Safety and Health Committee, School Safety and Health Committee.

Key Safety and Health Contacts

Title	Name
Chief School Administrator	Dr. Donnie Evans, Ed D.
District Safety and Health Leadership Committee	
Supervisor of College and Career Readiness	Will Graulich
Executive Director of Facilities	Steven Morlino
Supervisor of Nursing Services	Elizabeth Craft
Coordinator of School Safety	Anthony Traina
Interim Director of Math/Science	Joanna Tsimpedes
Supervisor of Science	Sarah Sterling-Laldee
High School Principals	
School of Information Technology @ EHS (SoIT)	Vivian Gaines
School of Government & Public Administration @ EHS (GoPA)	Dr. Karen Johnson
School of Culinary Arts, Hospitality & Tourism @ EHS (CAHTS)	Edgard Nieves
International High School	Dr. Robina Puryear-Castro
John F. Kennedy Educational Complex: Operations	Michael Hill
Science, Technology, Engineering, and Mathematics @ JFK (STEM)	Nicholas Vancheri
School of Architecture and Construction Trades @ JFK (ACT)	Dewitt Evering
School of Business, Technology, Marketing, & Finance @ JFK (BTMF)	Pamela Powell
School of Education and Training @ JFK (SET)	Mary Anne Perrotta
Rosa L. Parks School of Fine & Performing Arts	Jalyn Lyde
Garrett Morgan Academy for Transportation and Engineering	Michael McGinley
Academy of Earth and Space Science (PANTHER)	Gregg Festa
Academy of Health Science (HARP)	Kelli White
STARS Academy	Cecila O'Toole Frederick
Great Falls Academy	Gerald Glisson
Paterson Adult & Continuing Education (PACE)	Nora Hoover
Silk City Academy	Stanley Sumter
YES Academy	Dr. Dorothy Dougé
High School Science Chairs	
John F. Kennedy Educational Complex	Jane Silverstein
Eastside High School Campus	Shenita Davis
Rosa L. Parks School of Fine & Performing Arts	Pamela Gary-Maple
High School Academies	Nellista Bess

New Jersey Department of Education

Health and Safety Evaluation Of School Buildings Checklist

COUNTY: _____ DISTRICT: _____ SCHOOL YEAR: _____

(check one) [] Leased [x] Owned SCHOOL BUILDING: _____

COMPLETED BY : _____ DATE : _____

This form shall be used for the evaluation of school buildings including: Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other school settings. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Instructions and Guidance" for additional information.

SECTION A: 100% Items

100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
CURRENT LICENSES AND CERTIFICATES				
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)				
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.				
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.				
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.				
5. Current boiler inspection certificate(s) posted at site of boiler				
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.				
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4)				
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance] 18A:41-1				
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.				
10. District has defibrillators identified with appropriate signage, is placed and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law 18A:40 41a-41c)				

100% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.				
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.				
INTERIOR				
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.				
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.				
15. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.				
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)				
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)				
18. Kindergarten and Pre-K toilet requirements are met.				
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.				
20. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; NOT in boiler room/hazardous areas).				
VOCATIONAL/LABORATORIES				
21. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after				

100% COMPLIANCE				
1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
22. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.				
23. Adequate eye and body protection is provided, including: <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (6A:26-12.5) 				
24. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: <ul style="list-style-type: none"> a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: <ul style="list-style-type: none"> 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 				
100% ITEMS TOTAL				

Section B: 80% Items

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion. 				
2. All exterior receptacles are GFI protected in accordance with code.				
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards				

80% COMPLIANCE				
or traffic conditions.6A:26-8.1ix				
EXITS/EXTERIOR continued	YES	NO	N/A	VIOLATION LOCATION
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular inspections.				
INTERIOR				
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.				
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)				
7. Doors leading to interior courtyards are clearly marked: "Not an Exit"				
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair				
9. Stage curtains are flame proof or flame retardant and certificates are on file.				
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)				
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2)				
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))				
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)				
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))				
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)				

80% COMPLIANCE				
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)				
INTERIOR	YES	NO	N/A	VIOLATION LOCATION
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites.6A:26-8.1 (ii)				
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.				
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards. Any concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. 6A:26-8.1 (i5)				
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.				
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)				
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v)				
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)				
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately				
25. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.				
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; 6A:26-8.1(vii)				
VOCATIONAL/LABORATORIES				
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.				
28. Required space is available for the safe operation of machinery				

80% COMPLIANCE				
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.				
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.				
31. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.				
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.				
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.				
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.				
80% ITEMS TOTAL				

SCORING SECTIONS	100% Section A	80% Section B
Maximum # of Compliant Questions:	24	34

100% Section A Compliance	SCORE	NJSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses in section A		[] COMPLIANT (No exceptions) [] NONCOMPLIANT

80% Section B Compliance	SCORE	NJSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses		[] COMPLIANT Line a is equal to or <u>greater than</u> Line #d [] NONCOMPLIANT Line a is <u>less than</u> Line #d
b. # of NO responses		
c. Subtotal [(a)+(b)]		
d. Multiply [(c) x 80%]		

LEA SIGNATURES:

Completed By _____ Title _____ Date _____

if applicable, Certified Educational Facilities Manger _____ Date _____

Chief School Administrator _____ Date _____

All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.

**PATERSON PUBLIC SCHOOLS
EMPLOYEE INCIDENT/ACCIDENT REPORT**

Received by Risk Management: stamp _____

PART I – TO BE COMPLETED BY EMPLOYEE (IN PRESENCE OF ADMINISTRATOR)

1. Last Name	First Name	Middle Initial
2. School Phone #	Home Telephone #	
3. Street Address:		
4. City:	State:	Zip Code:
5. Date of Birth:	Social Security Number:	
6. Date of Hire:	Sex:	M F
7. Occupation/Job Title:		
8. Martial Status:		
9. Annual Wage Rate/Specify 10 or 12 month employee:		
10. School/Building Location Where Employed:		
11. Date of Injury or Illness:		
12. Time Employee Began Work on Date of Injury or Illness:	AM	PM
13. Time of Injury or Illness:	AM	PM
14. Name of Administrator to whom employee reported Injury/Illness:		
15. Date Employer was Notified of Injury or Illness:		
16. Specific Location Where Injury or Illness Occurred:		
17. Specific Activity Employee was Engaged in When the Injury or Illness Occurred:		
18. How did the injury or illness occur? Describe the sequence of events and describe any objects or substances that directly injured the employee or made the employee ill:		

<p>19. Describe the Injury/Illness- What parts of your body were hurt, and what parts of your body do you currently feel pain.</p>
<p>20. Have you had treatment in the past for the same or similar medical conditions? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>20a. If yes, please provide the name and address of the treating physician(s) for this condition. List any medications you are or were taking for this condition/injury.</p>
<p>21. Have you been treated in the past by a chiropractor? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>21a. If yes, please provide the name and address of the chiropractor(s)</p>
<p>22. Have you filed any workers' compensation claim(s) in the past for this medical condition? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>22a. If yes, please provide the details of the previous claim(s):</p>
<p>23. Have you been injured in the past in any motor vehicle collisions? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>23a. If yes, please provide the details of the accident, date, and the nature of the injury and treatment:</p>
<p>24. Do you have any employment outside of the district? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>24a. If yes, please list the names and addresses of these employers:</p>
<p>25. Do you currently (in the past 12 months) participate in any athletic or sporting activities? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>25a. If yes, please list the activities you participate in:</p>
<p>26. Please list your primary care physician and his/her address:</p>
<p>27. List Names of All Witnesses to the Incident and School/Building Phone Number</p>

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO DISCIPLINARY ACTION.

EMPLOYEE SIGNATURE: _____ DATE: _____

ADMINISTRATOR: _____ DATE: _____

ASST. SUPERINTENDENT _____ DATE: _____

PART II – TO BE COMPLETED BY BUILDING ADMINISTRATOR

1.	Name of School Employee In Charge at Time of Incident:	Phone #:	
2.	First Aid Given:	YES	NO
	By Whom?		
	Ambulance Called?	YES	NO
3.	a. Nature of Injury or Illness (As Reported by Employee):		
	b. Nature of Injury or Illness (As Reported to the Administrator by School Nurse):		
4.	Nature of Visible Injuries or Conditions Observed by Administrator:		
5.	Reported Injury or Illness Investigated By:		
	Name:	Business Tel. No.	
6.	Findings of Investigations: (provide separate sheet if necessary, and include copy of report to facilities, if any)		

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

ADMINISTRATOR SIGNATURE: _____ DATE: _____

ASST. SUPERINTENDANT: _____ DATE: _____

